



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 **\$5,000.00**)_Recorded and certified by the Flagler County Clerk of Court **FS sec 713.135**
- ☐ **1 set of method for determining the maximum system flow rate**
- ☐ **1 copy of cut sheets for all equipment** (*outlet covers, pumps, filters etc*)
- ☐ **1 set of signed and sealed swimming pool construction drawings**
- ☐ **1 copy of pool layout drawings with pool surface area identified**
- ☐ **1 Survey, Site Plan**
 - 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**
- ☐ **Affidavit of Drainage Control**
- ☐ **Manufacturers drawings or booklet** (for above ground pools)

OTHER STATE OR FEDERAL PERMITS MAY APPLY

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.



CITY OF FLAGLER BEACH BUILDING DEPARTMENT
800 S Daytona Avenue, Flagler Beach, FL 32136

FOR BUILDING USE ONLY

Permit No.: _____

Fee \$ _____

BUILDING PERMIT APPLICATION

1. Property Owners Name: _____
Mailing Address: _____ Phone No. _____

2. Location/Job Address: _____
Parcel No.: _____ Block _____ Lot _____

3. License Contractor Name (must sign the application) _____
Business Name: _____
Address: _____ State License No.: _____
City/State/Zip Code: _____ Phone No.: _____
Email: _____ Cell No.: _____

4. DESCRIPTION OF WORK: ☐ Commercial ☐ Residential
*** Indicate Water Meter Size requested for new build _____ (if applicable)

5. Construction Dumpster Company: ☐ Contractor Owned ☐ Dumpster Company Name _____
Pursuant to Section 11-17, City of Flagler Beach Code of Ordinances, all collectors shall be required to obtain a license from the City to collect, transport, and dispose solid waste and construction and demolition debris from roll-off containers within the City limits.

6. Total Square Footage Under Roof: (Square footage subject to state surcharge): _____
Total square footage under roof – including but not limited to: new construction, carports, roofed screen room, modular buildings, boathouse, accessory structure) (DCA Rule 9B-62.003

7. Type of Construction, Occupancy Classification and Area Totals:
Type of Construction (Circle One): IA IB IIA IIB IIIA IV VA VB
Occupancy Classification (Circle One): A-1 A-2 A-3 A-4 B E F-1 F-2 H-1 H234 H-5 I-1
I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U
Living Area: _____ square feet Non Living: _____ square feet Total # of Rooms _____
of Bedrooms _____ # of Bathrooms _____ # of Stories _____ # of Habitable Floors: _____
Patio sq. ft _____ Driveway: _____ x _____ Pool Area (including deck): _____
Mobile Home: Make _____ Model _____ Year _____ Serial Number _____
☐ Single Wide ☐ Double Wide Width _____ x Length _____ Without Hitch=sq. ft. _____
Is this a replacement home ☐ Yes ☐ No (If yes provide proof)

8. Total Cost Improvements: \$ _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

9. Sub-Contractor Information:

- **Electrical Contractor - Business Name:** _____
License Holder Name: _____ State License No: _____
Size of Electrical Service: Phase _____ Amps _____
Email: _____ Phone No: _____
Address: _____
- **Plumbing Contractor – Business Name:** _____
License Holder Name _____ State License No: _____
Number of Bathrooms: _____ Number of Fixtures, Drains & Traps _____
Email: _____ Phone No: _____
Address: _____
- **Mechanical Contractor – Business Name:** _____ License Holder Name _____
State License No: _____ Total Cost of Mechanical \$ _____ Size of Unit _____ tons
Email: _____ Phone No: _____
Address: _____
- **Roofing Contractor – Business Name:** _____ License Holder Name: _____
State License No: _____ Total Cost of Roof \$ _____
Type of Roof to be installed: _____ Square Footage of Structure _____
Email: _____ Phone No: _____
Address: _____
- **Aluminum Contractor – Business Name:** _____
State License No.: _____ License Holder Name: _____
Email: _____ Phone No: _____
Address: _____
- **Gas Contractor – Business Name:** _____
State License No.: _____ License Holder Name: _____
Email: _____ Phone No: _____
Address: _____

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction.

