

City of Oviedo

Residential Above Ground Pool Permit Application Guidelines

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- Pool Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Completed and signed Electrical Permit Application. (If new electrical circuits and wiring are to be installed.)
- Copy of the contractor's license issued by the State of Florida (if contractor is the applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating the worker's compensation insurance coverage and naming the City of Oviedo as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (if contractor is the applicant).
- Certificate of insurance indicating General Liability insurance coverage and naming the City of Oviedo as certificate holder (if contractor is the applicant).
- Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- Two (2) copies of a survey/site plan drawn to scale with accurate measurements indicating the size and location of the pool and electrical outlet if the equipment is cord and plug connected.
- Two (2) copies of the manufacturer's installation instructions for the above ground pool and all accessories to pool (i.e., pumps, heaters, lights, etc.)
- Two (2) completed and signed (by contractor and owner) City of Oviedo Residential Pool / Spa / Hot Tub Safety Act Requirement forms.

CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN/SURVEY

- Lot number
- Address
- Primary building setback lines/envelope
- A/C unit locations must be indicated
- Equipment location
- Easements: drainage, utility, etc.
- Location of septic systems

ELECTRIC (If new electrical circuits are to be installed to serve the pool equipment.)

- Electrical Panel location
- Ground Fault Circuit Interrupter protection
- Outdoor receptacle locations
- Disconnecting means
- Switches/lights

INSTALLATION INSTRUCTIONS

- Two (2) copies of manufacturer's above ground pool and equipment installation instructions.

REQUIRED INSPECTIONS:

1. Rough Electrical Inspection (If installing new electrical circuits to service the pool equipment)
2. CHILD SAFETY ACT INSPECTION
 - Must meet the requirements relating to pool safety features as described in Section 424.2.17.
 - Verify safety glazing within 60” of water’s edge.
 - Inspection required prior to filling pool.
3. FINAL ELECTRIC INSPECTION
 - Verify all bonding and wiring is in accordance with the Code. Bonding of all metal within 60” of pools edge and all equipment is properly bonded.
 - Inspection required prior to filling pool.
4. FINAL POOL INSPECTION
 - All previous inspections shall be completed and approved. All permits issued in relation to the installation of the pool shall have received their final approved inspection (i.e., fence, screen enclosure, solar, gas, etc.).
 - Pool shall be fully operational; final grading to be completed; and final grade to be mulched, seeded or sodded to restore original vegetation or plan specifications.
 - All construction materials and debris shall be removed from jobsite prior to final inspection.
 - Any damage to the Right-of-Way shall be repaired.

These guidelines were compiled to assist the applicant in preparing a residential above ground pool permit application and may not be complete. The applicant is required to meet all City of Oviedo, state, and local code requirements.