

Private Swimming Pool/SPA Plan Review Checklist* - Based on Florida Building Code 7th Edition (2020)

City of Jacksonville - Building Inspection Division - 214 North Hogan Street, Jacksonville, Florida 32202

*This is a summary of commonly missed items. Actual Plan Submission comments may include FBC 7th Edition items not included on this checklist.

Y	N	n/a	BUILDING PERMIT APPLICATION FORM (See Electronic Submission Instructions) (FBC-Building 105)
			1. All applicable application sections or fields filled-in, (yellow cells).
			2. Owner/Agent and Contractor/Qualifier signatures are notarized, (FBC-Building 105.1).
			3. Project Contact: Name, telephone number and a valid email address (ID Tab).
			4. Provide a complete description of work. Include footing size/reinforcement and gas heater, if applicable (Overview Tab).
			5. Provide an accurate job cost estimate (Overview Tab).
			6. Provide <u>Type of Improvement</u> , "Swimming Pool" and <u>Structure Type</u> "Single Family" (Overview Tab).
			7. Provide the total gallons and Pool Type (Overview Tab).
			8. Identify <u>Water Supply</u> and <u>Sewer Disposal</u> Type (Spec 1 Tab).
Y	N	n/a	PERMIT PACKAGE (FBC-Building 107)
			1a. Site Folder - Site plan, plot plan, legal survey; upload as a single PDF.
			1b. Site Folder - If the lot has a septic system, the Health Dept. must stamp the site plan; upload as a single PDF.
			2. Architectural Folder - Enlarged site specific pool plan; upload as a single PDF.
			3. Structural Folder - Structural for pool, footings, retaining walls, etc.; upload each set of drawings as a single PDF.
			4. Plumbing Folder - Total Dynamic Head (TDH); upload all sheets, as a single PDF.
			5. Specifications Folder - Data Sheets for pool equipment, pool accessories; upload all sheets as a single PDF.
			6a. Correspondence Folder - Residential swimming pool safety affirmation; upload as a single PDF.
			6b. Correspondence Folder - If using a Private Plan Reviewer (PPR); upload each (PPR) form, as a separate PDF.
			6c. Correspondence Folder - If lot is an ASH site, EPA approval is required (see Prereq tab in BID). Provide written approval from Jeff Foster (JFoster@coj.net). Upload approval as a single PDF.
			6d. Correspondence Folder - If lot has a Historical address, a Certificate Of Appropriateness (COA) is required (see Prereq tab in BID); Contact historicpreservation@coj.net ; upload the COA, as a single PDF.
			6e. Correspondence Folder - If a resubmission, provide a typewritten response (summary) to each review comment.
			7. Notice Of Commencement (NOC) Folder - (if required) Upload as a single PDF or email to BIDDocuments@coj.net. NOC must first be recorded with the Clerk of the Court.
			8. Permit Application Folder - Building permit application, front page and back page; upload as a single PDF.
Y	N	n/a	SURVEY / SITE PLAN (FBC-Building 107.2.5)
			1. Identify the location and dimensions of the pool/spa and pool deck. Include the distance of the pool/spa from all buildings and property lines.
			2. Identify the distance of the pool/spa equipment from the swimming pool/spa.
			3. Identify North arrow, fencing and, if applicable, the height of overhead electric service.
			4. Provide the property owner's name and address.
			5. Identify well and septic system location (if applicable).
Y	N	n/a	SITE SPECIFIC POOL PLAN (FBC-Building 107)
			1. Identify the depth of the swimming pool/spa at the shallow end and deep end of the pool/spa.
			2. Identify the distance from all structures to the shell of the swimming pool/spa (waterside).
			3. Identify the entry and exit of the pool/spa. Include the steps, ladders, swimouts, sunshelves, skimmer, lights, floor and wall returns and suction outlet(s)/anti-entrapment, etc.
			4. Identify the location of all footings, retaining walls and pool equipment.
			5. Identify the specific hazardous locations for the purpose of glazing (if applicable), FBC-Residential R308.4.5.
			6. Identify if the swimming pool/spa has a gas heater. Pool contractor can pull mechanical permit for heater only.
Y	N	n/a	STRUCTURAL PLAN AND DETAILS (FBC-Building 107)
			1a. Engineered Design - Prepared by a Florida licensed design professional and digitally signed/sealed., F.S. 471.481.
			1b. Calculated Design - Prepared by a Florida contractor licensed to construct private swimming pools. Structural drawings shall be site specific and include all structural calculations demonstrating compliance with the <i>APSP Workmanship Guidelines and Practices for Residential Inground Swimming Pools</i> . The contractor name and license number must appear on design documents.
			1c. Prescriptive Design - Prepared by a Florida contractor licensed to construct private swimming pools. Structural drawings shall include structural details as published in an industry-accepted prescriptive design manual. The name of design manual (including edition number and author/publisher name), contractor's name, and contractor's license number must appear on design documents.
			2. Provide site specific footing detail(s), for future enclosure (if applicable).
			3. If retaining walls over 3'-0" are constructed, provide digitally signed and sealed drawing(s).
			4. Circle all applicable site specific structural details.
Y	N	n/a	ANSI / ASPC / ICC SWIMMING POOL ENERGY EFFICIENCY WORK SHEET
			1. 2013 ANSI / APSP simplified total dynamic head calculation worksheet with contractor and owners information
Y	N	n/a	EQUIPMENT DATA (CUT) SHEETS
			1. Provide data sheet(s) for pump, filter, drain covers, heater, heat-pump, pool alarm. Circle the site specific pump size (GPM and HP) make and model. The main drain cover specification sheet shall indicate the model number and flow rate.