******To qualify as an owner/builder, the owner of the property must personally appear at the Flagler Beach Building Department and sign this application (FS489.103.7).**

IS SIGNING AS: ☐ CONTRACTOR ☐ MOBILE HOME INSTALLER ☐ OWNER

Signature

Printed Name

STATE OF FLORIDA

COUNTY OF FLAGLER

The foregoing instrument acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of, _____ 20____, by _____, individual submitted: _____ who is personally known to me or has produced _____ as identification.

Signature of Notary Public

Typed, Printed or Stamped Name of Notary Public



CITY OF FLAGLER BEACH BUILDING DEPARTMENT OWNER BUILDER DISCLOSURE STATEMENT

Florida Statutes F.S.489.103(7) quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permit and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within in 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county ordinance.
7. I understand that it is frequent practices of unlicensed persons to have the property owner obtain owner-builder permits that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. I am of aware of construction practices and I have access to the Florida Building Code.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.
11. I am aware of, and consent to an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.
12. I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation and the building department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

ACKNOWLEDGMENT: I do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above. I agree to comply with all provisions of the City of Flagler Beach ordinances and codes pertinent to the building. In the event the corrections are required to be completed for code violations, I will assume responsibility to insure they are made and upon completion I will call for a re-inspection before proceeding with the building. I will assume full responsibility for the construction and I will not expect supervision of my work from the Building Department. I agree to pay any additional fees, including re-inspection fees in full prior to requesting a final inspection.

Property Address: N/A

Signature of Owner-Builder

Print Name

State of Florida
County of Flagler

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____ by _____ individual submitted by ☐ Personal knowledge ☐ Satisfactory Evidence; Type _____.

Signature of Notary Public

_____, Notary Public
Typed, Printed or Stamped Name of Notary Public

**Call Before You Dig
It's The Law
1-811-432-4770
2 Full Business Days
Before You Dig**

**This includes installing
fencing, mailboxes
And removing/ moving
trees**

**Below are the color codes for
flagging/marketing lines**

Electric

Reclaimed Water/Irrigation

Communications

Sewer and Drain

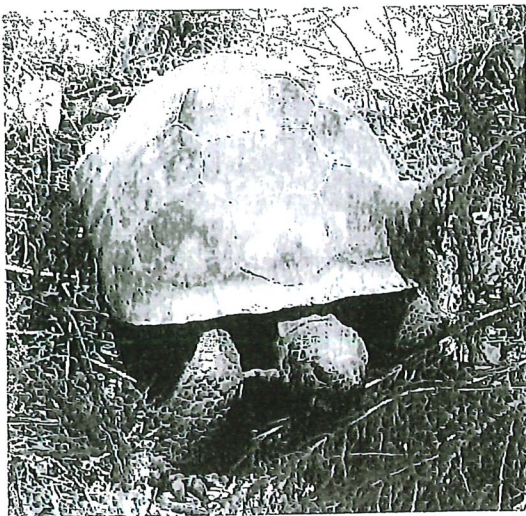
Gas Oil Steam Petroleum

Potable Water

Attention Builders!

Got Gophers? Get Permits.

Before you begin clearing for a building project, you must obtain a permit from the Florida Fish and Wildlife Conservation Commission (FWC) if either gopher tortoises or their burrows are present on the development site.



Gopher Tortoise



Gopher Tortoise Burrow

The gopher tortoise is protected under Florida law, Chapter 68A-27 of the Florida Administrative Code. Protect yourself and this imperiled species. Learn more at MyFWC.com/GopherTortoise or contact the nearest office of the FWC.

