



***Building & Fire Prevention Division
RESIDENTIAL POOL/SPA/HOT TUB
PERMIT GUIDELINES***

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

- Pool Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- Completed and signed Electrical Permit Application.
- Completed and signed Plumbing Permit Application (if owner is applicant).
- Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating the worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Owner Builder Statement / Affidavit (if owner is applicant).
(Must be signed in person at the Building Department)
- Two (2) sets signed and sealed pool construction plans.
- Two (2) site plans, drawn to scale with accurate measurements. The dimensions of areas shown on site plan must match dimensions of pool construction plans.
- Two (2) copies of a completed total dynamic head calculation in accordance with ANSI/APSP 7-06 with associated equipment specifications to verify compliance with the entrapment protection for suction outlets provisions of FBCR R4101.6.6.
- Two (2) copies of a completed swimming pool energy efficiency compliance information form meeting the requirements of ANSI/APSP-15 as required by the Florida energy Efficiency code section 403.9.
- Two (2) copies of the manufacturer's installation instructions for all accessories to pool (i.e., pumps, heaters, lights...).
- Two (2) completed and signed (by contractor and owner) City of Sanford Residential Pool / Spa / Hot Tub Safety Act Requirement forms.

CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN

- Lot number
- Address
- Primary building setback lines/envelope
- A/C unit locations must be indicated
- Equipment location
- Easements: drainage, utility, etc.
- Location of septic systems

PLANS / GENERAL

- Plans to 1/4" scale

- Designer information: name, address, registration # on all pages
- Design criteria: applicable codes and/or standards
- Standards as referenced
- Method of compliance for the swimming pool barrier requirement
- Safety glass requirement

ELECTRIC

- Bonding/grounding to foundation steel
- Service location
- Panel locations
- GFCI (required, location of)
- Outdoor receptacles (location of)
- Disconnecting means
- Switches/lights

MECHANICAL

- Equipment location
- Anchorage for wind requirements
- Clearances at equipment

PLUMBING

- Piping Diagram
- Plumbing Permit Application if other than pool contractor

INSTALLATION INSTRUCTIONS

- Manufacturer product installation instructions (2 copies)

REQUIRED INSPECTION:

1. POOL FOUNDATION INSPECTION

- Inspection to be made after excavation, installation of reinforcing steel, and prior to placing of concrete shell.

2. POOL PLUMBING ROUGH INSPECTION

- To be approved prior to placing concrete shell.
- Verify piping per plans; inspect anti-entrapment system (if applicable at this stage). All piping to be inspected shall be under a minimum pressure of 35psi for fifteen minutes.
- Piping must be sufficiently exposed to verify code compliance. All fittings required to be exposed.

3. LIGHT NICHE BONDING INSPECTION

- Shell Bonding to be approved prior to placing of concrete shell.
- Check bonding requirements and clamps for code compliance. Clamps **DO NOT** require silicone or other covering.

4. POOL BONDING GRID INSPECTION

- To be approved prior to installation of pool deck.
- Verify equipotential bond and all applicable connections requiring bonding.
- Verify 12" minimum burial depth of conductors to pool equipment.

5. MAIN DRAIN PIPING INSPECTION

- Piping shall be complete and run to equipment location. Piping shall be sufficiently exposed to verify code compliance; all fittings shall be exposed. This is an “open ditch” inspection.
- Piping shall be under a minimum pressure of 35psi for fifteen minutes.

6. POOL DECK INSPECTION

- All previous inspections shall be approved prior to the pool deck inspection.
- Inspector shall verify compaction of soil; verify termite treatment within one foot of structure; and verify structural components (if applicable).
- Deck area shall be completely prepared for application of final deck material.
- Contractor shall verify compaction of soil prior to scheduling inspection. If **Correction Notice** is issued for compaction of soil, an Engineer registered with the State of Florida shall certify compaction.

7. CHILD SAFETY ACT INSPECTION

- Must meet the requirements relating to pool safety features as described in Section 424.2.17.
- Verify safety glazing within 60” of waters edge.
- Inspection required prior to filling pool.

8. FINAL PLUMBING INSPECTION

- Verify all plumbing connections are water tight; verify all covers and finishes of piping are in place; and verify anti-entrapment installation is complete.
- Pool to be fully operational.

9. FINAL ELECTRIC INSPECTION

- Verify all bonding and wiring is in accordance with the Code. Bonding of all metal within 60” of pools edge and all equipment is properly bonded.
- Inspection required prior to filling pool.

10. FINAL POOL INSPECTION

- All previous inspections shall be completed and approved. All permits issued in relation to the installation of the pool shall have received their final approved inspection (i.e., solar, gas, etc.).
- Pool shall be fully operational; final grading to be completed; and final grade to be mulched, seeded or sodded to restore original vegetation or plan specifications.
- All construction materials and debris shall be removed from jobsite prior to final inspection.
- Any damage to the Right-of-Way shall be repaired.

These guidelines were compiled to assist the applicant in preparing a residential pool / spa / hot tub permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and local code requirements.