



THE SUNRISE CITY

FORT PIERCE
BUILDING DEPARTMENT *Florida*

Building Department CHECKLIST FOR IN-GROUND POOL/SPA PERMITS

Pre-Approval required by:

Planning Department

Fort Pierce Utilities, if scope of work includes a pool heater

Engineering Department, if commercial

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/Residential
- Note barrier type being used
- Note if scope of work includes a spa
- Note if scope of work includes a pool heater
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Electrical and Plumbing Sub Agreements.
- Pool Safety Barrier Affidavit signed by the owner and contractor and notarized - Certain safety barriers will require separate permits. These permits shall be submitted at the same time as the pool permit.
- If a screen enclosure or property perimeter fence is being installed, separate permits are required. These permits shall be submitted at the same time as the pool permit.
- Survey showing structures and pool with setbacks.
- Original Pool plans signed and sealed by a Florida licensed Architect/Engineer. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Manufacturer's specifications, installation instructions on child safety barriers, float alarm and window alarms, if applicable.
- Engineered drainage plan, drawn by a licensed engineer, showing that all post development stormwater runoff and other surface waters will not encroach on adjacent properties, this plan

shall include existing and proposed elevation and a statement that the drainage plan complies with Section 103-203 of the Fort Pierce Code of Ordinances.

- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Affidavit.

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.



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This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.

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