

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

Commercial Pool Plans: Required plans must show wall sections, piping plans, skimmer location, return inlet locations, diving board location and retaining walls. These plans must be digitally signed, engineered drawings. Plans must provide details that comply with Florida Building Code – Accessibility.

- **Basic Pool Plans** – upload using "Structural" Discipline (S-) and 4-digit numeric value for numbering, starting with 0001, followed by the plans sheet name or number (if applicable).

Example(s):

- **Structural** – "S-0001-returninlet.pdf"

- **Plumbing, Electrical and Gas Plans** – upload using specific discipline prefixes for each discipline's plan sets, followed by 4-digit numeric value, starting with 0001 and ending with the documents sheet number.

Example(s):

- **Plumbing** – "P-0001-P1.pdf"
- **Electrical** – "E-0001-E1.pdf"
- **Gas** – "G-0001-G1.pdf"

Residential Pool Plans: Required plans must show wall sections, piping plans, skimmer location, return inlet locations, diving board location and retaining walls. These plans must be digitally signed engineered drawings.

- **Basic Pool Plans** – upload using "Structural" Discipline (S-) and 4-digit numeric value for numbering, starting with 0001, followed by the plans sheet name or number (if applicable).

Example(s):

- **Structural** – "S-0001-returninlet.pdf"

SEE PAGE 2 BELOW

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plans:

- Show all easements and restrictions on site plan
- Show street name, lot dimensions, and north arrow
- Show all protected trees (36” diameter or larger) size & type & indicate which trees are to remain & which will be removed OR note on site plan stating “No Protected Trees on Site”
- Label all structures as existing or proposed
- Show sediment and erosion control barriers
- Show overhead utilities (if applicable)

File name: SP-SPDwgs

Owner’s Affidavit: Must be signed and notarized. If you are submitting your application materials electronically then this should be electronically notarized. [Owner’s Affidavit Form](#)

File name: AS-OwnersAff

Lien Law Acknowledgment: This is required only if the owner is the builder. [Lien Law Acknowledgement Form.](#)

File name: AS-LienLaw

Owner Builder Disclosure Affidavit: This is required only if the owner is the builder. [Owner Builder Disclosure Affidavit.](#)

File name: AS-OBDiscl

Notice to Swimming Pool Owner:

File name: AS-Notice to Swimming Pool Owner

Contractor Record of Acknowledgement: This is required. [Contractor Record of Acknowledgement Form](#)

File name: AS-ContrRcdAck

Notice of Commencement: Required if the cost of work to be completed is over \$2,500. Not required for initial submittal but is required prior to the permit being ISSUED. [Notice of Commencement Form](#)

File name: AS-Notice of Commencement

Department of Health Receipt Letter: This is required for **commercial** pool permit applications only.

File name: AS-DOHReceiptLetter

Original Document Notary Public Affidavit: [Notary Affidavit Form](#)

File name: AS-NotaryAff