



City of Lake City - Growth Management
173 NW Hillsboro St. Lake City, FL 32055
Ph: 386-719-5750 Email: Permits@lcfla.com

ABOVE GROUND POOL PERMIT APPLICATION

Permit #: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description (Section/Block/Lot): _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

PROJECT INFORMATION

Description of work: _____

Dimensions of pool: _____ Length: _____ Width: _____ Pool Shape: ☐ Round ☐ Oval ☐ Rectangular

Water depth: _____ Wall height of pool above grade: _____ (if less than 48" a safety barrier will be required)

Ladder type: _____ Barrier type: _____

***See checklist for additional requirements.**

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER

Contractor Signature

Date

Print Name

Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

Owner or Owner's Authorized Representative Signature

Date

Print Name

Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

FOR OFFICE USE ONLY

PERMIT FEE \$ _____

Application date: _____



Building Department CHECKLIST FOR ABOVE GROUND POOL/SPA PERMITS

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

- For office use only - Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Dimensions of pool
- Length/width
- Pool shape
- Water depth
- Wall height of pool above grade
- Ladder type
- Barrier type
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS:

- Electrical sub-contractor permit application, for the pump.
- Manufacturer's specifications for the pool, ladder and pump. Must also submit specs for the spa cover, if the permit request is for an above-ground spa.
- Property survey showing the location of the pool/spa.
- If new electric is being installed, a separate electrical permit application is required and must be submitted with the property survey and plans and drawings.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- If the pool will be installed part in-ground, refer to the "In-ground Pool Checklist".

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.

