

# Residential Swimming Pool Permit Requirements

#### FOR CONTRACTORS APPLYING ONLINE

the job site by the time of first inspection.
Notice of Commencement or Affidavit of Notice of Commencement Filing Only if over \$5,000.00 (Recorded and Certified copy not required until first inspection)
Copy of recorded deed or Property Appraiser scan showing proof of ownership (if owner does not match the ownership information listed on the Property Appraiser)
Flagler County Tree Protection Form
Affidavit of Drainage Control
Residential Safety Swimming Pool Safety Act form
(*) Signed and Sealed Site Plan illustrating the existing and proposed grading per 98-03
(*) Survey showing proposed location of pool and all existing structures
(*) Existing septic tank and drain field location (can be added to site plan)
(*) Two sets of signed and sealed swimming pool construction drawings

In lieu of manually signing and sealing plans, design professionals shall affix digital signatures in compliance with Florida Statues Chapter 481 and Florida Administrative Rule 61G1-16.005 for architects or Florida Statutes Chapter 471 and Florida Administrative Rule 61G15-23.003 for Engineers. Digital signatures must be original and will be verified. Do not upload scanned/copied plans, they will not be accepted. The following statement must accompany a digital signature "This item has been electronically signed and sealed by (name) on (date) using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies". A digitally created image of the seal must be on the plans for printing purposes.

#### **Plans**

- 1. Each page must contain the digital signature and will require individual upload for each sheet/page.
- 2. Must be drawn and formatted for a minimum landscape 24" x 36" sheet or 11" x 17" for smaller scale jobs.
- 3. Are to be submitted in a pdf format only.

## \*\*\* THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTAL AND MAY OR MAY NOT BE ALL INCLUSIVE\*\*\*

- 4. Each page must have title block to contain the address of the subject property.
- 5. Plans shall be uploaded properly oriented in landscape mode.
- 6. Must be drawn to scale
- 7. Each page of the plans must have a graphic scale.
- 8. Plans that are digitally signed and sealed cannot be locked (password protected).
- 9. Plans must include a digitally created image of the seal along with the digital signature and seal (For printing purposes).

#### **Documents**

- 1. Documents must be submitted in pdf format only.
- 2. Documents shall be submitted in portrait orientation (unless created in landscape mode)

#### **File Naming Convention**

#### Plans

- 1. Plans are to be submitted / uploaded as single page files (do not combine files) and named according to the name of the page. Example: A.1 M.1 E.4 S.2. If the page does not have a naming convention (blank or named 1, 2, 3, 4) please use a description for the name for quick and easy identification. Example: Floor Plan, Elevations, Wall Sections, Pool Plans, etc. Do NOT add any verbiage in front of the file name- you may add additional verbiage as a suffix. Identifiers may be the suffix but not used as a prefix.
- 2. Revisions/ corrections are to be named the SAME NAME as the original document.

#### **Documents**

This applies to all documents submitted online, regardless of the phase of the permit (apply, revisions, corrections, supporting documents, etc.)

Documents are to be submitted individually and <u>named as identified below</u>. If a document contains multiple pages, it may be uploaded as a single file. (i.e., energy calculations, etc.)

File names should be named in the examples below: (identifiers only as a suffix)

- Boundary survey
- Early power affidavit
- Electrical Calculations
- Elevation certificate
- Energy calculations
- Final Survey
- Foundation Survey
- Landscape plan
- Lot grading plan
- Manufacturer specifications

