



# Village of Royal Palm Beach

Community Development Department, Building Division  
1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411  
Telephone (561) 790-5128 Fax (561) 790-5129

## Swimming Pool or Spa Submittal Checklist

This plan submittal checklist is designed to ensure that all information required to complete the review process is contained in the plans thereby providing for a more efficient review and permitting process. Any misstatement or inaccuracy will be cause for denial or revocation of the permit. Place a checkmark in the blank before each item to verify your acknowledgement of the requirement.

for office  
use only

### Permit application and supporting documents

1.  Permit application must be completed in its entirety including original, notarized signatures.
2.  Must submit signed, notarized, owner/builder disclosure affidavit and proof of Homestead Exemption (if applicable).
3.  Subcontractor permit applications, (applications must be originals with notarized signature's (electrical and plumbing required).
4.  Address clearly marked on each document submitted for review.
5.  A separate permit is required for enclosures, (i.e. Fence, screen, baby barrier, etc.).
6.  A separate gas permit is required for pool heaters.
7.  Copy of contract (verification purposes only – copy will not be kept on file)
8.  Notarized "Pool Safety Act" and "Affidavit of Responsibility".
9.  Pump specifications and turnover rate.
10.  HOA Acknowledgement Affidavit (if applicable).
11.  Site survey:  
One (1) copy required if smaller than 12" x 18"  
Two (2) copies required if larger than 12" x 18" in overall size  
NOTE: Minimum Scale: 1/8" = 1'
12.  Construction drawings to be signed and sealed by licensed architect or engineer.  
One (1) set required if smaller than 12" x 18"  
Two (2) sets required if larger than 12" x 18" in overall size  
NOTE: Minimum Scale: 1/8" = 1'

# Construction Drawings

Residential and commercial site requirements:

**Note: If site survey, site plans and or construction drawings exceed 12" x 18" in size with a minimum scale of 1/8" = 1' - two (2) sets will be required.**

- A. Depending on size, one (1) or two (2) site survey
  - B. Depending on size, one (1) or two (2) site plans
  - C. Depending on size, one (1) or two (2) complete sets of plans (signed and sealed by licensed architect or engineer)
1. \_\_\_\_\_ Survey of the parcel to include:
    - A. printed legal description
    - B. all property lines and applicable easements
    - C. setbacks to all property lines
    - D. all streets bounding the property
    - E. location of all buildings on property
    - F. proposed location of swimming pool and/or spa, including deck and pool enclosure
  2. \_\_\_\_\_ Site plan shall include:
    - A. proposed location of swimming pool and/or spa, including deck and pool enclosure
    - B. distance from buildings to swimming pool or spa
    - C. fence, (pool barrier): to include - dimensions, gate and lock devices, (all to be in compliance with the current FBC)  
Note: Existing windows and doors, when part of a pool barrier, must be shown and comply with the current FBC.
  3. \_\_\_\_\_ Legible construction drawings including: **address clearly marked on each page**, wall section, stair section, inlets, pool deck area, ladders, handrails, diving boards, diving towers or pool slides and depth of water at shallow and deep ends of pool or spa.  
**NOTE:** pool enclosure requires separate permit designed by a licensed engineer or architect.
  4. \_\_\_\_\_ pump specifications and turnover rate
  5. \_\_\_\_\_ A statement on the plans indicating compliance that the pool or spa has been designed in accordance with the current edition of the FBC and NEC current edition.

NOTE: *public pools* require state approval prior to application and plans being submitted to this office

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and/ or documentation as it deems necessary to complete the review and permitting process as provided for in Florida Statute 553.79.



## Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard  
Royal Palm Beach, Florida 33411  
Telephone (561) 790-5128 Fax (561) 790-5129  
Community Development

### SWIMMING POOL AND / OR SPA PERMIT APPLICATION

Permit No \_\_\_\_\_  
Date \_\_\_\_\_

#### GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. **Note:** Separate applications will be required for multiple structures or items on same parcel.

#### PROPOSED IMPROVEMENT LOCATION

PCN \_\_\_\_\_ Subdivision \_\_\_\_\_

Address \_\_\_\_\_

Is this application related to a Code Enforcement Case? Provide Case No. \_\_\_\_\_

Does this application have a companion application (i.e., pool, structure, etc)? Permit No. \_\_\_\_\_

Has this Project had Zoning approval?  Yes  No Project No. \_\_\_\_\_ Date Approved \_\_\_/\_\_\_/\_\_\_

#### APPLICANT INFORMATION

Owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

#### CONTRACTOR INFORMATION

Qualifier \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

#### APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

Pool – In Ground  Spa  Pool - Above Ground  Other \_\_\_\_\_

#### DESCRIPTION OF WORK

Single Family  Commercial  Townhouse  Condo

Further Description of work: \_\_\_\_\_

Estimated Value \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_

Scanning Info: Date Sent: \_\_\_\_\_ Date Returned: \_\_\_\_\_ No. of pages: \_\_\_\_\_ Scanning Fee: \$ \_\_\_\_\_

