



## BUILDING DIVISION

### RESIDENTIAL POOL CHECKLIST

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8800 SW 36th STREET, DAVIE, FLORIDA 33328  
PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

#### **Required Forms:**

- [Building Permit Application](#)
- Signed and Notarized [Addendum Form](#) by Contractor and Owner.
- A Notice of Commencement must be recorded if the job exceeds \$2,500.
- If permit submitted as an Owner Builder provide [Owner Builder Disclosure Statement](#).
- To avoid any delays in the permitting process, it is recommended to include a signed contract as proof of job value when over \$5000.
- If the contractor has a Workers' Compensation Exemption, a [Workers' Compensation Exemption Letter](#) is required.
- Copy of Ownership from the Broward County Property Appraisers Office [WWW.BCPA.NET](http://WWW.BCPA.NET).

#### **Required Permit Applications:**

- Structural
- Electrical
- Plumbing

#### **Permit Review Stops:**

- Planning & Zoning
- Electrical
- Structural
- Plumbing
- Engineering

#### **Minimum Plan Submittal:**

- Provide a signed/sealed survey (do not reduce or increase size). Provide an executed [Survey Affidavit](#) form if the survey is older than two (2) years and if there have been no changes to the property.
- Provide site plan (and building elevations, if applicable) clearly indicating the location of proposed work with dimensions and setbacks. Please note that all work must be highlighted on the site plans (i.e. fencing, driveways, generators, etc.).
- Provide an executed [Hold Harmless](#) utility easement agreement form if proposed work is located within such easements.
- Provide an executed [Tree Affidavit](#) form if proposed work does not conflict with existing tree(s).
- Provide the applicable drainage district approvals if proposed work is located within drainage related easements.



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- Provide a [Landscape Diagram](#) indicating an option of screening. If trees will be removed apply for a [Tree Removal](#) permit.
- A complete set sealed by an engineer, including soil conditions (Geotec Report) or Soil Statement. Note on plans pool barrier requirements. A completed [Pool Safety Act](#) form.
- Complete electrical drawings, include load calculations of pool panel and service. Indicate on survey, compliance with NEC Article 680.8 for overhead conductor clearances. Provide manufactures submittals for heat pump, recirculation pump, blower, digital salt system, pool light fixtures, and automation power center pool panel. Highlight what heat pump will be installed.
- A completed [Drainage Cross Section](#). If Applicable: Drainage District Approval Stamp. Required only if structure is in easement or near a body of water. Locations per District: Central Broward Water Control District, South Broward Drainage District Approval, Tindall Hammock Approval.