



CITY OF SEMINOLE

Achieving Service Through Dedication

Residential Pool / Spa Submittal Guidelines

All permit application packages **must** be complete **prior** to acceptance. A complete application package shall include the following:

- Completed, signed and notarized Building Permit Application with electrical contractor listed.
- Site specific, notarized Limited Power of Attorney form if the person submitting the application is not the license holder. Power of Attorney may only be given to an employee of the license holder.
- Completed, signed, and notarized Homeowner Affidavit (if owner is applicant).
- Recorded Notice of Commencement for work valued at \$2,500 or more (must include complete address).
- Copy of the contractor's license issued by the State of Florida and Pinellas County Construction Licensing Board (if contractor is applicant).
- Two sets signed/sealed building construction plans.
- Two signed/sealed site plans.
- Two copies of the manufacturer's installation instructions for all accessories to pool (i.e., pumps, heaters, lights...).

CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN

- Address
- Lot number (if applicable)
- Primary building setback lines/envelope
- A/C unit locations must be indicated
- Equipment location
- Easements: drainage, utility, etc.

PLANS / GENERAL

- Plans to 1/8" scale
- Designer information: name, address, registration # on all pages
- Design criteria: applicable codes and/or standards
- Standards as referenced
- Method of compliance for the swimming pool barrier requirement
- Glass within five (5) feet of pool edge. Safety glass requirement.

ELECTRIC

- Bonding/grounding to foundation steel
- Service location
- Panel locations
- GFCI
- Outdoor receptacles
- Disconnecting means
- Switches/lights

PLUMBING

- Piping diagram
- Contractor application if other than Pool contractor

MECHANICAL

- Equipment location
- Anchorage for wind requirements
- Clearances at equipment

FUEL GAS

- Gas type and pressure
- BTU's each outlet and total BTU's
- Pipe type and total length
- LP regulator and model type
- Combustion air vents
- Location of equipment
- Venting
- Gas piping riser
- Tank location, size, above or below ground

INSTALLATION INSTRUCTIONS

- Manufacturer product installation instructions

These guidelines were compiled to assist the applicant in preparing a residential pool/spa plan submittal and may not be complete. The applicant is required to meet all City of Seminole, State, and local codes requirements.