



GROWTH MANAGEMENT DEPARTMENT
205 North Marion Ave Lake City, FL 32055
Phone: (386) 719-5750 Fax: (386) 785-5426
www.lcfla.com

PERMIT APPLICATION REQUIREMENTS **NEW COMMERCIAL POOL**

CODES USED: 2024 (8th Edition) FLORIDA BUILDING CODES AND 2020 NEC

MANDATORY DOCUMENTS:

- _____ 1. COMPLETED COMMERCIAL POOL PERMIT APPLICATION PACKET. ALL APPLICABLE LINE ITEMS MUST BE FILLED OUT. (Check all boxes on application that may be applicable regarding: decking, pool barrier, storm water, etc.) (Applications are available online at: www.lcfla.com).
- _____ 2. INCLUDE RECEIPT LETTER FROM FDOH FOR OPERATING PERMIT APPLICATION
- _____ 3. TWO (2) (11X17) AND ONE (1) (24X36) OF POOL SCHEMATIC PLANS AND PROPOSED EQUIPEMENTSCHEDULE.
- _____ 4. TWO (2) (11X17) & ONE (1) (24X36) SCALED SITE PLAN OR SURVEY SHOWING LOCATION OF POOL AND DISTANCES IN FEET FROM PROPERTY LINES AND ALL OTHER STRUCTURES TO WATERS EDGE
 - A. POOL/DECK/FENCES/ AND ALL OTHER STRUCTURES AND DISTANCES TO THOSE STRUCTURES
 - B. SETBACKS
 - C. STORMWATER
 - D. PLAN MUST SHOW LOWEST STRUCTURAL HORIZONTAL MEMBER ELEVATION IF IN A (A,AE,AH) FLOOD ZONE
- _____ 5. RECORDED COPY OF “NOTICE OF COMMENCEMENT” (Florida Statutes 713), NOC must be recorded with Columbia County Clerk of Court, posted at the job site and at the building department PRIOR to firstinspection.
- _____ 6. FEMA FLOOD ELEVATION CERTIFICATE REQUIRED (A, AE, AH ZONES) before final inspection.(asapplicable)

NOTE: All proposed pool shall include a site plan or survey detailing all corresponding requirements such as pool barrier fence, storm water, any impervious pool decking, etc. along with any other general site plan requirements (Setbacks, distances to setbacks, all existing structures and distances to those structures from pool water edge). No permit application for the “pool only” will be accepted until all other corresponding requirements associated with the pool is in place and permitted, such as pool barrier fence, pool decking, etc.

OTHER REQUIREMENTS:

- a) TRASH AND DEBRIS MUST BE CONTAINED
- b) MAINTAIN EROSION AND SEDIMENT CONTROL DURING CONSTRUCTION OF PROJECT. INSPECTION REQUIRED PRIOR TO BEGINNING CONSTRUCTION.
- c) ALL EXISTING AND PROPOSED STORMWATER FACILITIES SHALL BE SHOWN ON SUBMITTED SITE PLAN.
- d) SITE INSPECTIONS AND ANY RE-INSPECTIONS PAID PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY.

REQUIRED POOL INSPECTIONS:

- POOL FOOTING / STEEL / MAIN DRAINS / SKIMMERS INSPECTION
- ELECTRICAL GROUNDING (This inspection is for the electrical bonding)
- PLUMBING - PRESSURE TEST
- GAS ROUGH- PRESSURE TEST (Required for pool heaters)
- PRE-FINAL for ELECTRICAL FINAL
 - To be performed prior to filling the pool with water
- POOL FINAL INSPECTION (Pool, plumbing, electrical, gas – with pool filled with water and pump in operation) to be performed jointly with FDOH (scheduled by contractor)
- ALL EXISTING AND PROPOSED TOPOGRAPHY SHALL BE SHOWN ON GRADING PLAN



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DATE: _____

Commercial Pool Application

JOB SITE ADDRESS: _____

NAME OF PROJECT: _____

PARCEL ID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

OWNER OF PROPERTY: _____

CONTRACTOR COMPANY NAME: _____

ADDRESS: _____

QUALIFIER NAME: _____

CITY, STATE, ZIP: _____

STATE LICENSE #: _____ COMP#: _____

CELL: _____ FAX: _____

ADDRESS: _____

ENGINEER: _____

CITY, STATE, ZIP: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CITY, STATE, ZIP: _____

CONTACT PERSON: _____

CELL: _____ FAX: _____

CELL: _____

EMAIL: _____

EMAIL: _____

E-MAIL ADDRESS OF PROPERTY OWNER AND CONTRACTOR REQUIRED

DESCRIPTION OF WORK TO BE DONE:

Current Code: _____

POOL LOCATED IN (A, AE, AH ZONE)? BFE _____ IS THE POOL AN INGROUND OR ABOVE GROUND? IG AG

CHECK ALL PARTS RESPONSIBLE FOR: POOL / SPA / FOUNTAIN DECKING POOL BARRIER STORMWATER

POOL HEATER POOL VACUUM SYSTEM OTHER: _____

(Any items not checked that apply to pool installations, a separate permit must be applied for before the Pool Permit will be issued.)

