Village of Royal Palm Beach

Community Development Department, Building Division
1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411
Telephone (561) 790-5128 Fax (561) 790-5129

Swimming Pool or Spa Submittal Checklist

This plan submittal checklist is designed to ensure that all information required to complete the review process is contained in the plans thereby providing for a more efficient review and permitting process. Any misstatement or inaccuracy will be cause for denial or revocation of the permit. Place a checkmark in the blank before each item to verify your acknowledgement of the requirement.

Permit application and supporting documents

for office use only	
1. _____	1. ____Permit application must be completed in its entirety including original, notarized signatures.
2. _____	2. ____ Must submit signed, notarized, owner/builder disclosure affidavit and proof of Homestead Exemption (if applicable).
3. _____	3. ____ Subcontractor permit applications, (applications must be originals with notarized signature's (electrical and plumbing required).
4. _____	4. ____ Address clearly marked on each document submitted for review.
5. _____	5. ____ A separate permit is required for enclosures, (i.e. Fence, screen, baby barrier, etc.).
6. _____	6. ____ A separate gas permit is required for pool heaters.
7. _____	7. ____ A recorded "Notice of Commencement", required for all jobs in excess of $2,500 as required per F.S. 713.135(d).
8. _____	8. ____ Copy of contract (verification purposes only – copy will not be kept on file)
9. _____	9. ____ Notarized "Pool Safety Act" and "Affidavit of Responsibility".
10._____	10. ____ Pump specifications and turnover rate.
11._____	11. ____ HOA approval letter, if applicable.
12. _____	12. ____ Site survey: One (1) copy required if smaller than 12" x 18" Two (2) copies required if larger than 12" x 18" in overall size NOTE: Minimum Scale: 1/8" = 1'
13. _____	13. ____ Construction drawings to be signed and sealed by licensed architect or engineer. One (1) set required if smaller than 12" x 18" Two (2) sets required if larger than 12" x 18" in overall size NOTE: Minimum Scale: 1/8" = 1'

Construction Drawings

Residential and commercial site requirements:

Note: If site survey, site plans and or construction drawings exceed 12" x 18" in size with a minimum scale of 1/8" = 1' - two (2) sets will be required.

A. Depending on size, one (1) or two (2) site survey
B. Depending on size, one (1) or two (2) site plans
C. Depending on size, one (1) or two (2) complete sets of plans (signed and sealed by licensed architect or engineer)

1. ____ Survey of the parcel to include:
   A. printed legal description
   B. all property lines and applicable easements
   C. setbacks to all property lines
   D. all streets bounding the property
   E. location of all buildings on property
   F. proposed location of swimming pool and/or spa, including deck and pool enclosure

2. ____ Site plan shall include:
   A. proposed location of swimming pool and/or spa, including deck and pool enclosure
   B. distance from buildings to swimming pool or spa
   C. fence, (pool barrier): to include - dimensions, gate and lock devices, (all to be in compliance with the 2004 FBC)
      Note: Existing windows and doors, when part of a pool barrier, must be shown and comply with the 2004 FBC.

3. ____ Legible construction drawings including: **address clearly marked on each page**, wall section, stair section, inlets, pool deck area, ladders, handrails, diving boards, diving towers or pool slides and depth of water at shallow and deep ends of pool or spa.
   N0TE: pool enclosure requires separate permit designed by a licensed engineer or architect.

4. ____ pump specifications and turnover rate

5. ____ A statement on the plans indicating compliance that the pool or spa has been designed in accordance with the 2004 edition of the FBC and NEC 2005 edition.

NOTE: *public pools* require state approval prior to application and plans being submitted to this office

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and/ or documentation as it deems necessary to complete the review and permitting process as provided for in Florida Statute 553.79.

Village of Royal Palm Beach, Florida

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Royal Palm Beach, Florida 33411
Telephone (561) 790-5128 Fax (561) 790-5129
Community Development

SWIMMING POOL AND / OR SPA PERMIT APPLICATION

Permit No_____
Date_____

GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. **Note:** Separate applications will be required for multiple structures or items on same parcel.

