Pool & Spa Permit Application Checklist

Required Permit Applications

☐ Building Permit Application (Also required for Above Ground and/or Pool Resurfacing) (Broward Link)

☐ Building Permit Application (Electrical) (Broward County Link)

☐ Building Permit Application (Plumbing) (Broward County Link)

☐ Building Permit Application (Deck, if applicable) (Broward County Link)

☐ Lot Coverage Calculation Worksheet

Permit Review Stops (Your application will be reviewed by the following disciplines)

☐ Structural

☐ Electrical

☐ Plumbing

☐ Zoning

☐ Fire (if installing gas heater)

Minimum Plan Submittal (Electronic Submittals Only Require 1 Set of Documents)

☐ Job value must be listed on permit application (Itemized cost breakdown may be required)

☐ Two (2) copies of Survey (Also required if resurfacing pool with change to Tile and/or Coping) (Survey can be requested from the city by submitting a records request)

☐ Two (2) sets of Site Plans showing location of pool with all required setbacks

☐ Two (2) sets of Plans, signed and sealed by a Florida licensed Architect/Engineer

☐ Two (2) sets of Plans showing compliance with R4501.17.1 Residential Swimming Pool Barrier Requirements

☐ Two (2) copies Special Building Inspector Form (if pool is on pilings) (Broward County Link)

Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.
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BUILDING DEPARTMENT

Revision Date: 5/5/2023

Form I.D. Number: 023.0

Other Requirements & Information

☐ Contractor Registration Requirements (if Contractor not registered with City)

☐ Owner/Builder Affidavit Packet (if Owner/Builder)

☐ Notice of Commencement (if job value over $2,500, required before 1st inspection) (Broward County Link)

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