



City of Brooksville
Building Division
 201 Howell Avenue, Brooksville, FL 34601
 Phone: 352-544-8301 Fax: 352-544-8306

Checklist

Swimming Pools: Above-Ground Pool

Documents may be copied; signatures must be original

Office Use

Permit Application	Completed and signed by: Owner – if submitting permit application as Owner/Builder Subcontractor –if one is used (name; signature/email required on permit application) License Contractor – if contractor is submitting permit application Note: Signatures must be notarized (Building Division provides notary services)
Recorded Warranty Deed	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Hernando County Clerk of the Courts Office)
Site Plans	Two (2) site plans indicating the size, dimensions and locations of the pool. Indicate the setbacks from all sides of the improvements to the property lines and show drainage / water run-off plan.
Construction Plans	Two (2) sets of the manufacturer's plans for the pool installation / assembly guidelines and electrical layout.
Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation.
Notice of Commencement	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Division prior to the first inspection. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. (www.sunbiz.org)
Owner/Builder Affidavit	Required when an owner is submitting a permit application as Owner/Builder. This affidavit must be signed in the presence of a notary.
Notarized Authorization Letter	If applicant is not legal owner, provide a notarized authorization letter from the property owner.

ALL POOLS MUST MEET THE STATE BARRIER REQUIREMENTS

Per Florida Building Code – Residential Section R4101.17.1

Florida Building Code – building Section 424.2.17

I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.

Print Name of Applicant/Contractor

Signature of Applicant/Contractor

Date

For Office Use Only

Received By: _____ Date: _____ Accepted: _____ Rejected: _____



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	Recorded Warranty Deed	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Hernando County Clerk of the Courts Office)
	Plans	Two (2) site plans indicating the size, deck dimensions and the overall square footage to include the pool area. Indicate the setbacks from all sides of the improvements to the property lines and show drainage / water run-off plans.
	Construction Plans	Two (2) sets of signed and sealed engineered plans. Plans must include the plumbing and electrical layouts.
	Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation.
	Notice of Commencement	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Division prior to the first inspection. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. (www.sunbiz.org)
	Owner/Builder Affidavit	Required when an owner is submitting a permit application as Owner/Builder. This affidavit must be signed in the presence of a notary.
	Notarized Authorization Letter/Lease Agreement	If applicant is not legal owner, provide a notarized authorization letter from the property owner.

ALL POOLS MUST MEET THE STATE BARRIER REQUIREMENTS

Per Florida Building Code – Residential Section R4101.17.1

Florida Building Code – Building Section 424.2.17

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