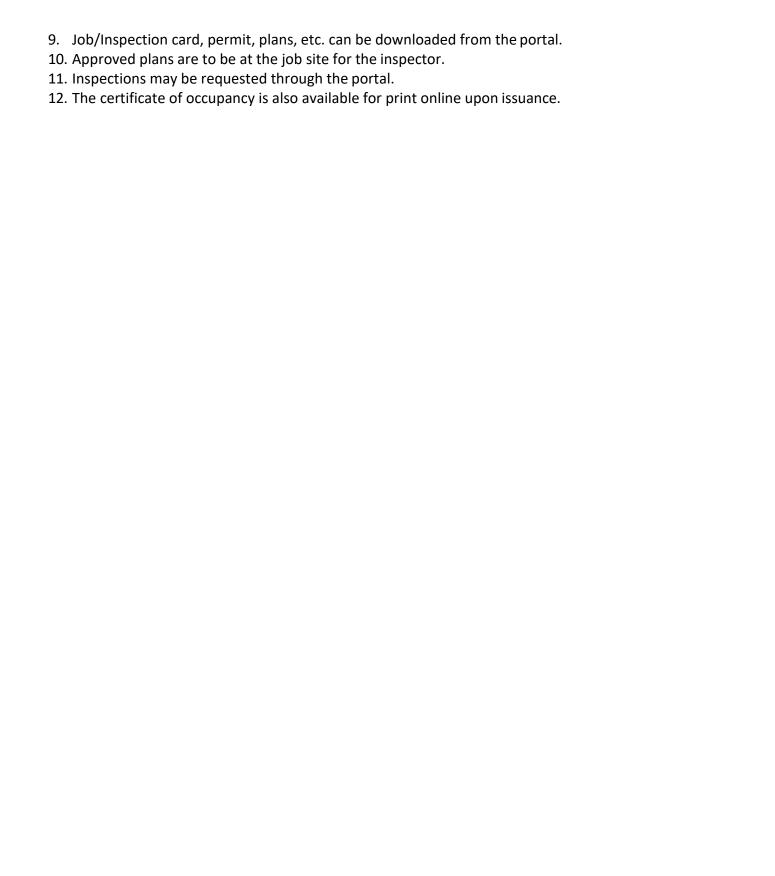
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- Notice of commencement
- Owner disclosure
- Plumbing riser diagram
- Pool calculations
- Product approval
- Proof of ownership
- Recorded warranty deed
- Roof affidavit
- Roofing worksheet
- Septic Tank Permit
- Sewer Receipt
- Site plan
- Shop drawings
- Specification manual
- TDH
- Tenant affidavit
- Topographic survey
- Tree survey
- Tree Protection and Landscape Compliance form
- Truss layout
- Water receipt
- Well permit

#### **General Information**

- 1. Permits utilizing the electronic plan review system must maintain the electronic process throughout the permit application review process. (and vice versa if submitted manually)
- 2. You may utilize this system to upload and maintain your documents at the packet stage up to 30 days prior to choosing to submit.
- 3. Your packet will expire in 30 days if you do not choose to submit and will require you to start again when you are ready.
- 4. Once you submit, if the package is incomplete, you will receive any email outlining the deficiencies and the package will not be accepted.
- 5. Revisions/corrections cannot be uploaded while reviews are being processed. Once all of the reviews have been completed, you will be able to upload any new plans/documents. The red SUBMIT button must be clicked for your documents to reach us. A revision sheet is not required for upload, one will automatically be generated when you hit SUBMIT.
- 6. Revisions are to be named the SAME NAME as the original document.
- 7. When the reviews have been completed, you will receive an email notifying you the permit is ready for issuance.
- 8. Payments continue to be made online or in person.

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Effective date: 09/18/2024



#### **Flagler County Tree Protection Form**

A tree survey, less than twenty-four (24) months old, is required and shall include at a minimum a description of the species, size, quantity and location of all trees and depiction of the site including proposed structures and vehicle use areas. Tree survey shall be prepared by a Florida licensed land surveyor.

I,	, the undersigned, certify that I am the owner or duly appointed agent
Property Street Address	Parcel Number

#### Protected Tree Removal and Protection, LDC §6.01.00

Building footprints, drives, stormwater management facilities, and similar activities on all sites shall be designed to save the maximum practicable number of specimen and historic trees.

Protected Tree: A protected tree is a tree with a **trunk size of six (6) inches** or greater in diameter, free of significant defects or decay. Protected tree replacement shall have a minimum caliper of two and one-half (2 ½) inches measures six (6) inches above grade after planting and be Florida Grade No. 1 or better.

Specimen Tree: Any protected trees with a **trunk size of eighteen (18) inches** or greater in diameter. Specimen tree replacements shall have a minimum caliper of three and one-half (3 ½) inches measures six (6) inches above grade after planting and be Florida Grade No. 1 or better.

Historic Tree: Any protected trees with a **trunk size of thirty-six (36) inches** or greater in diameter. Historic tree replacements shall have a minimum caliper of six (6) inches measured six (6) inches above grade after planting and be Florida Grade No. 1 or better.

Per Flagler County LDC §6.01.4, the following <u>protected</u> trees having a caliper of six (6) inch DBH or greater are protected under the terms of this regulation and also constitute acceptable replacement trees subject to the minimum size requirements:

Ash	Devil's Walking Stick	Sweetbay Magnolia	Southern Red Cedar
Bald Cypress	Elm	Red Maple	Sweetgum
Bay	Hackberry	Oak	American Sycamore
Black Cherry	Hickory	Persimmon	Black Tupelo
Cherry Laurel	Holly	Eastern Redbud	Swamp Tupelo
Pond Cypress	Southern Magnolia	Eastern Red Cedar	Yellow-popular

Effective date: 09/18/2024

#### Residential Tree Protection Compliance, LDC §6.01.03

Each single-family residential lot must preserve or replant at least fifty (50) percent of the total pre-development caliper inches existing on the site.

