

## IMPORTANT FACTS

A person who fails to equip a new residential swimming pool with at least one pool safety feature as required in subsection (1) commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083, except that no



penalty shall be imposed if the person, within 45 days after arrest or issuance of a summons or a notice to appear, has equipped the pool with at least one

safety feature as required in subsection (1) and has attended a drowning prevention education program established by s. 515.31. However, the requirement of attending a drowning prevention education program is waived if such program is not offered within 45 days after issuance of the citation.

The following numbers will be helpful throughout the process of obtaining your permit.

- Building 386-986-3780
- Building Inspections 386-986-4747
- Zoning 386-986-3751
- Stormwater 386-986-4760
- Stormwater Insp. 386-986-4760
- Code 386-986-3764
- Utility 386-986-2360
- Property Appraiser 386-313-4150



## Residential Swimming Pool/Spa

Building Division

[www.ci.palm-coast.fl.us](http://www.ci.palm-coast.fl.us)  
**We're Online!!**

You may also visit our city website for additional information as well as print any forms required for your permit.

City Walk Building  
160 Cypress Point Pkwy.  
Suite B106  
Palm Coast, FL 32164


Phone: 386-986-3780  
Fax: 386-986-3781

**All required Landscaping must be installed prior to final inspection.**





# What do I bring?

- Permit application
- 1 copy of the recorded warranty deed
- Two (2) sets of construction drawings. Signed and sealed drawings for pool construction may be filed in a master file. This will eliminate the need to submit signed and sealed drawings individually when submitting for a permit.
- Two (2) sets of enclosure plans if the pool is to be enclosed. Signed and sealed drawings for the aluminum enclosure may be filed in a master file. This will eliminate the need to submit signed and sealed drawings individually when submitting for a permit.
- Two (2) site plans indicating the setback dimensions from pool deck/enclosure to the property lines. Plans must include landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sod, mulched and undisturbed areas). 
- Landscape plan Two (2) sets
- Topographic Survey– Two (2) sets
- Right of Way Access Application accompanied by two (2) topographic surveys/lot grading plan.
- Construction Lien Law affidavit (provided by contractor if job is valued over \$2500.00)
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction.
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- Foundation Survey (Not requires at submittal of permit)

## Helpful Information

To make application for a swimming pool, you must be a licensed contractor or the legal individual property owner.



*To inquire about setbacks, size, restrictions, materials, landscaping, and color restrictions, please contact the Zoning Division at 986-3751.*

Setbacks shall be measured from the outer edge of the pool deck to the closest point of the property line. All pools must comply with the setback requirements in their zoning dept. Screening for fences along rear or side lot lines abutting a right-of-way, golf course, or saltwater canal shall be facilitated by setting the fence back minimum of (3) feet from the property line and installing shrubs or vines on the outside of the fence for softening and enhancement. This requirement also applies to any fence facing the front or side corner of the property. This requirement applies to all types of fencing.

**Once application has been made, the Building Department will then route your permit package to any necessary reviewing departments. (Stormwater, Zoning, Urban Forestry, Building, etc.) If additional information is not required throughout the process, the typical review time is 1 week.**



In ground pools are required to be enclosed with a screened enclosure or a minimum 4

**You may also follow along your permit review process on our website – Online permit search. This service will also allow you to follow your permit including plan reviews, fees, and inspections.**

Building Works allows you to request inspections, and request inspections via the telephone or online 24 hours a day.



## Important Inspection Information

When your permit is made ready, you will be contacted via email / fax or phone. Approved permit documents that are required to be at the job site will be returned to you. All inspections provided on the inspection card are unique to your project, each inspection must be requested.

A final survey must be submitted and approved to generate a Stormwater final inspection. If the final survey is not approved, you will be notified of required changes. All inspections scheduled directly through the Stormwater Department by calling 986-4760 will happen the following business day with results entered by 3:30 p.m. the day of the inspection. For all inspections called in after business hours (i.e. after 4:45 p.m. Mon-Fri or on the weekend) for a Stormwater inspection, expect a 24 hour delay. If the final survey is approved, but upon inspection, additional site work is necessary that does not require a revised survey but does require another inspection, the 24 hour automated system is to be used to schedule the inspection.

The required inspections will include an electric and alarm final, the property owner must be home for this inspection if the type of system requires access inside the home to inspect.

All inspections requested by 7:00 a.m. are done the same day by the **Building Department**. The Building Department will also result all inspections by 3:00 p.m. the same day.

All inspections requested by 6:00 a.m. are done the same day by the **Utility Department**. Results may not be available for up to 3 days

Stormwater and Utility Finals must be approved prior to requesting a Building Department final inspection.