



SANTA ROSA COUNTY DEVELOPMENT SERVICES

6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

SUMMARIZED CHECK LIST FOR SUBMITTING A POOL PERMIT APPLICATION

1. **POOL PERMIT APPLICATION.** A current Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **ENGINEERED LOT GRADING PLAN.** Engineered grading plans as well as final easements or as-built surveys are required in relation to some development per the LDC. Please visit the website for more detailed formation. This is only required for lots located in the unincorporated areas of the county. If your property is in the city limits of Jay, Milton, or Gulf Breeze, this is not applicable. You can upload a blank piece of paper if this is not applicable.
3. **CITY APPROVAL OR SITE PLAN.** If the property is within city limits, the city approval must be uploaded; otherwise, a site plan is required. The site plan should include the perimeter of the property, all structures on the property, the location of the proposed structure, and the distance of the proposed structure to all property lines. The setbacks for a pool are measured from the edge of the pool's water not including an concrete or decking.
4. **POOL LAYOUT DRAWING.** A pool layout drawing should be included to clearly detail the location and specifications of all steps, ladders, swim-outs and anti-entrapment devices. Also indicate the depth of the pool.
5. **PLANS.**
 - a. When required a cut view detail of the pool is to be provided.
 - b. When required, projects located on Navarre Beach and in FEMA designated FLOOD ZONE "V", the plans must be designed and sealed by a Florida State Certified Architect or Engineer.
 - c. All commercial projects must provide 2 complete sets of Florida Engineer or Architect designed and sealed plans and construction details.
6. **BARRIER/ALARM ACKNOWLEDGMENT FORM.** All pools will provide a notarized copy of the Barrier/Alarm Acknowledgment Form. See page 3 of this application.
7. **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$5,000 or more. Blank forms are located in Development Services Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Santa Rosa County Administrative Complex (6495 Caroline St., Suite A, Milton, Florida). The recorded copy of the Notice of Commencement is to be submitted to Development Services before any inspections will be made **and** a copy must be posted on the job site.
8. No fill or structures of any type shall be placed within any easements.

Permitting Fees:

Residential In-Ground Pool - \$313.17

Residential Spa, Hot Tub, or Above-Ground Pool - \$203.57

Commercial In-Ground Pool - \$277.08

(Residential pool permit fees include a site permit fee of \$85.00 and a zoning review fee of \$25.00. If the property is in city limits of Jay, Milton, or Gulf Breeze, those fees do not apply.)

Normal Sequence of Inspections:

1. Pool Footing/Pressure Inspection
2. Electrical Bonding Inspection
3. Gas Rough Inspection (If applicable)
4. Electrical Final Inspection
5. Gas Final Inspection (If applicable)
6. Pool Final Inspection (This inspection is for the Alarms and Barrier compliance)

Property Information

Property Owner: _____

Job Address: _____

Parcel Number: _____

City: _____ Zip: _____

Owner Phone Number: _____

Owner E-mail: _____

Mailing Address for Property Owner: _____

City: _____ State: _____ Zip: _____

Project Notes:

If a gate code is required to gain access to the property, please provide it here: _____

Job Information

Residential or Commercial

Swimming Pool Barrier Requirement

Above Ground In-Ground Spa

By completing and signing page 3 of the pool permit application, the property owner acknowledges that that they are engaging or about to engage in the construction of a swimming pool upon their premises located in Santa Rosa County, Florida, as described on the required building permit application and do hereby acknowledge the requirement of an approved barrier at least 48 inches (4 feet) above grade, measured on the side of the barrier which faces away from the swimming pool, is to be erected prior to filling the pool with water. Furthermore, they acknowledge the requirement of an alarm on all doors and windows within a dwelling unit having direct access to the pool through a wall (or walls) that serves as part of the barrier.

Gunite Liner Fiberglass

Cost of Construction: \$ _____

Length _____

Width _____

Depth _____

They also acknowledge that the foregoing is required by Section 315 of the Standard Swimming Pool Code and County Ordinance 93-08 relating to adoption of said code.

Is this a corner lot? Yes No

Will there be a pool enclosure to added in the future?

Yes No

Disclosure

Florida Statutes, 713.135(6) Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

Time limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

Conditions of the Permit: Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days.

Applicant: _____

License #: _____

Company Name: _____

Mailing Address: _____

Phone #: _____

City: _____ State: _____

Email Address: _____

Signature of Qualifier: _____

By signing you acknowledge the Disclosure above.

If you are an owner who would like to pull your own permit, the Owner/Builder Disclosure form is required, and it must be completed in person at our office.

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Swimming Pool Barrier Acknowledgement

(To be completed by the property owner)

I acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at the property address of

_____, and hereby affirm that one of the following methods will be
(Street Address)

used to meet the requirements of Chapter 515, Florida Statutes.

(PLEASE INITIAL THE METHOD(S) TO BE USED FOR YOUR POOL)

_____ The pool will be isolated from access to the home by an enclosure that meets the pool barrier requirements of Florida Statutes 515.29; (if home is part of enclosure – item 3 must be initialed also.)

_____ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91 (Standard Performance Specifications for Safety Covers for Swimming Pools, Spas and HotTubs).

_____ All doors and windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and is hardwired to the house electrical system or plug in type. Battery Type alarms must meet UL 2017. All types of alarms must have a pass thru button.

_____ All doors providing direct access from the home to the pool will be equipped with self-closing, self-latching devices with release mechanisms placed no lower than 54" above the floor or deck. All windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and is hardwired to the house electrical system or plug in type.

_____ A swimming pool alarm that, when placed in a pool, sounds an alarm upon detection of an accidental or unauthorized entrance into the water. Such pool alarm must meet and be independently certified to ASTM Standard F2208, titled "Standard Safety Specification for Residential Pool Alarms," which includes surface motion, pressure, sonar, laser, and infrared alarms. For purposes of this paragraph, the term "swimming pool alarm" does not include any swimming protection alarm device designed for individual use, such as an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water.

I understand that not having one of the above installed at the time of final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515, F.S. and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$500 and/or 60 days in jail as established in Chapter 775, F.S.

Property Owner's Signature

NOTARY ACKNOWLEDGEMENT

State of _____
County of _____

This instrument was acknowledged before me this _____ day of _____, 20_____, by _____.
(NOTARY SEAL)

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

Notary Signature

Name of Notary Typed, Printed, or Stamped