



POOLS AND SPA PERMIT PACKET

Before any development activity occurs on a piece of property, a permit must be obtained. All construction or permitted uses **MUST** meet the current Building Code for the State of Florida. The inspector will perform inspections and provide approval based on these codes.

Below are a list of items required at time of application submittal. Please note that incomplete applications will **NOT** be accepted.

- Complete permit application, notarized by all applicable parties.

- Copy of signed contract, if applicable.

- Owner-Building Affidavit, unless contractor is performing work.

- Proof of ownership (i.e. Current tax notice, Homestead Exemption notice, Recorded Deed).

- Three copies of the site plan, drawn to scale.

- Three complete sets of signed and sealed construction drawings and supporting documentation

- Pool Safety Sheet Filled out completely

- Copy of State Contractors or Installers License and proof of Liability Insurance Certificate listing the City of Eustis as the Certificate Holder if contractor is performing work.

- Signed and recorded Notice of Commencement (required for all work exceeding \$2,500).



Building Code in Effect:
2020 (Seventh Edition) Florida Building Code

Permit Number: _____

Yes No (Check one) I am filling and /or excavating the property. If yes, provide the Finish Floor Elevation (FFE) , lot corner elevations and drainage plan for the site. Depending on the type of development, not all information will be required. Note: Failure to respond correctly will make you personally liable for future damages.

III. OWNER & LENDER INFO			
A. OWNER OR LESSEE		EMAIL ADDRESS	FAX NO.
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
B. BONDING/MORTGAGE NAMES			
Fee Simple Titleholder, Bonding Company, Mortgage Lender and Design Professional information is required when the aggregate value (total cost of all improvements and not just work authorized by the individual permit) is \$2,500 or more (except HVAC repair/replacement > \$7,500).			
NAME	ADDRESS,	CITY,	STATE & ZIP TELEPHONE NO.
FEE SIMPLE TITLEHOLDERS (IF OTHER THAN OWNER) <input type="checkbox"/>		SAME AS OWNER <input type="checkbox"/>	
BONDING COMPANY <input type="checkbox"/> NOT APPLICABLE			
MORTGAGE LENDERS <input type="checkbox"/> NOT APPLICABLE			
DESIGN PROFESSIONAL		LICENSE #	
		PRIMARY CONTACT EMAIL ADDRESS	PRIMARY CONTACT CELL PHONE NO.

