

CITY OF SAFETY HARBOR
BUILDING DEPARTMENT

Pool/Spa Permit Completeness Form

750 Main Street, Safety Harbor, Florida 34695 (727) 724-1515

DATE _____

PERMIT # _____

Notes:

- **Incomplete applications will not be accepted. If after submittal, it is determined that the application is incomplete, the contractor will be called to pick up the application.**
- **Pools/spas are subject to Land Development Code Section 36.02.**
- **Screened cages are subject to Land Development Code Section 36.04.**
- **Pavers are subject to Land Development Code Section 36.06.**
- **All pools are subject to a final inspection by the City of Safety Harbor.**
- **Pool/Spa permits are considered a “city-county” permit that begin with a city review and are then submitted to Pinellas County to ensure consistency with the Florida Building Code. Pinellas County has additional documentation requirements, please see <https://www.pinellascounty.org/build/required.htm>**
- **Permits are required for all pools and spas. In the case where a pool and spa are built as one structure, then only one permit is issued. The permit for the pool includes the concrete decking around it. A wood deck would be a separate permit.**

REQUIRED INFORMATION

- Permit application
- An Owner Acknowledgement and Authorization Letter signed by the property owner is required for any permits that are not owner/builder permits.
- If the job value exceeds \$5,000, a recorded Notice of Commencement Form is required prior to final inspection.
- Two (2) Signed and Sealed Topographical Surveys with impacted tree locations
AND
Two (2) Scaled Surveys showing:
 - Property lines and all existing building footprints.
 - Protected Trees
 - Easements
 - Proposed pool/spa
 - Proposed pavers or concrete
 - Setback to the dwelling

- Setbacks between the pool and all property lines
- Jurisdictional wetland line, top of bank, and wetland buffers with dimensions (if applicable)

- Two sets of engineered drawings
- Impervious surface worksheet
- Tree Permit Application (if removing protected trees) or a No Tree Removal Form.
- Owner Builder Affidavit (if applicable)
- For commercial pools and spas, Pinellas County Health Department approval (727-893-2700) or a waiver for condominiums of 32 units or less.
- A letter from Power Company stating there are no conflicts between the construction and their utilities. (Duke Energy 727-443-2641)
- NPDES form
- If a wetland is delineated, include documentation that the jurisdictional boundary line was approved by FDEP, SWFWMD and the Army Corp of Engineers
- Pool Safety Letter

I confirm that all required documents are included in this submittal, and I understand that my application will be returned if it is incomplete.

Signature of Applicant

Date