PROPOSTED IMPROVEMENT LOCATION

PCN_____ Subdivision_____

Address_____

Is this application related to a Code Enforcement Case? Provide Case No._____
Does this application have a companion application (i.e., pool, structure, etc)? Permit No._____
Has this Project had Zoning approval? ☐ Yes ☐ No Project No._____ Date Approved___/___/___

APPLICANT INFORMATION

Owner_____

Address_____ City_____ State_____ Zip_____

Home Phone_____ Work Phone_____

CONTRACTOR INFORMATION

Qualifier_____ Title_____

Company_____
Address_____ City_____ State_____ Zip_____
Contact Person_____ Phone _____
Contractor License #_____

APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

☐ Pool – In Ground ☐ Spa ☐ Pool - Above Ground ☐ Other_____

DESCRIPTION OF WORK

☐ Single Family ☐ Commercial ☐ Townhouse ☐ Condo

Further Description of work:_____

Estimated Value $ _____ Permit Fee $_____ Deposit $_____ Cash or Check # _____

STATE STATUTE REQUIRES ALL PERMITS $2,500.00 OR HIGHER IN VALUE HAVE A NOTICE OF COMMENCEMENT RECORDED WITH THE CLERK OF COURT.
A COPY OF THE RECORDED "NOC" MUST BE PROVIDED AT TIME OF APPLICATION SUBMITTAL.
FORMS ARE AVAILABE IN OUR OFFICE OR ONLINE AT www.royalpalmbeach.com.

APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

Application is herby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I certify that all the foregoing information is accurate. I understand that a separate permit may be required for electrical, pluming, roofing, air conditioning, etc.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and setbacks
- Issuance of a permit is not authorized to violate public or private restrictions
- Failure to comply with applicable construction regulations may result in the withholding of future permits
- Submission of any false information or misrepresentation is a violation of law and may result in permit revocation.

Warning to Owner: Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

Signature_____ Date_____
Contractor/Qualifier or Owner/Builder

Print Name_____

********** **NOTARY** **********

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____day of _____, 20_____ by _____ who is personally known to me or who has produced (Type of Identification) _____ as identification and who did/did not take an oath.

_____
Notary Public

_____
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

STAFF COMMENTS

NEED SEPARATE PERMIT FOR: ☐ Electrical ☐ Plumbing ☐ Pool Screen Enclosure ☐ Fence

STAFF APPROVAL

Zoning_____ **Date**_____

Building_____ **Date**_____

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Community Development

SWIMMING POOL AND/OR SPA PLUMBING PERMIT APPLICATION

Permit No_____
Date_____

GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. **Note:** Separate applications will be required for multiple structures or items on same parcel.

PROPOSTED IMPROVEMENT LOCATION

PCN_____ Subdivision_____

Address_____

Is this application related to a Code Enforcement Case? Provide Case No._____
Does this application have a companion application (i.e., pool, structure, etc)? Permit No._____
Has this Project had Zoning approval? ☐ Yes ☐ No Project No._____ Date Approved___/___/___

APPLICANT INFORMATION

Owner_____

Address_____ City_____ State_____ Zip_____

Home Phone_____ Work Phone_____

CONTRACTOR INFORMATION

Qualifier_____ Title_____

Company_____
Address_____ City_____ State_____ Zip_____
Contact Person_____ Phone _____
Contractor License #_____

APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

☐ Pool Plumbing ☐ Spa Plumbing ☐ Other_____

DESCRIPTION OF WORK

☐ Single Family ☐ Commercial ☐ Townhouse ☐ Condo

Further Description of work:_____

Estimated Value $ _____ Permit Fee $_____ Deposit $_____ Cash or Check # _____

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APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

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I further acknowledge the following:

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Signature_____ Date_____
Contractor/Qualifier or Owner/Builder

Print Name_____

********** **NOTARY** **********

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COUNTY OF PALM BEACH

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_____
Notary Public

_____
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

STAFF COMMENTS

NEED SEPARATE PERMIT FOR:

STAFF APPROVAL

Zoning_____ **Date**_____

Building_____ **Date**_____

Village of Royal Palm Beach, Florida

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Community Development

SWIMMING POOL AND/OR SPA ELECTRICAL PERMIT APPLICATION

Permit No_____
Date_____

GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. **Note:** Separate applications will be required for multiple structures or items on same parcel.