TYPE OF POOL: GUNITE VINYL FIBERGLASS OTHER: _____

TOTAL VALUE (MATERIAL & LABOR): \$ _____

NOTE: In order to pass final inspection and receive a certificate of completion, a commercial swimming pool shall have their FDOH Operating Permit

FINAL INSPECTION IS REQUIRED ON ALL PERMITS-Failure to obtain a final inspection may result in legal action.

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the Growth Management Department to enter and inspect the site and premises which is the subject of this application.

Additionally, I (we) do hereby certify that I (we) understand that a violation of Florida Stature 489.129, particularly performing any act which assists a person or entity in engaging in the prohibited uncertified and unregistered practice of contracting, and knowingly combining or conspiring with an uncertified or unregistered person by allowing his or her certificate or registration to be used by the uncertified or unregistered person with intent to evade the provisions of chapter 489, will result in complaints being filed with the Florida Department of Business and Professional Regulation by this city.

Signature of Title Holder or Applicant

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 20__, by (name of person acknowledging).

(NOTARY SEAL or STAMP)

Signature of Notary

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced

Signature of Contractor

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 20__, by (name of person acknowledging).

(NOTARY SEAL or STAMP)

Signature of Notary

Printed Name of Notary

Personally Known _____ OR Produced Identification _____
Type of Identification Produced



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POOL

(Pool Enclosures and Decks Require Separate Permit)

Building/Construction Permit Application Supplement

JOB SITE ADDRESS: _____

PARCEL ID(S): _____

DESCRIPTION OF WORK (Related to Permit Type):

ADDED IMPERVIOUS AREA: _____ **SQ. FT.**

- Storm water runoff shall not flow on to adjoining properties

.....*FOR OFFICIAL USE ONLY*

FEMA FLOOD ZONE(S) & BASE FLOOD ELEVATION: _____

WATER EDGE SETBACKS: **PROPERTY LINE:** _____ **BUILDING:** _____

REQUIRED POOL ENCLOSURE SETBACKS: **FRONT:** _____ **SIDE:** _____ **REAR:** _____

ZONING DISTRICT : _____ **REQUIRED SETBACKS:** **FRONT:** _____ **SIDE:** _____ **REAR:** _____

Received by Planning: _____	Received by Stormwater: _____
Planning Review: _____	Date: _____
Storm water Review: _____	Date: _____
Flood Provision Review: _____	Date: _____
Right of Way Review _____	Date: _____



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PERMIT APPLICATION

NOTICE TO OWNER / CONTRACTOR

JOB SITE ADDRESS: _____

NAME OF PROJECT: _____

PARCEL ID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

Application is hereby made to obtain a permit to do the work and installation as indicated. ***I certify that no work or installation has been commenced prior to issuance of a permit*** and that all work will be performed to meet all codes, standards and laws governing construction in the City of Lake City. I also certify that all required insurances for me and any trades are in accordance with state laws. I understand that a separate permit must be secured for **BUILDING, ELECTRICAL WORK, PLUMBING, MECHANICAL, ROOFING, SIGNS, POOLS and Right of Way (ROW) CONSTRUCTION**, etc.

OWNER / CONTRACTOR AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning per State and City of Lake City.

If the direct contract is greater than \$5,000, the applicant/owner must file a NOTICE OF COMMENCEMENT.

“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.”

FINAL INSPECTION IS REQUIRED ON ALL PERMITS-Failure to obtain a final inspection may result in legal action.

Must be signed in presence of a Notary

Signature
Owner or Agent (including contractor)

Signature
Contractor

**STATE OF FLORIDA
COUNTY OF COLUMBIA**

Sworn to (or affirmed) and subscribed before me this _____ day of, 20 _____

20__ by _____

Personally known _____ OR

Produced Identification _____

**STATE OF FLORIDA
COUNTY OF COLUMBIA**

Sworn to (or affirmed) and subscribed before me this _____ day of, _____

by _____

Personally known OR

Produced Identification _____

Notary Signature as to Owner

Notary Signature as to Contractor

SEAL:

SEAL:



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NORMAL SEQUENCE OF POOL INSPECTIONS

1. POOL FOOTING / STEEL / MAIN DRAINS / SKIMMERS INSPECTION

2. ELECTRICAL GROUNDING

- This inspection is for the electrical bonding

3. PLUMBING - PRESSURE TEST

4. GAS ROUGH- PRESSURE TEST

- If Required

5. PRE-FINAL for ELECTRICAL AND POOL BARRIER

- Prior to filling the pool with water

6. POOL FINAL INSPECTION

- Pool, plumbing, electrical, gas – with pool filled with water and pump in operation to be scheduled by contractor for both building department and FDOH jointly