PUBLIC SWIMMING POOL PERMIT PROCESS

APPLICANT
• Submit Operating Permit application, plans and specifications to FDOH County Health Department
• Receive FDOH application receipt form letter

FDOH
• Performs application plan and specification review
• Review comments or requests for additional information should be issued within 30 days per FS.514.031(1)(b)
• Comments must be provided to the applicant and the building department

CONTRACTOR
• Submit Operating Permit application to the local building department
• Include receipt letter from FDOH for Operating Permit application

BUILDING DEPARTMENT
• Processes application and completes plan review(s)
• May confer with FDOH; however, do not delay the reviews awaiting FDOH comments
• When non-compliant, the contractor will be advised to revise and resubmit
• When the plans are approved as code compliant the permit will be issued

CONTRACTOR
• Construction commences

BUILDING DEPARTMENT
• Progress inspections are performed when scheduled, as required by the building department
• Final inspection performed (Recommend joint inspection with FDOH)
• Permit cannot be closed out until the FDOH Operating Permit has been issued

APPLICANT
• Provide a copy of the final building inspection to FDOH
• Request FDOH final inspection for Operating Permit in writing (Applicant, contractor or design professional)

FDOH
• Perform Operating Permit inspection
• Issue Operating Permit when the project is determined to be compliant

CONTRACTOR
• Submit FDOH Operating Permit to Building Department
• Request Certificate of Construction Completion

BUILDING DEPARTMENT
• Issue Certificate of Construction Completion upon receipt of FDOH Operating Permit
• Close permit

Guidance provided by the Florida Public Swimming Pool Coalition whose members include representatives from the following groups:

NOTE: This process applies to new construction, alterations, repairs and equipment replacement