

POOL AND SPA CHECKLIST

THIS DOCUMENT IS PROVIDED AS A GUIDE FOR CUSTOMERS TO BE AWARE OF THE DOCUMENTS REQUIRED TO SUBMIT FOR AND OBTAIN A PERMIT. THIS IS ONLY A GUIDE AS OTHER DOCUMENTS AND INFORMATION MAY BE REQUIRED.

1. Applications with Notarized signatures of qualifier of contractor or owner builder.
2. Complete Notarized Owner/Builder Affidavit if owner is acting as contractor per FS 489 exemption.
3. Proof of Ownership i.e. PBC Property Appraiser cover sheet, Homestead Exemption or Warranty Deed.
4. Copy of recorded Notice of Commencement if over \$2500 in value.
5. Complete Pervious Area Form if proposed construction creates new impervious area.
6. Proposed constructions which include impervious area >250 SF will require property to comply with our minimum landscaping code and submit the following:
 - A. Complete Landscaping Index Form
 - B. Landscaping Survey identifying the trees and shrubs from the Landscaping Index Form.
7. Property Survey <2 years old (except fence and play structures) with the following minimum requirements:
 - A. Printed legal description.
 - B. Property address and Date on all pages.
 - C. All property lines and easements.
 - D. Setbacks from all existing and proposed structures.
 - E. All streets bounding the property.
 - F. Total square footage of property.
 - G. Total Impervious area of property.
 - H. All impervious areas of property.
 - I. Pools proposed within 3 feet of property line will require form board survey prior to steel inspection.
8. Construction/Design Plans-Signed and sealed, legible and scaled to 1/8" = 1-foot or greater meeting the following minimum requirements:
 - A. Property Address and Date on all pages.
 - B. Engineered Product Approvals and or Engineered Plans.
 - C. Slope, depth and markings, all construction elements and trades.
 - D. Floor plan.
 - E. Wall section.
 - F. Existing Windows and Doors must be identified within 6 feet must be Safety Glass
 - G. Electrical outlet between 6' and 20' of water's edge
 - H. Note that states structure complies with FBC current 170 mph wind speed.
 - I. Primary Safety Barrier-Pool Cage or Fence-Separate Permit required.
 - J. Secondary Safety Barrier to be located on Plans-Product Approval as needed.
 - K. Gas detail if proposed installation.
 - L. Pump Specifications and Flow Rate.
 - M. Copy of Contract
 - N. ALL SUB-PERMITTS TO BE ISSUED WITH PRIMARY PERMIT.

Public Pools require Health Department review and approval prior to application submittals to this office.

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and or documentation as deemed necessary to complete the review and permitting process per Florida Statute 553.79.