

## **Town of Windermere Residential Pool / Spa / Hot Tub Permit Application Guidelines**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of the contractor's license issued by the State of Florida (if contractor is applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating the worker's compensation insurance coverage and naming the Town of Windermere as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Certificate of insurance indicating General Liability insurance coverage and naming the Town of Windermere as certificate holder.
- Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- Two (2) paper sets and one (1) electronic set of signed and sealed pool construction plans.
- Two (2) paper sets and one (1) electronic set of site plans drawn to scale with accurate measurements. The dimensions of areas shown on site plan must match dimensions of pool construction plans.
- Two (2) copies of a completed total dynamic head calculation in accordance with ANSI/APSP 7-06 with associated equipment specifications to verify compliance with the entrapment protection for suction outlets provisions of FBCR R4101.6.6.
- Two (2) copies of a completed swimming pool energy efficiency compliance information form meeting the requirements of ANSI/APSP-15 as required by the Florida energy Efficiency code section 403.9.
- Two (2) copies of the manufacturer's installation instructions for all accessories to pool (i.e., pumps, heaters, lights...).
- Two (2) completed and signed (by contractor and owner) Town of Windermere Residential Pool / Spa / Hot Tub Safety Act Requirement forms.

### **CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:**

#### **SITE PLAN**

- Lot number
- Address
- Primary building setback lines/envelope
- A/C unit locations must be indicated
- Equipment location
- Easements: drainage, utility, etc.
- Location of septic systems

#### **PLANS / GENERAL**

- Plans to 1/8" scale
- Designer information: name, address, registration # on all pages
- Design criteria: applicable codes and/or standards

- Standards as referenced
- Method of compliance for the swimming pool barrier requirement
- Safety glass requirement

#### ELECTRIC

- Bonding/grounding to foundation steel
- Service location
- Panel locations
- GFCI
- Outdoor receptacles
- Disconnecting means
- Switches/lights

#### MECHANICAL

- Equipment location
- Anchorage for wind requirements
- Clearances at equipment

#### PLUMBING

- Piping Diagram
- Plumbing Permit Application if other than pool contractor

#### INSTALLATION INSTRUCTIONS

- Manufacturer product installation instructions

#### **REQUIRED INSPECTION:**

##### 1. POOL STEEL INSPECTION

- Inspection to be made after excavation, installation of reinforcing steel, and prior to placing of concrete shell.

##### 2. PLUMBING ROUGH INSPECTION

- To be approved prior to placing concrete shell.
- Verify piping per plans; inspect anti-entrapment system (if applicable at this stage). All piping to be inspected shall be under a minimum pressure of 35psi for fifteen minutes.
- Piping must be sufficiently exposed to verify code compliance. All fittings required to be exposed.

##### 3. ELECTRIC ROUGH INSPECTION

- Shell Bonding to be approved prior to placing of concrete shell.
- Check bonding requirements and clamps for code compliance. Clamps **DO NOT** require silicone or other covering.

##### 4. ELECTRIC UNDER SLAB ROUGH INSPECTION

- To be approved prior to installation of pool deck.
- Verify equipotential bond and all applicable connections requiring bonding.
- Verify 12" minimum burial depth of conductors to pool equipment.

5. PLUMBING 2<sup>ND</sup> ROUGH INSPECTION
  - Piping shall be complete and run to equipment location. Piping shall be sufficiently exposed to verify code compliance; all fittings shall be exposed.
  - Piping shall be under a minimum pressure of 35psi for fifteen minutes.
  
6. POOL DECK INSPECTION
  - All previous inspections shall be approved prior to the pool deck inspection.
  - Inspector shall verify compaction of soil; verify termite treatment within one foot of structure; and verify structural components (if applicable).
  - Deck area shall be completely prepared for application of final deck material.
  - Contractor shall verify compaction of soil prior to scheduling inspection. If **Correction Notice** is issued for compaction of soil, an Engineer registered with the State of Florida shall certify compaction.
  
7. CHILD SAFETY ACT INSPECTION
  - Must meet the requirements relating to pool safety features as described in Section 424.2.17.
  - Verify safety glazing within 60” of waters edge.
  - Inspection required prior to filling pool.
  
8. FINAL PLUMBING INSPECTION
  - Verify all plumbing connections are water tight; verify all covers and finishes of piping are in place; and verify anti-entrapment installation is complete.
  - Pool to be fully operational.
  
9. FINAL ELECTRIC INSPECTION
  - Verify all bonding and wiring is in accordance with the Code. Bonding of all metal within 60” of pools edge and all equipment is properly bonded.
  - Inspection required prior to filling pool.
  
10. FINAL POOL INSPECTION
  - All previous inspections shall be completed and approved. All permits issued in relation to the installation of the pool shall have received their final approved inspection (i.e., solar, gas, etc.).
  - Pool shall be fully operational; final grading to be completed; and final grade to be mulched, seeded or sodded to restore original vegetation or plan specifications.
  - All construction materials and debris shall be removed from jobsite prior to final inspection.
  - Any damage to the Right-of-Way shall be repaired.

*These guidelines were compiled to assist the applicant in preparing a residential pool / spa / hot tub permit application and may not be complete. The applicant is required to meet all Town of Windermere, state, and local code requirements.*