



CITY OF WESTLAKE

Building Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470

Phone: (561) 530-5880

www.westlakegov.com

Residential In-Ground Pool, Spa, and Above-Ground Pool

APPLICATION SUBMITTAL CHECKLIST

Note: MUST check with other agencies for their specific requirements. Failure to do so, could result in significant delay to your permit.

- 1) Completed Building Permit Application.
- 2) Contractor shall be registered with the City of Westlake.
- 3) Owner/Builder Affidavit (Owner/Builder must appear personally to apply for a permit under this exception to the Florida State Licensing Laws), as applies.
- 4) For Owner/Builder applying for an In-Ground Pool or Spa, Competency Confirmation from Contractor's Certification Division must be provided, as applies.
- 5) Complete Private Swimming Pool Safety Requirements Affidavit of Understanding; and Affidavit of Compliance forms.
- 6) If it is the intent of the contractor to utilize a portion of the existing fence on the adjacent property, a Pool Barrier Agreement Form must be submitted.
- 7) Applicant acknowledges the requirement for separate sub-permits for electrical, plumbing, gas, building (Pool Deck) (as applies), and each element of the pool barrier.

THREE (3) IDENTICAL SETS OF THE FOLLOWING:

- 8) Surveys –Include proposed improvements to create a site plan, drawn to scale and dimensioned, easements, rights of way, and existing structure locations.
Provide distances or separations to the property lines and existing structures.
Site plan shall include location of pool pump equipment, and any other equipment pool related.
- 9) Engineered drawings for in-ground pools/spas.
- 10) Pool heater specification sheets. NOA.
- 11) Electrical load calculation when electric pool heater, pool lighting is specified.
- 12) Manufacturer's specifications for above ground pools.
- 13) Electric provisions shown on site plan for above ground pool installations.
- 14) Site work complies with 109.3.10 Palm Beach County Amendments (may require professional design), as applies.

OTHER AGENCIES, AS APPLY:

Florida Department of Environmental Protection Permit/Exemption for proposed construction seaward of coastal construction control line.

Army Corp of Engineers Approval must be provided at application when in the Intracoastal Right of Way Easement.

AFFIDAVIT OF COMPLETENESS AND ACCURACY

INSTRUCTIONS: To be completed by the permit applicant: Contractor/Authorized Signatory of Contractor or Owner Builder.

Project: _____ **Date:** _____

Property Control Number or Address: _____

STATEMENT OF COMPLETENESS AND ACCURACY

I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the ***assessment of additional fee***, denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by the City of Westlake to process this application.

Check one: I am the [] Contractor [] Authorized Signatory of the Contractor [] Owner/Builder.

Name (Type, Stamp, or Print Clearly)

Signature

Name of Firm (If Applicable)

License Number (If Contractor or Their Signatory)

*** This checklist is a guideline for minimum submittal requirements necessary for review of proposed construction and permit application. It is not intended to be comprehensive in nature. Specific work may require additional documentation. All work must demonstrate compliance with current codes and standards.**