Northwest Region
3911 Highway 2321
Panama City, FL 32409-1658
850-265-3676

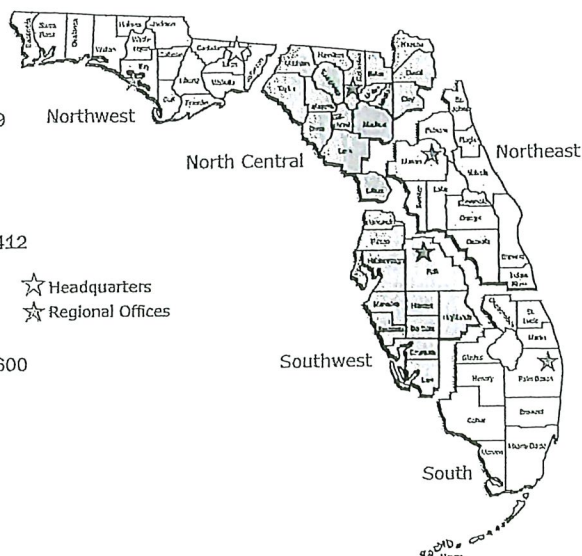
North Central Region
3377 E. U.S. Highway 90
Lake City, FL 32055-8795
386-758-0525

Northeast Region
1239 S.W. 10th St.
Ocala, FL 34471-0323
352-732-1225

Southwest Region
3900 Drane Field Road
Lakeland, FL 33811-1299
863-648-3200

South Region
8535 Northlake Blvd.
West Palm Beach, FL 33412
561-625-5122

Headquarters
620 S. Meridian St.
Tallahassee, FL 32399-1600
850-488-3831



Florida Fish and Wildlife
Conservation Commission

MyFWC.com



**CITY OF FLAGLER BEACH
BUILDING DEPARTMENT**

**RESIDENTIAL SWIMMING POOL, SPA AND HOT TUB SAFETY ACT
NOTICE OF REQUIREMENTS**

I (we) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at _____, and hereby that one of the following methods will be used to meet the requirements of Chapter 515, F.S.

(Please Initial the Method(s) to be used for your pool)

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

_____ The pool will be equipped with an approved safety pool cover that complies with ASTM F 1346-91 (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 is hard wired and 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 understand that not having one of the above safety devices, installed at the time of final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515m, F.S. and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$500 and/or up to 60 days in jail as established in Chapter 775, F.S.

CONTRACTORS SIGNATURE

DATE

OWNER'S SIGNATURE

DATE

CONTRACTOR'S NAME (PLEASE PRINT)

OWNER'S NAME (PLEASE PRINT)



CITY OF FLAGLER BEACH
ENGINEERING DEPARTMENT

AFFIDAVIT OF DRAINAGE CONTROL
FOR RESIDENTIAL AND MINOR COMMERCIAL CONSTRUCTION

Owner Information:

Owner Name: _____ Phone Number: _____
Contractor: _____ Phone Number: _____
Mailing Address: _____
Location Address: _____
Subdivision: _____ Block: _____ Lot: _____
Parcel Id: _____
Description of improvements: _____
Amount of fill proposed: _____ Material used: _____

Certificate of Compliance:

The undersigned owner/contractor of the above-described property hereby certifies that development/improvement of the above property will not result in:

1. Flooding of adjacent lands
2. Blockage of existing drainage systems, natural or manmade.
3. The destruction of existing drainage systems, natural or manmade.
4. Erosion of fill or disturbing materials onto adjacent lands or environmentally sensitive areas (as determined by the City of Flagler Beach).
5. The destruction of roadside drainage swales, roadway pavement and/or shoulders.
6. Flooding of the proposed structure during a 100 year frequency storm.
7. Construction to an elevation less than that is required by the City of Flagler Beach Land Development Code, Sec. 4.05.00 Flood damage Protection (Applicant is cautioned that UNAUTHORIZED construction may be subject to demolition/removal.
8. Inadequate onsite drainage in the vicinity of the proposed structure/improvement.
9. Deviation from the approved grading plan for this property.

