CITY OF FLAGLER BEACH
BUILDING DEPARTMENT

SWIMMING POOL PERMIT CHECKLIST

Contractors must be current with Flagler County Building Services for permitting.

- ☐ **Permit Application**
- ☐ **Proof of Property Ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's Office)
- ☐ **Disclosure Statement** (owner is acting as his/her own contractor) **FS 489.103**
- ☐ **Notice of Commencement** (required when value of labor and materials is over **$2,500.00**) Recorded and certified by the Flagler County Clerk of Court FS sec 713.135
- ☐ **2 sets of method for determining the maximum system flow rate**
- ☐ **2 copies of cut sheets for all equipment** *(outlet covers, pumps, filters etc)*
- ☐ **2 sets of signed and sealed swimming pool construction drawings**
- ☐ **2 copies of pool layout drawings with pool surface area identified**
- ☐ **2 sets of Surveys, Site Plans**
  Survey must include spot elevations at property corners & at least two Intermediate spot elevations along property lines, the high and low points along the property lines must be indicated
  Site Plan must include setbacks, pervious & impervious lot coverage, all existing structures, proposed structures, and surface water management plan
- ☐ **Sub Cards** for applicable Sub Contractors with postage
- ☐ **Residential Swimming Pool Safety Act Form** FS Ch 515
- ☐ **Manufacturers drawings or booklet** (for above ground pools)

Applicant must obtain all required inspections including the final inspection. Failure to close out permits may result in additional fees and/or suspension of permitting rights.

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Phone (386) -2000 ext. 232, Fax (386) 517-2016