

Where do I send my pool plans?

As of October 1, 2014, changes to Florida Statutes 514 and 553 require that an application for an operating permit must be submitted to the Department of Health before the Building Department can issue a construction or modification permit for a public pool. The new application form DH4159 and the Permitting Sequence is found in the next section below. The Building Department also cannot issue a Certificate of Completion or Occupancy until the Department of Health issues the operating permit.

We recommend you contact the Department at least a week before the planned opening. Program office staff is available in Tallahassee (850-245-4240) or Orlando (407-317-7172) to answer any questions.

Public Swimming Pool Permit Process:

Applicant:

- Submit Operating Permit application, plans and specifications to FDOH County Health Department
- Receive FDOH application receipt form letter

FDOH:

- Performs application plan and specification review
- Review comments or requests for additional information should be issued within 30 days per FS 514.031(1)(b)

Contractor:

- Submit building permit application to the local building department
- Include receipt letter from FDOH for Operating Permit application

Building Department:

- Process application and completes plan review(s)
- May confer with FDOH; however, **do not delay the reviews awaiting FDOH comments**
- When non-compliant, the contractor will be advised to revise and resubmit
- When the plans are approved as code compliant the permit will be issued

Contractor:

- Construction commences

Building Department:

- Progress inspections are performed when scheduled, as required by the building department
- Final inspection performed (Recommended joint inspection with FDOH)
- **Permit cannot be closed out until the FDOH Operating Permit has been issued**

Applicant:

- Provide a copy of the final building inspection to FDOH
- Request FDOH final inspection for Operating Permit in writing (Applicant, contractor or design professional)

FDOH:

- Perform Operating Permit inspection
- Issue Operating Permit when the project is determined to be compliant

Contractor:

- Submit FDOH Operating Permit to Building Department
- Request Certificate of Construction Completion

Building Department:

- Issue Certificate of Construction Completion upon receipt of FDOH Operating Permit
- Close permit

Note: This process applies to new construction, alterations, repairs and equipment replacement