



# ORANGE CITY

The Heart of Southwest Volusia

## ABOVE GROUND POOL PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact Planning, at (386) 775-5415 for information on setbacks, lot coverage, height, etc.
- Completed building permit application (property owner must sign application or signed contract).
- Copy of contractor's license or on file in repository or Owner/Builder affidavit form (if applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (pool and electrical contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed and notarized by the property owner (if leasing property).
- Two (2) copies of a certified boundary survey showing any easement, location of septic tank and drain field, location of electrical service power line to the house, location of the proposed above ground pool and size, setback requirements from property lines and existing structures.
- Show details on how the POOL BARRIER REQUIREMENTS are being met in accordance with the Florida Building Code (screen enclosure & openings; alarms: make, model & listing; fence height, openings, location of gates and distance from pool; safety cover-make, model & listing) if less than 48" above grade. Complete a residential swimming pool, spa and hot tub safety act affidavit.
- Two (2) copies of manufacturer's specifications for the proposed above ground pool and ladder from supplier.
- Two (2) copies of electrical plans (electrical subcontractor may be required to be noted on permit application).
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Building permit document or plans review fees paid.

**“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”**

Note: Should you have questions or require any additional information, please contact the Development Services; Building at (386) 775-5423. Additional documents maybe required upon request by the Development Services.