



Residential Swimming Pool Application Requirements

Apply online at: <http://permits.ocoee.org>

Permits are required for the construction of Swimming Pools, Spas, and Hot Tub installation. All permitted pools and spas will be issued as a “primary” permit with sub-permits for an electric and any other appropriate sub-trade. The Building Division accepts Permit Applications in person and/or on line at: <http://permits.ocoee.org>

Workflow Steps: 5-7 Business Days, for all applicable trades including zoning review.



Permit Fee: \$30, plus \$3.50 per \$1,000 of residential construction cost. *State Surcharges will apply and other permit fees may be applicable.*

- Building Permit Application Form completed signed and notarized. Application must include correct address and complete parcel I.D. number.
- Contractor Registration (Active) including current State Contractor License, General Liability and Workers' Compensation. First time contractor applicants may register online at: <http://permits.ocoee.org>
- Limited 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. Must be site specific and notarized.
- Owner Builder Statement Affidavit form, with owner's signature notarized, if property owner is acting as his/her own contractor.
- Notice of Commencement: Required for projects with work valuations over \$2,500. A certified copy, recorded in the Orange County Comptroller's Office, is required prior to the first inspection in accordance with Section 713.13 of the Florida State Statutes.
- Ocoee Permit Sub-Contractor Authorization Form: Signed and notarized by the electrical sub-contractor, authorizing Pool Contractor to pull the sub-permit.

- Two (2) sets signed and sealed pool construction plans, or current copies of approved City of Ocoee master file plans.* Including the following:
 1. Electrical Load Calculations
 2. Depth of the Pool
 3. 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
 4. 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) copies of completed City of Ocoee Pool Safety Act Form.
- Two (2) site plans, drawn to scale with accurate measurements. The dimensions of areas shown on site plan must match dimensions of pool construction plans.
 1. Lot with all dimensions.
 2. Proposed pool/spa/hot tub location with ALL setback dimensions.
 3. Location of Pool Equipment
 4. Location and dimensions of any existing structures.
 5. Location and dimensions of any easements.
 6. Abutting streets and/or lots.
 7. Location of septic system and/or utilities.
 8. Location of A/C units and/or any other equipment.
- Two (2) copies of completed Ocoee Impervious Area Calculation Worksheet.

**The construction drawings submitted with the application shall indicate the name and address of the pool or spa designer, who shall be a registered engineer with the State of Florida. The engineers' signature and seal shall be affixed to drawings.*



Swimming Pool Inspection Requirements

Schedule Inspections online at: <http://permits.ocoee.org>

First set of inspections: To be made after excavation and installation of reinforcing steel, bonding and main drain and prior to placing of concrete.

1. **Residential Utilities Meter Pre-Insp.:** Status of water meter prior to commencing construction of pool.
2. **Residential Building Pool Steel inspection:** Shall be made after excavation, installation of reinforcing steel, and prior to placing of concrete shell.
3. **Residential Plumbing Pool Piping Inspection:** To be made prior to placing concrete shell. All piping to be inspected shall be under a minimum pressure of 35psi for fifteen minutes. Piping shall be sufficiently exposed to verify code compliance. All fittings shall be exposed.
4. **Residential Electrical Pool Bond:** Verify bonding requirements and clamps for code compliance.

Second set of inspections: To be made prior to preparation of the pool deck.

5. **Residential Electrical Pool Deck Bond:** Verify equipotential bond and all applicable connections requiring bonding. Verify 12" minimum burial depth of conductors to pool equipment.
6. **Residential Plumbing Pool Underground:** 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.

Third set of inspections: To be made prior to installation of the pool decking.

7. Residential Building Pool Deck Inspection:

- All required 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.
- The contractor shall verify compaction of soil prior to scheduling inspection. If a correction notice is issued by the building official for the compaction of soil, an engineer registered under Chapter 471, Florida Statutes, shall certify compaction.

Final set of inspections: To be made when the pool is filled and fully operational and all barriers are in place.

8. **Residential Electrical Pool Final:** Verify all bonding and wiring is in accordance with this code. Verify bonding of all metal within 60" of pools edge and all equipment is properly bonded.

9. **Residential Plumbing Pool Final:** Verify all plumbing connections are water tight; verify all covers and finishes of piping are in place; and verify anti-entrapment device installation is complete.
10. **Residential Building Pool Final:** Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place.
- All required inspections shall be approved. All permits issued in relation to the installation of the pool shall have received a final approved inspection (i.e., solar, gas, etc.).
 - In order to pass final inspection and receive a certificate of completion, a residential swimming pool must meet the requirements relating to pool safety features as described in Section 424.2.17.
 - Child Safety Act: Shall comply with the requirements relating to pool safety features as described in Section 424.2.17, Florida Statutes.
 - Verify safety glazing within 60" of water's edge.
11. **Residential Engineering Final:**
- 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 as directed by the City Engineering Division.
 - All construction materials and debris shall be removed from jobsite prior to final inspection.
 - Any damaged right-of-way shall be repaired.
12. **Residential Utilities Meter Final:** Inspection of water meter for damages.