



**Florida Building Codes 8th Edition (2023), 2020
National Electrical Code (NEC)
Florida Fire Prevention Code 8th Edition (2024)**

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 RESIDENTIAL (SFD) POOL

MANDATORY DOCUMENTS:

- _____ 1. **COMPLETED** RESIDENTIAL (SFD) 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. ONE (1) (11X17) AND ONE (1) (24X36) OF POOL SCHEMATIC PLANS AND PROPOSED EQUIPEMENT SCHEDULE.
- _____ 3. ONE (1) (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
- _____ 4. RECORDED COPY OF "NOTICE OF COMMENCEMENT" (Florida Statutes 713), NOC must be recorded with Okaloosa County Clerk of Court, posted at the job site and at the building department PRIOR to first inspection.
- _____ 5. WARRANTY DEED (Home Owner will need to sign owner affidavit if owner/contractor)
- _____ 6. FEMA FLOOD ELEVATION CERTIFICATE REQUIRED (A, AE, AH ZONES) before final inspection.(as applicable)

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 AND POOL BARRIER
 - o To be performed prior to filling the pool with water
 - o Exception: Vinyl and fiberglass pools are required to be filled with water upon installation.
- POOL FINAL INSPECTION (Pool, plumbing, electrical, gas – with pool filled with water and pump in operation)
- ALL EXISTING AND PROPOSED TOPOGRAPHY SHALL BE SHOWN ON GRADING PLAN



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8th Edition (2023) Florida Building Code
2020 National Electric Code
8th Edition (2023) Florida Fire Prevention Code

DATE: _____

Residential 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: _____ e-mail: _____

ADDRESS: _____

ENGINEER: _____

CITY, STATE, ZIP: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CITY, STATE, ZIP: _____

CONTACT PERSON: _____

CELL: _____ FAX: _____

CELL: _____

EMAIL: _____

EMAIL: _____

DESCRIPTION OF WORK TO BE DONE: E-MAIL ADDRESS OF PROPERTY OWNER AND CONTRACTOR REQUIRED

POOL LOCATED IN a FEMA Flood Zone: A AE Base Flood Elevation: _____

IS THE POOL AN INGROUND OR ABOVE GROUND? [] [] AG

[] 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 residential swimming pool must meet one or more of the following requirements for a pool barrier per Florida Statute Chapter 515:

- The pool must be isolated from access to a home by an enclosure that meets the pool barrier requirements of FL. s.515.29.
The pool must be equipped with an approved safety cover.
All doors and windows providing direct access from the home to the pool must be equipped with an exit alarm that has a minimum sound pressure rating of 85dB A at 10 feet.
All doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device with a release mechanism placed no lower than 54 inches above the floor.

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 Statute 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 this jurisdiction. 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 \$2500, 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_

by _____.

Personally known _____ OR

Produced Identification _____

**STATE OF FLORIDA
COUNTY OF COLUMBIA**

Sworn to (or affirmed) and subscribed before me this

_____ day of _____, 20

by _____.

Personally known _____ OR

Produced Identification _____

Notary Signature as to Owner

Notary Signature as to Contractor

SEAL:

SEAL:



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**RESIDENTIAL SWIMMING POOL SAFETY ACT
STATE OF FLORIDA
CITY OF LAKE CITY**

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at _____, and hereby affirm that one of the following methods will be used to meet the requirements of Chapter 515, Florida Statutes. (Please initial the method(s) to be used for yourpool)

_____ The pool will be isolated from access to the home by an enclosure that meets the pool barrier requirements of Florida Statute 515.29;

_____ 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 Hot Tubs);

_____ 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;

_____ 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;

I (We) understand that not having one or more than 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 as established in Chapter 775,F.S.

I (We) agree to enclose the pool at _____ with a fence at least four feet high, with pickets no greater than four inches apart, with a self-closing, self-latching gate mechanism, immediately upon completion of the pool.

If the pool is completely enclosed with a screened enclosure, a fence is not required. I understand a city permit is required to put up a fence or screen enclosure and that I must call the Building Department at (386) 719-5748 to request a final inspection.

Contractor’s Name

Owner’s Name

Contractor’s Signature

Owner’s Signature

**STATE OF FLORIDA
COUNTY OF COLUMBIA**

Sworn to (or affirmed) and subscribed before me this

_____ day of _____, 20_____

by _____

Personally known _____ OR

Produced Identification _____

**STATE OF FLORIDA
COUNTY OF COLUMBIA**

Sworn to (or affirmed) and subscribed before me this

_____ day of _____, 20_____

by _____

Personally known _____ OR

Produced Identification _____

Notary Signature as to Contractor

Notary Signature as to Owner

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
 - Exception: Vinyl and fiberglass pools are required to be filled with water upon installation.

6. POOL FINAL INSPECTION
 - Pool, plumbing, electrical, gas – with pool filled with water and pump in operation