

Apply online through the Permit Portal <https://cwpl.talgov.com/TallahasseePortal>

Owners Affidavit signed and notarized Ownership Affidavit: <https://www.talgov.com/Uploads/Public/Documents/growth/owners-affidavit.pdf>

A Contractor of Record Acknowledgement form shall be submitted prior to the issuance of a building permit. The contractor shall be the same as that listed on the Ownership Affidavit & Designation of Agent form. The Contractor of Record Acknowledgement form is available online, at: [https://www.talgov.com/Uploads/Public/Documents/growth/forms/fm\\_contractor\\_record.pdf](https://www.talgov.com/Uploads/Public/Documents/growth/forms/fm_contractor_record.pdf)

Disclosure Statement signed and notarized. Required if owner/builder. <https://www.talgov.com/Uploads/Public/Documents/growth/forms/ownr-bldr-dsclsr-affdvt.pdf>

Notice to Swimming Pool Owner signed and notarized  
[https://www.talgov.com/Uploads/Public/Documents/growth/forms/notc\\_to\\_swimmng\\_pl\\_ownr.pdf](https://www.talgov.com/Uploads/Public/Documents/growth/forms/notc_to_swimmng_pl_ownr.pdf)

Notice of Commencement recorded & submitted @ application. Required on jobsite by first inspection.  
[https://cwweb.leonclerk.com/public/clerk\\_services/official\\_records/forms/notice\\_of\\_commencement.pdf](https://cwweb.leonclerk.com/public/clerk_services/official_records/forms/notice_of_commencement.pdf)

Construction plans with required Digital Signatures  
<https://www.talgov.com/growth/growth-certauthorities.aspx>

Retaining walls -- If the retaining wall is part of the pool deck, no separate permit will be required. Separate retaining walls greater than 2' wall must be designed by engineer and separate permit must be pulled by a building contractor.

Electrical work to be done by a State of Florida licensed electrical contractor

1. Application Process:

All permitted pools and spas will be issued as a "primary" permit with sub-permits for an electric and any other appropriate sub-trade.

2. Drawings and Specifications:

The construction drawings submitted with the application shall indicate the name and address of the pool or spa designer, who shall be a registered engineer with the State of Florida. The engineers' third-party certified digital signature shall be affixed to drawings. Drawings and specifications for pools spas may be setup as a "Master" plan, the plan must be designed and approved under the current code cycle.

a) **Site plan, which will include:**

- Property lines, recorded easements, right of ways and overhead utilities
- All existing and proposed buildings
- Proposed pool or spa
- Proposed slopes, decks, and pool/spa equipment
- Pool/spa barrier layout and type
- Setbacks from property line and structures
- Show street name, lot dimensions, and north arrow
- Show all protected trees (36" diameter or larger) size & type & indicate which trees are to remain & which will be removed OR note on site plan stating "No Protected Trees on Site"
- Show sediment and erosion control barriers

b) **Pool and Spa plan, which will include:**

- Wall Section
- Ladder and step locations
- Piping layout
- Anti-entrapment detail
- Skimmer locations
- Return inlet locations
- Electric light locations
- Diving board location showing required water surfaces