PROPOSTED IMPROVEMENT LOCATION

PCN_____ Subdivision_____

Address_____

Is this application related to a Code Enforcement Case? Provide Case No._____
Does this application have a companion application (i.e., pool, structure, etc)? Permit No._____
Has this Project had Zoning approval? ☐ Yes ☐ No Project No._____ Date Approved___/___/___

APPLICANT INFORMATION

Owner_____

Address_____ City_____ State_____ Zip_____

Home Phone_____ Work Phone_____

CONTRACTOR INFORMATION

Qualifier_____ Title_____

Company_____
Address_____ City_____ State_____ Zip_____
Contact Person_____ Phone _____
Contractor License #_____

APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

☐ Pool Electric ☐ Spa Electric ☐ Other_____

DESCRIPTION OF WORK

☐ Single Family ☐ Commercial ☐ Townhouse ☐ Condo

Further Description of work:_____

Estimated Value $ _____ Permit Fee $_____ Deposit $_____ Cash or Check # _____

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APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

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I further acknowledge the following:

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Signature_____ Date_____
Contractor/Qualifier or Owner/Builder

Print Name_____

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COUNTY OF PALM BEACH

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_____
Notary Public

_____
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

STAFF COMMENTS

NEED SEPARATE PERMIT FOR:

STAFF APPROVAL

Zoning_____ **Date**_____

Building_____ **Date**_____

Village of Royal Palm Beach, Florida

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COMMUNITY DEVELOPMENT

PRIVATE SWIMMING POOL SAFETY REQUIREMENTS
AFFIDAVIT OF RESPONSIBILITY

Permit Number: _____

Address:_____,Royal Palm Beach, FL 33411

Section 424.2.17 of the 2001 Florida Building Code, and Chapter 515 of Florida Statutes requires pool barriers to be installed around the entire perimeter of a pool spa or hot tub. In addition to this executed affidavit, all provisions for the required pool barrier shall be shown on the plans.

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at the above address, and hereby affirm that one or more of the following methods will be used to meet the requirements of the Florida Building Code, Section 424.2.17 and Florida Statutes, Chapter 515.

Please check all applicable methods proposed to create a 360 degree barrier around pool

- ❑ 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.

- ❑ A new continuous barrier such as a fence, wall or screen enclosure will be placed completely around pool perimeter to provide the required 360 degree protection. Identify method(s) below and on site plan or pool layout:
  - ❑ 4 ft or higher perimeter fence (wood, chain link, aluminum, PVC or other).
  - ❑ Aluminum screen enclosure with self-closing, self-latching door with latching device minimum 54" above threshold.
  - ❑ Child safety barrier meeting 424.2.17.1.13 & 15 Florida Building Code.
  - ❑ Other (Specify) _____

- ❑ A combination system such as a perimeter (partial) barrier used in conjunction with a child safety barrier between house and pool meeting 424.2.17.1.13 & 15, Florida Building Code, window/door alarms meeting UL 2017 and 424.2.17.1.9 Florida Building Code, or window alarms with doors meeting self-closing, self-latching requirements of 424.2.17.1.9 Florida Building Code. Identify proposed combination below and on site plan or pool layout:

  - ❑ Screen enclosure with child safety barrier between house and pool.
  - ❑ Screen enclosure with window & door alarms (or complying doors) at required locations.
  - ❑ Perimeter Fence with child safety barrier between house and pool.
  - ❑ Perimeter Fence with window & door alarms (or complying doors) at required locations.
  - ❑ Existing 4 ft or higher perimeter privacy fence converted (with permit) to pool barrier fence with child safety barrier between house and pool.
  - ❑ Existing 4 ft or higher perimeter privacy fence converted (with permit) to pool barrier fence with window & door alarms (or complying doors) at required locations.
  - ❑ Other _____

I understand that not having a complete barrier around the perimeter of the pool is a violation of Section 424.2.17 of the Florida Building Code. I further understand that filling a pool before a successful final electric and final barrier approval by the Village of Royal Palm Beach is a violation of Section 105.6 of the Florida Building Code as Amended by Royal Palm Beach. The Building Division will consider these violations willful and will commence the appropriate disciplinary actions against those responsible.

_____ _____
Pool Company's Name Date

_____ _____
Qualifier's Name (Please Print) Qualifier's Signature

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____day of_____20____ by _____, who is personally known to me or who has produced (Type of Identification)_____as identification and who did/did not take an oath.

_____
Notary Signature

_____
Name of Notary (typed, printed or stamped) (SEAL ABOVE)

****

_____ _____
Owner's Signature and Date Owner's Name (Please Print)

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____day of_____20____ by _____, who is personally known to me or who has produced (Type of Identification)_____as identification and who did/did not take an oath.

_____
Notary Signature

_____
Name of Notary (typed, printed or stamped) (SEAL ABOVE)