



City of Winter Park Building Division

401 South Park Avenue Winter Park, Florida 32789-4386 Phone (407)-599-3237

Buildingdivision@cityofwinterpark.org

Permit application and submittal guidelines

Swimming pools and spas

Provide the following documentation and/or information.

1. A completed Building Permit Application.
2. A completed Swimming Pool & Spa Permit Application Checklist
3. A completed Setback/Coverage Work Sheet (Green Sheet).
4. A Notice of Commencement if costs exceed \$2500.00.
5. A copy of contractor license and proof of Workman's Compensation Insurance or exception letter.
6. An Owner/Builder Statement if permit issued to property owner.
7. Provide verification of compliance to the FRC 4101.17 pool barrier requirements. *
8. 4 copies of a recent survey that shows the location of all impervious surfaces including driveways, parking areas, patios, and accessory structures.
9. 4 copies of a site plan site showing the pool and pool deck dimensions and setbacks from the deck and the edge of the water to all structures and property lines.
10. 2 copies of the manufactures installation guidelines and a site plan showing the location of a child barrier fence in applicable.
11. 2 copies of engineered pool drawings or 2 copies of the master file plan.
12. 2 copies of the VBA Certificate of Compliance and a TDH Calculation Worksheet.
13. A copy of the Residential Swimming Pool and Hot Tub Safety Act Form.
14. A copy of P&Z Lakes Front Review approval if pool is located on a lakefront, canal front or stream front.
15. A copy of Variance Approval if required.

Inspection request line: 407-599-3350

Require pool inspection and code #

- 1st. 206 - Pool steel & ground: *Pipe sizing and pressure test*
- 2nd. 207- Plumbing rough: *Trench, bond wire, piping placement and pressure test.*
- 3rd. 200 - Deck inspection: *Size, location and bonding grid.*
- 4th. 212 - Safety inspection: *Before plaster:* *drain covers, pool barriers, and light niche bonding.*

The following inspection can be scheduled together:

- 5th. 201- Pool electrical final: *Electrical bonding, equipment connections, GFCI devices, and disconnects.*
- 6th. 202 - Pool final: *Total Dynamic head pressure, permanent barrier or alarms and pool swim out.*

**** A temporary pool barrier must remain in place until a permanent barrier is installed and the final inspection has been approved.***