



**POOL – SPA – FOUNTAIN  
NEW – ADDITION – ALTERATION  
SUPPORTING DOCUMENTS & PLANS CHECKLIST**

<b>SUPPORTING DOCUMENTS</b>	
<b>DUE AT SUBMITTAL</b>	<input type="checkbox"/> Permit Application with property address, strap number, job name, job valuation, property owner, contact information for plan comments, and contractor information (may list as "Out to Bid"). <b>NOTE:</b> If the owner is acting as his/her own contractor, Florida Statute 489.103(7) requires the owner to <b>personally appear</b> to sign the application. Notary service is provided free of charge. <input type="checkbox"/> Letter from the Lee County Health Department. <b>(Commercial and Multi-Family 4+ Units)</b> <input type="checkbox"/> Design Review Committee Approval Letter <b>(For improvements located in the Forum, Botanica Lakes, Pelican Preserve, Marina Bay, Somerset, and Bridgetown)</b> <input type="checkbox"/> Stormwater User Fee Adjustment Form (if the addition of the pool adds more than 500 sq. ft. of impervious area) <input type="checkbox"/> One (1) set of drawings/plans, specifications, etc. which conform to the below checklist. <input type="checkbox"/> Payment of all Plan Review Fees (refer to Permit Application Fee Calculators on City's website <a href="http://www.cityftmyers.com">www.cityftmyers.com</a> ) <b>Visit <a href="http://www.cityftmyers.com/1650/Electronic-Permits/">www.cityftmyers.com/1650/Electronic-Permits/</a> to learn more about our Customer Self Service Portal.</b>
<b>DUE AT ISSUANCE</b>	<input type="checkbox"/> Current Contractor Registration with The City of Fort Myers (separate registration form) <input type="checkbox"/> Subcontractor worksheet (Electrical and/or Plumbing), as determined based on the scope of work. <input type="checkbox"/> Proof of ownership if different from Public Records of Lee County (due to a recent sale of property). A recorded deed is acceptable proof of ownership.
<b>DUE BEFORE 1<sup>ST</sup> INSP.</b>	<input type="checkbox"/> Certified copy of the Notice of Commencement signed by property owner, lessee, or agent of either, and notarized, (on our form) for all jobs in excess of \$2,500 as required per Florida Statute 713.135(d).
<b>BUILDING PLANS</b>	
<input type="checkbox"/> Signed and sealed plans shall be required for all site-built pools, spas, fountains, etc. to include a statement of compliance on all plans to read substantially as follows: <b>"These plans were prepared and shall comply with the following:</b> - <b>Seventh Edition (2020) Florida Building Code, Building, Plumbing, Mechanical, Fuel Gas and/or Existing Building</b> - <b>2017 National Electric Code</b> - <b>The City of Fort Myers Code of Ordinances</b> - <b>Florida Department of State, Administrative Code</b> - <b>2020 Florida Statutes"</b> <input type="checkbox"/> Reinforcement, thickness and type concrete, depth limits, details of built in steps, footings on decks, for both pools and hot tubs or whirlpools. <input type="checkbox"/> Piping detail for drains, suction inlet locations, skimmers and re-circulation lines. <input type="checkbox"/> Entrapment protection device. (Manufacturer and model) <input type="checkbox"/> Diameter and Depths of proposed pool relative to adjacent foundations of other structures and any retaining walls and/or finished grades and slopes. If pool falls in the angle of repose of any existing foundation, additional engineering shall be provided indicating how the foundation shall be maintained. <input type="checkbox"/> Location of all openings (doors/windows) that open onto the pool deck area. Include the distance of any glazing adjacent to pool edge and distance from walking surface to bottom edge of such glazing. Any glass within 60" of the water's edge and within 60" of the walking surface on the pool side of the glazing shall be tempered. <input type="checkbox"/> All accessories to the pool such as ladders, slides, diving boards etc. that are proposed. <input type="checkbox"/> Location of existing electrical outlets and fixtures and the proposed receptacle within the pool area <input type="checkbox"/> Location and type of all proposed pool equipment, electric and gas service with manufacturing details. <input type="checkbox"/> Details of all stairs, handrails, guardrails, etc. <input type="checkbox"/> Detailed wall sections for all walls and roofs (including exterior slab elevations at exit) <input type="checkbox"/> Will pool or spa have heater and will it be gas, solar or electric? If gas, provide layout and sizing of gas lines. Separate permit on gas or solar. <input type="checkbox"/> Show details of how the <u>POOL BARRIER REQUIREMENTS</u> are being met in accordance with F.S. 515 and the FBC, building: Section 424.2.17 or R4501.17 (Screen enclosure & openings; alarms: make, model & listing; fence: height, openings, gates with location and distance from pool; safety cover: make, model & listing.)	
<b>SITE PLAN</b>	
<input type="checkbox"/> Boundary survey of the parcel showing current conditions. <b>(For site-built pools, spas, and fountains)</b> <input type="checkbox"/> Site Plan showing location of pool on property and distance from all property lines, and drainage flow arrows	
<b>ADDITIONAL INFORMATION</b>	
<input type="checkbox"/> Separate permits required for: a. Gas or Electrical appliances, not shown on pool drawings. b. Gas Lines	

c. Fences and pool enclosures

- Note: Angle of repose.** FBC sec. §1817.1. Excavations for any purpose shall not extend within 1 ft (305 mm) of the angle of repose or natural slope of the soil under any footing or foundation, unless such footing or foundation is first properly underpinned or protected against settlement.
- An electrical sub is required on all pools. A plumbing sub is required on all commercial pools.
- Paver decks require a 608- *Deck Steel Inspection* for the footing and 606-*Deck Bond/Potting Inspection* prior to paver installation.
- Pipe pressure test affidavits not accepted.
- Gas/Electric heated pools require a pool cover.
- Conformance Standard, per Florida Statute 424.2.6.1. Design, construction and workmanship shall be in conformity with the requirements of ANSI/NSPI 3, ANSI/NSPI 4, ANSI/NSPI 5, ANSI/NSPI 6, and ANSI/APSP 7.
- Entrapment protection, per Florida Statute 424.2.6.6, entrapment protection for suction outlets shall be installed in accordance with requirements of ANSI/APSP 7.

**The Florida Building Code 424.2.19 and Florida Residential Code R4101.19 refer to Final Electrical and Barrier Code inspections. THIS MUST BE COMPLETED PRIOR TO FILLING THE POOL WITH WATER. All electrical systems must be complete and barriers in place. All alarms must be working. We will inspect for safety. Pool enclosures and fences must be up and bonded. Upon 100% completion of pool, we will do a 305-Electric Final and a 699-Pool Final. THIS APPLIES TO ALL POOLS EXCEPT FIBERGLASS AND VINYL-LINED POOLS.**

**Note: Penalties for non-compliance with technical codes:**

F.S. 553.80(2) (b) With respect to evaluation of **design professionals' documents**, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code and issue a permit, to reject design documents required by the code three or more times for failure to correct a code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose, each time after the third such review the plans are rejected for that code violation, **a fee of four times the amount** of the proportion of the permit fee attributed to plans review.

(c) With respect to inspections, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code, to conduct any **inspection** after an initial inspection and one subsequent re-inspection of any project or activity for the same code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose **a fee of four times the amount** of the fee imposed for the initial inspection or first re-inspection, whichever is greater, for each such subsequent re-inspection.

*The City of Fort Myers reserves the right to require additional information or documentation as necessary to complete the review and permitting process per Florida Statute 553.79.*