**STATE STATUTE REQUIRES ALL PERMITS OVER \$2,500.00 HAVE A NOTICE OF COMMENCEMENT RECORDED WITH THE CLERK OF COURT PRIOR TO 1<sup>ST</sup> INSPECTION.**

**IN ORDER TO OBTAIN 1<sup>ST</sup> INSPECTION, THE ORIGINAL "NOC" OR CERTIFIED COPY MUST BE SUPPLIED TO OUR OFFICE. FORMS ARE AVAILABLE IN OUR OFFICE OR ONLINE AT [www.royalpalmbeach.com](http://www.royalpalmbeach.com).**

**APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I certify that all the foregoing information is accurate. I understand that a separate permit may be required for electrical, plumbing, fence, screen enclosure, etc.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and setbacks
- Issuance of a permit is not authorized to violate public or private restrictions
- Failure to comply with applicable construction regulations may result in the withholding of future permits
- Submission of any false information or misrepresentation is a violation of law and may result in permit revocation.

**Warning to Owner:** Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Contractor/Qualifier or Owner/Builder

Print Name \_\_\_\_\_

\*\*\*\*\* NOTARY \*\*\*\*\*

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced (Type of Identification) \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

**STAFF COMMENTS**

NEED SEPARATE PERMIT FOR:     Electrical     Plumbing     Pool Screen Enclosure     Fence  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF APPROVAL**

Building \_\_\_\_\_ Date \_\_\_\_\_



## Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard  
Royal Palm Beach, Florida 33411  
Telephone (561) 790-5128 Fax (561) 790-5129  
Community Development

### SWIMMING POOL AND/OR SPA PLUMBING PERMIT APPLICATION

Permit No \_\_\_\_\_  
Date \_\_\_\_\_

#### GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. **Note:** Separate applications will be required for multiple structures or items on same parcel.

#### PROPOSTED IMPROVEMENT LOCATION

PCN \_\_\_\_\_ Subdivision \_\_\_\_\_

Address \_\_\_\_\_

Is this application related to a Code Enforcement Case? Provide Case No. \_\_\_\_\_

Does this application have a companion application (i.e., pool, structure, etc)? Permit No. \_\_\_\_\_

Has this Project had Zoning approval?  Yes  No Project No. \_\_\_\_\_ Date Approved \_\_\_/\_\_\_/\_\_\_

#### APPLICANT INFORMATION

Owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

#### CONTRACTOR INFORMATION

Qualifier \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

#### APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

Pool Plumbing  Spa Plumbing  Other \_\_\_\_\_

#### DESCRIPTION OF WORK

Single Family  Commercial  Townhouse  Condo

Further Description of work: \_\_\_\_\_

Estimated Value \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_

**STATE STATUTE REQUIRES ALL PERMITS OVER \$2,500.00 HAVE A NOTICE OF COMMENCEMENT RECORDED WITH THE CLERK OF COURT PRIOR TO 1<sup>ST</sup> INSPECTION.**

**IN ORDER TO OBTAIN 1<sup>ST</sup> INSPECTION, THE ORIGINAL "NOC" OR CERTIFIED COPY MUST BE SUPPLIED TO OUR OFFICE. FORMS ARE AVAILABLE IN OUR OFFICE OR ONLINE AT [www.royalpalmbeach.com](http://www.royalpalmbeach.com).**

**APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I certify that all the foregoing information is accurate

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and setbacks
- Issuance of a permit is not authorized to violate public or private restrictions
- Failure to comply with applicable construction regulations may result in the withholding of future permits
- Submission of any false information or misrepresentation is a violation of law and may result in permit revocation.

**Warning to Owner:** Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Contractor/Qualifier or Owner/Builder

Print Name \_\_\_\_\_

\*\*\*\*\* NOTARY \*\*\*\*\*

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced (Type of Identification) \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

**STAFF COMMENTS**

NEED SEPARATE PERMIT FOR:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF APPROVAL**

Building \_\_\_\_\_ Date \_\_\_\_\_



## Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard  
Royal Palm Beach, Florida 33411  
Telephone (561) 790-5128 Fax (561) 790-5129  
Community Development

### SWIMMING POOL AND/OR SPA ELECTRICAL PERMIT APPLICATION

Permit No. \_\_\_\_\_  
Date \_\_\_\_\_

#### GENERAL INSTRUCTIONS

Applicant must fill in all information relative to the work. The checklist of requirements for this permit, if any, must be completed and included with this application submittal. **Note:** Separate applications will be required for multiple structures or items on same parcel.

