



CITY OF WINTER SPRINGS

1126 East State Rd 434
Winter Springs, Florida 32708
Phone: 407-327-1800 Fax: 407-327-4784
www.winterspringsfl.org

SWIMMING POOL PERMIT CHECKLIST

1. **Building permit application** completed and signed by licensed applicant. Fill in all blanks on the application form:
 - a. Estimated value of job
 - b. If property is in the area of an architectural review board or homeowners association, the application, building plans, and plot plans must be signed.
 - c. State required **lien law** building permit application completed and notarized.
 - d. State required **notice of commencement** on job before first inspection and copy submitted to building department prior to first inspection.
 2. **Three sets of plot plans** showing the set back requirements.
 3. **Two sets of building plans** showing the width, length and depth of pool.
 4. **Arbor permit** must be applied for whether there are trees to be removed or NOT. In the case of a newly constructed home where the pool was included on the original building plans, an Arbor permit is not required.
 5. If permit is pulled by **homeowner, a homeowner statement of fact** must be signed and notarized.
 6. A signed (by contractor and property owner/agent) residential swimming pool safety act affirmation.
 7. If permit is pulled by a contractor, contractor must be registered with the city.
 8. Electrician must be registered with the city.
 9. If someone other than the pool contractor is pulling the permit, an original notarized power of attorney must be presented with each pool permit application which includes complete job address.
 10. One set of engineer sealed pool plans for master filing.
 11. One copy of the safety act confirmation.
- Inspections Required:
- a. steel and ground
 - b. deck
 - c. final