Release and Authorization:

1. The undersigned hereby release and holds harmless the City of Flagler Beach and its authorized agents and/or employees from any and all claims of damage of every kind and nature whatsoever to said property, or contiguous properties, arising from the approval of this application or construction of required improvements.
2. The undersigned hereby grants unto authorized agents and/or employees of the City of Flagler Beach to enter upon said property for inspection and enforcement activities. The City of Flagler Beach reserves the right to require the property owner to implement reasonable measures regarding drainage control including, but not limited to, submittal of signed and sealed engineering drainage plans.

(Signature of Contractor or Property Owner)

(Print Name)

State of Florida County of Flagler

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20__ by _____ individual submitted by ☐ Personal knowledge ☐ Satisfactory Evidence; Type _____.

Signature of Notary Public

_____, Notary Public
Typed, Printed or Stamped Name of Notary Public

Notice of Commencement

This Instrument Prepared by: _____ Address: _____
Tax Folio No. _____ Name: _____
Permit No. _____

State of Florida
County of Flagler

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of Property:

(Legal description and street address)

2. General Description of Improvement:

(Be specific – no "all improvements")

3. Owner Information: Name and address:

Interest in Property:

(If other than owner) Name and address of fee simple titleholder:

4. Contractor Information: Name and address:

Phone number:

5. Surety Information: Name and address:

Phone number:

Amount of bond:

6. Lender Information: Name and address:

Phone number:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

Name and Address:

Phone Number:

8. In addition to himself, owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name and Address:

Phone number:

Expiration date of Notice of Commencement (*the expiration date is 1 year from the date of recording unless a different date is specified*)

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

Signature of Owner or Owners Authorized Office/Director _____ Signatory's Title/Office _____

Partner/Manger

The foregoing instrument was acknowledged before me this _____ day of _____, _____ (name of person) as (year) by _____ (type of authority... officer, trustee,

attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

Signature of Notary Public – State of Florida

Personally known _____ or produced identification _____

Stamp

Verification pursuant to Section 92.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person Signing Above



City of Flagler Beach

P.O. Box 70 • 105 South Second Street
Flagler Beach, Florida 32136
Phone 386-517-2000 Ext. 248

Material & Waste Management

1. The purpose of this section is to promote good housekeeping practices that are designed to significantly reduce and control stormwater runoff pollution which runs into storm drains, treatment facilities and local waterways during construction operations.
2. All construction sites shall adhere to the following practices:
 - a. Never dispose of any waste material into storm drains or sanitary sewers.
 - b. Portable waste receptacles must be on the construction site and must be serviced on a regular basis.
 - c. Ensure the disposal of scraps, waste, recyclables and surplus materials is in accordance with Federal regulations and local codes.
 - d. Paint/solvent storage shall not be within fifty (50) feet of an Environmentally Sensitive Area (ESA) and shall be enclosed in weather/leak proof storage facility. Frequently schedule the safe collection and removal of combustible waste.
 - e. Fuel storage tanks shall be located seventy five (75) feet or more from an ESA or storm drain and shall be in a State approved leak proof container.
 - f. All above ground tanks for fueling shall be secondarily contained.
 - g. Construction site driveways can be installed with or without wheel washing stations, but must prevent construction site vehicle wheels from transporting soil and sediment off of construction site and onto roadways.
 - h. All hazardous waste material will be disposed of in a manner specified by Federal, State, local regulations and manufacturer's specifications.
 - i. All on-site vehicles and tanks will be monitored for leaks and receive regular preventative maintenance to reduce the chance of leakage. Petroleum products shall be stored in tightly sealed containers, which are clearly labeled. Storage shall be at least seventy-five (75) feet from an ESA or storm drain.
 - j. Any pesticide and herbicide usage shall be applied by a State licensed applicator.
 - k. Fertilizers used shall be applied only in the minimum amount recommended by the manufacturer. If stored on-site, covered storage shall be provided. Any contents of any partially used bags of fertilizers shall be transferred to a sealable container.