

**Town of Sewall's Point Building Department**

One South Sewall's Point Road

Sewall's Point, Florida 34996

Ph: 772-287-2455

**IN-GROUND POOL/SPA
MODIFICATION
& RENOVATION
PERMIT APPLICATION**

Permit # _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description: _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

PROJECT INFORMATION☐ Commercial ☐ Residential

Description of work: _____ Barrier type: _____

Removal/modification and/or addition of (check all that apply): ☐ Steps ☐ Swim-out ☐ Ladders ☐ Handrail ☐ Slides ☐ Diving boards ☐ Water feature ☐ Other _____Removal or replacement of patio deck in excess of 20 sq. ft.: ☐ Yes ☐ No *If yes, provide total: _____Adding any sq. footage to existing patio deck: ☐ Yes ☐ No *If yes, provide total: _____Change of pool lighting: ☐ Yes ☐ No Replacement of light niche: ☐ Yes ☐ No Relocation of pool equipment: ☐ Yes ☐ NoAdding/relocating/replacing/reconfiguring any safety feature such as child barrier, fence or alarm: ☐ Yes ☐ NoRemoval/replacement of screen enclosure: ☐ Yes ☐ NoReplacement of pool pump motor that requires wiring and/or breaker change in circuit modification: ☐ Yes ☐ NoReplacement or modification of pool drainage system and or recirculation system: ☐ Yes ☐ No

*See checklist for additional requirements.

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER

Contractor Signature _____

Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____ who is _____ personally known to me or _____ has produced _____ as identification

Owner or Owner's Authorized Representative Signature _____

Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____ who is _____ personally known to me or _____ has produced _____ as identification

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.



Building Department
CHECKLIST FOR IN-GROUND POOL/SPA MODIFICATION & RENOVATION PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Description of work
- Barrier type
- Removal/modification and/or addition of
- Removal or replacement of patio deck
- Adding any sq. footage to existing patio deck
- Change of pool lighting
- Adding/relocating/replacing/reconfiguring any safety features
- Removal/replacement of screen enclosure
- Replacement of pool pump motor
- Replacement or modification of pool drainage system and/or recirculation system
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 1 copy:

- Electrical Sub-contractor Permit, is applicable
- Original Pool plans signed and sealed by a Florida licensed Architect/Engineer
- Recorded Notice of Commencement for work valued at \$5000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warrant deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.