

## Swimming Pool and Spa Permit Checklist

Online Submittal - [Click here for instructions on how to submit for an online permit.](#)

### Required Permitting Documents and Information:

- [Building Application](#) – Broward County Uniform Permit Application
- [Electrical Application](#)
- [Plumbing Application](#)
- [Mechanical Application, if applicable](#)
- [Homeowners Association Affidavit of Awareness](#) \*Must be submitted even if you do not belong to an Association.
- [Affidavit of Landscape Compliance for Improvements \(Residential Lots\)](#)
- Signed and Sealed drawings
- Signed and sealed survey of the property, showing setbacks of property and location.
- Unless already existing and shown on the survey, a fence or screen enclosure permit with self-locking gate must be submitted simultaneously with this permit application for a pool or spa. [Click here for Fence Permit Application Checklist.](#)
- For Residential pools, completed [Residential Swimming Pool, Spa or Hot Tub Safety Act Notice of Requirements](#) form.
- If project is located on a [South Broward Drainage District \(SBDD\)](#) a permit or release must be obtained from [SBDD](#)
- **Commercial Pools only**
  - Must provide a release letter from the Department of Health/Hotel or Restaurants
  - Must provide approval from Broward County Environmental Protection & Growth Management Department
- [Property Owner's Acting as Their Own Contractor](#) work performed by homeowner.
- [Notice of Commencement \(NOC\)](#) must be recorded, submitted, and displayed prior to scheduling the first inspection for any non-mechanical project with a job value over \$2,500. *It is preferred, but not required, to submit the NOC in advance to not hold up the first inspection request.*
- Contractors must submit current certificate of insurance for liability and workers compensation, and all applicable licenses.

### Required Plan Review

- Structural
- Electrical
- Zoning
- Engineering
- Mechanical, if applicable
- Plumbing (LP or natural gas)

Revised Oct 1, 2021 - This form is subject to updating and adjustment and may not be all inclusive due to updates in the codes, regulations and ordinance which may trigger additional requirements.