



**Building Department**  
**CHECKLIST FOR POOL HEATER PERMITS**

**Pre-Approval required by:**  
**Fort Pierce Utilities**

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

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Description of work
- Note the heat source
- Note the fuel type, if applicable
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Manufacturer's specifications.
- Property survey showing the location of the pool heater.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting 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 Owner Builder Affidavit.**
- Debris Affidavit.

**NOTES:**

- If the pool heater is installed during the construction of a new in-ground pool, a separate permit is not required.
- If a gas pool heater is being installed, a separate gas permit and/or fuel tank application and documents must be submitted at the same time the pool heater application is submitted.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to flood regulations.

***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.***