#### PROPOSED IMPROVEMENT LOCATION

PCN \_\_\_\_\_ Subdivision \_\_\_\_\_

Address \_\_\_\_\_

Is this application related to a Code Enforcement Case? Provide Case No. \_\_\_\_\_

Does this application have a companion application (i.e., pool, structure, etc)? Permit No. \_\_\_\_\_

Has this Project had Zoning approval?  Yes  No Project No. \_\_\_\_\_ Date Approved \_\_\_/\_\_\_/\_\_\_

#### APPLICANT INFORMATION

Owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

#### CONTRACTOR INFORMATION

Qualifier \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Contractor License # \_\_\_\_\_

#### APPLICATION TYPE (CHECK ONLY ONE PER APPLICATION)

Pool Electric  Spa Electric  Other \_\_\_\_\_

#### DESCRIPTION OF WORK

Single Family  Commercial  Townhouse  Condo

Further Description of work: \_\_\_\_\_

Estimated Value \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_

**STATE STATUTE REQUIRES ALL PERMITS OVER \$2,500.00 HAVE A NOTICE OF COMMENCEMENT RECORDED WITH THE CLERK OF COURT PRIOR TO 1<sup>ST</sup> INSPECTION.**

**IN ORDER TO OBTAIN 1<sup>ST</sup> INSPECTION, THE ORIGINAL "NOC" OR CERTIFIED COPY MUST BE SUPPLIED TO OUR OFFICE. FORMS ARE AVAILABLE IN OUR OFFICE OR ONLINE AT [www.royalpalmbeach.com](http://www.royalpalmbeach.com).**

**APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I certify that all the foregoing information is accurate.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and setbacks
- Issuance of a permit is not authorized to violate public or private restrictions
- Failure to comply with applicable construction regulations may result in the withholding of future permits
- Submission of any false information or misrepresentation is a violation of law and may result in permit revocation.

**Warning to Owner:** Your failure to record a Notice of Commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Contractor/Qualifier or Owner/Builder

Print Name \_\_\_\_\_

\*\*\*\*\* NOTARY \*\*\*\*\*

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced (Type of Identification) \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

**STAFF COMMENTS**

NEED SEPARATE PERMIT FOR:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STAFF APPROVAL**

Building \_\_\_\_\_ Date \_\_\_\_\_



## Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard  
Royal Palm Beach, Florida 33411  
Telephone (561) 790-5128 Fax (561) 790-5129  
COMMUNITY DEVELOPMENT

### PRIVATE SWIMMING POOL SAFETY REQUIREMENTS AFFIDAVIT OF RESPONSIBILITY

Permit Number: \_\_\_\_\_

Address: \_\_\_\_\_, Royal Palm Beach, FL 33411

Section 424.2.17 of the 2001 Florida Building Code, and Chapter 515 of Florida Statutes requires pool barriers to be installed around the entire perimeter of a pool spa or hot tub. In addition to this executed affidavit, all provisions for the required pool barrier shall be shown on the plans.

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at the above address, and hereby affirm that one or more of the following methods will be used to meet the requirements of the Florida Building Code, Section 424.2.17 and Florida Statutes, Chapter 515.

#### **Please check all applicable methods proposed to create a 360 degree barrier around pool**

- The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91, Standard Performance Specifications for Safety Covers for Swimming Pools, Spas, and Hot Tubs.
- A new continuous barrier such as a fence, wall or screen enclosure will be placed completely around pool perimeter to provide the required 360 degree protection. Identify method(s) below and on site plan or pool layout:
  - 4 ft or higher perimeter fence (wood, chain link, aluminum, PVC or other).
  - Aluminum screen enclosure with self-closing, self-latching door with latching device minimum 54" above threshold.
  - Child safety barrier meeting 424.2.17.1.13 & 15 Florida Building Code.
  - Other (Specify) \_\_\_\_\_
- A combination system such as a perimeter (partial) barrier used in conjunction with a child safety barrier between house and pool meeting 424.2.17.1.13 & 15, Florida Building Code, window/door alarms meeting UL 2017 and 424.2.17.1.9 Florida Building Code, or window alarms with doors meeting self-closing, self-latching requirements of 424.2.17.1.9 Florida Building Code. Identify proposed combination below and on site plan or pool layout:
  - Screen enclosure **with** child safety barrier between house and pool.
  - Screen enclosure **with** window & door alarms (or complying doors) at required locations.
  - Perimeter Fence **with** child safety barrier between house and pool.
  - Perimeter Fence **with** window & door alarms (or complying doors) at required locations.
  - Existing 4 ft or higher perimeter privacy fence converted (with permit) to pool barrier fence **with** child safety barrier between house and pool.
  - Existing 4 ft or higher perimeter privacy fence converted (with permit) to pool barrier fence **with** window & door alarms (or complying doors) at required locations.
  - Other \_\_\_\_\_

I understand that not having a complete barrier around the perimeter of the pool is a violation of Section 424.2.17 of the Florida Building Code. I further understand that filling a pool before a successful final electric and final barrier approval by the Village of Royal Palm Beach is a violation of Section 105.6 of the Florida Building Code as Amended by Royal Palm Beach. The Building Division will consider these violations willful and will commence the appropriate disciplinary actions against those responsible.

\_\_\_\_\_  
Pool Company's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Qualifier's Name (Please Print)

\_\_\_\_\_  
Qualifier's Signature

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced (Type of Identification) \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)

\*\*\*\*\*

\_\_\_\_\_  
Owner's Signature and Date

\_\_\_\_\_  
Owner's Name (Please Print)

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced (Type of Identification) \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Name of Notary (typed, printed or stamped)

(SEAL ABOVE)