



CITY OF WEST PARK
POOL AND SPA PERMIT CHECKLIST

Required Permit Applications:

- [Building Permit](#)
- [Plumbing Permit](#)
- [Electrical Permit](#)
- [Engineering Mitigation Permit](#)
- [Mechanical Permit](#)

Permit Review Stops:

- Building Permit
- Plumbing Permit
- Electrical Permit
- Engineering Site Prep Permit
- Mechanical
- Landscaping
- Zoning
- Flood

Minimum Plan Submittal

- Two (2) sets of plans (showing location of pool with all the required setbacks)
 - o. The plans must include the following:
 - i. Soil conditions (Geotec Report) or Soil Statement
 - ii. Occupancy Group
 - iii. Method of Compliance
 - iv. Flood Zone – BFE & DFE
 - v. Materials to be used – concrete, plastic glass ETXX
 - vi. Foundation, Column, Beam Schedules
 - vii. Child protection barrier requirements – Ex: door alarms, perimeter fence with self-latching gates - refer to FBC 4501
- Two (2) sets of a certified property survey with elevations
- Structural calculations – signed and sealed
- [Special Inspector Form](#) (if pool is on pilings)
- [Special Inspector Plan](#) (if pool is on pilings)
- [Dewatering Affidavit](#) executed & notarized by Contractor & Owner as needed.



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Other Requirements

- Engineering Rough Inspection shall be called and passed after BMP's have been set up, prior to starting any earthmoving activities.
- Must maintain erosion control measures per approved Storm Water Pollution Prevention Plan or Best Management Practices (BMPs) for the life of the project or until Site Preparation Final inspection has been approved by the Engineering Inspector
- Must follow all Broward County guidelines
- A [Notice of Commencement](#) must be recorded and displayed upon first inspection if the job exceeds \$2,500

Tree Protection

Tree (and palm) protection is required for all types of proposed construction. Consider trees within the area of work as well as the trees within the path of mechanical equipment to the rear yard.

- For existing trees on site, provide a survey or site plan indicating the location of trees/palms and number these locations. Provide a corresponding list of tree number, botanical name, common name, overall height, trunk DBH in inches for trees, clear trunk in feet for palms, condition % as a number, and indicate that all existing trees/palms are to be protected and will remain on site.
- Provide [tree protection barricade detail](#) for existing trees on site to remain. This barricade must be installed prior to the beginning of proposed work.
- For trees that must be removed, provide separate [sub-permit application](#) for tree removal. Be sure to complete both sides of this application. Know that unless a building master permit for site redevelopment is submitted, replacement trees and/or tree mitigation payment is required prior to closing the pool and tree permits.
- If no trees exist on site, note this on the plans.

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**