



# VOLUSIA COUNTY

## RESIDENTIAL IN-GROUND SWIMMING POOL

### SUBMITTAL CHECKLIST

**Directions:** Place a checkmark by all items that are included in the package, and a N/A by those items not needed.

**Two complete permit packages are required & all items must be addressed and in proper order**

Contractor or Owner/Builder \_\_\_\_\_

Jobsite Address (Complete) \_\_\_\_\_

<u>Submitted</u>	<u>Received</u>	
[ ]	[ ]	<b>Completed Application</b> (Front & Back). Owner/Builder must <i>personally appear</i> in office & sign application. <u>Name &amp; license number of each subcontractor</u> is required.
[ ]	[ ]	<b>Owner/Builder Disclosure Statement</b> (Owner/Builder Permits only)
[ ]	[ ]	<b>Private Provider Documents</b> , if applicable
[ ]	[ ]	<b>Notice of Commencement Affidavit</b> with a <b>copy</b> of the Notice of Commencement that has been <b>filed</b> with the Clerk of the Circuit Court, or the <b>Recorded/Certified</b> Notice of Commencement.
[ ]	[ ]	<b>Agent Authorization Letter</b>
[ ]	[ ]	<b>Location of Septic on Site Plans</b>
[ ]	[ ]	<b>Existing Septic System Approval Letter</b> , if applicable
[ ]	[ ]	<b>Affidavit of Drainage Control form - Signed by owner &amp; notarized.</b>
[ ]	[ ]	<b>Storm Water Application</b> , with 2 <u>scaled</u> copies of stormwater & vegetation plans, if applicable
[ ]	[ ]	<b>1 Original Sealed Boundary Survey</b> <i>no more than 5 years old.</i>
[ ]	[ ]	<b>2 copies</b> of Site plan for <b>Zoning</b> , showing <i>to scale, existing &amp; proposed</i> site improvements
[ ]	[ ]	<b>Safety Act Form – Residential Swimming Pool Safety Requirement Affidavit</b> with <b>original</b> signatures of owner, contractor, and witness.
[ ]	[ ]	<b>Safety Feature – Screen Enclosure: 2 sets of Florida registered engineer or architect</b> sealed construction plans <b>or 2 sets of current Master File Engineering</b> with copy of engineer's authorization letter for screen enclosure. <b>Fence:</b> Fence information to be noted on application, shown on site plans and comply with the Swimming Pool Code.
[ ]	[ ]	If <b>Screen enclosure or Fence</b> is on a separate permit, list permit number.
[ ]	[ ]	<b>Recorded Warranty Deed</b> if property has transferred within the last 6 months (If applicable)
[ ]	[ ]	<b>Riser Diagram</b> (2 Sets), if applicable
[ ]	[ ]	<b>Automatic Cover Specs &amp; Installation instruction</b> (2 Sets), if applicable
[ ]	[ ]	<b>Pool Plans – 2 sets</b> of structural plans originally signed, sealed & dated by a Florida registered engineer or architect, or <b>2 sets</b> of stamped copies of Master File engineering for pool shell. <b>2 sets</b> of anti entrapment piping schematics originally signed, sealed and dated by a Florida registered engineer, or <b>2 sets</b> of stamped copies of Master File engineering. Provide site specific pool and spa (if applicable) layout, minimum scale 1/8"=1', showing drain locations, pool depths, means of egress (ladders, stairs, swim-outs, etc), skimmer locations(s), return location(s), suction cleaner line location, equipment location, heater location, etc.

**\*\*\*NO POOL SUBMITTALS ALLOWED WITHOUT SAFETY FEATURE\*\*\***

I hereby acknowledge that the above-mentioned plan requirements are hereby submitted with my permit application. I fully understand that if the minimum requirements (documents & plans) have not been met, the review, processing & issuing of my permit will be delayed.

Signature \_\_\_\_\_  
(Contractor, Authorized Agent, or Owner/Builder)

Date \_\_\_\_\_