• Trees located within or immediately adjacent to (within ten (10) feet of the foundation, or where the crown or rootball extend within the limits of the foundation whichever is greater as to its encroachment) the building foundation are exempt.

Tree Category	Pre-devel. Caliper Inches per Tree	Minimum Required for each Tree	Saved Trees Inches	Frees Sizes for each Tree Category				Post = Saved + Planted		
	Category	Category (Pre-devel X 50%)		Protected 2.5" Caliper		Specimen 3.5" Caliper		Historic 6" Caliper		
				Count	Total Inches	Count	Total Inches	Count	Total Inches	
Protected (6-17 inch)										
Specimen (18-35 inch)										
Historic (36 inch or greater)										
Total:										

<sup>\*</sup>All tree diameters/calipers measured in inches

	Planted Replac	ement Trees						
Common Name and Quantity of Tree: Respective Caliper Inches:								
Example:	3 Oak	2.5", 2.5", 3.5"						
	1 Maple	6"						
	_							
T	otal:	Total:						

Effective date: 09/18/2024

Please initial the following statement ONLY if no Prexist on the property.	otected Trees over 6 inches in caliper
I certify that no protected trees exist on the abo building permit is sought.	ve-described property for which a
Please initial the following statement ONLY if no Tr	ees will be removed from the property.
I certify that no trees will be removed on the abbuilding permit is sought.	pove-described property for which a
Please sign below to certify that the above informati	on is true and accurate.
Owner/Agent Signature	Date



## AFFIDAVIT OF NOTICE OF COMMENCEMENT FILING

1,		, of
(Owner's Name)		
(Street Address)		
(City, State and Zip)		
hereby certify the attached is a cop	y of the Notice	e of Commencement
that is being filed with the Clerk of	the Circuit Co	urt for the improvement
as noted:		
(Please specify the	improvement/wor	rk)
as permitted by Flagler County Bui	lding Departm	ent.
(Owner's or Contractor's Signature)		(Date)
State of		
County of		
Sworn and subscribed before me this	day of	, 20
vho is personally known to me or produc	ced:	
as identification.		
	_	
Notary Public Signature)		(Seal)
		(0001)
Printed or Typed Name of Notary)		
My Commission Expires:		

FLAGLER COUNTY FLORIDA

Signature of Notary Public

#### **FLAGLER COUNTY**

Building Permit Number:

(OFFICE USE ONLY)

## AFFIDAVIT OF DRAINAGE CONTROL FOR RESIDENTIAL AND MINOR COMMERCIAL CONSTRUCTION

	Name of Owner:	Phone Number:							
	Address:	:							
	Subdivision Name:		Lot Num	nber of Site:					
	Tax Parcel Number: Section:	Township:	Range:						
B.	property will not result in:  1. Flooding of adjacent lar 2. Blockage of existing dra 3. The destruction of exist 4. Erosion of fill or disturbed determined by Flagler of the destruction of road 6. Flooding of the propose 7. Construction to an elev (Applicant is cautioned 8. Inadequate onsite drain 9. Deviation from the approximation of the propose	above-described pands.  ainage systems, noted materials onto county).  Side drainage swated structure during ation less than the UNAUTHORIZED age in the vicinity roved grading plane.  RIZATION:  By release and hole any and all claims properties, arising by grants unto authoroperty for inspectors.	atural or manmade. ems, natural or man adjacent lands or er ales, roadway paven a 100-year frequer at required by the Fla construction may be of the proposed strater for this property.  ds harmless the Cou s of damage of ever g from the approval morized agents and/of ection and enforcem implement reasonal	made. nvironmentally sensitive areas (an ent and/or shoulders. ncy storm. agler County Land Developments subject to demolition).	d agents o said on of				
(Signati	ure)		(Printed Name)						
State o	f								
County	of								
Sworn	to and Subscribed before me	e, the Day	of	, 20 by					
		who is p	ersonally known t	to me or has produced					
	f Identification)								

Print, Type or Stamp of Notary



### Residential Swimming Pool, Spa and Hot Tub Safety Act

### Notice of Requirements

I (We) acknowledge that a new swimming pooinstalled at (Street Address)	ol, spa or hot tub will be constructed or
and hereby that one of the following methods Chapter 515, Florida Statutes.	will be used to meet the requirements of
(PLEASE INITIAL ALL OF THE ME	THOD(S) TO BE USED FOR YOUR POOL)
The pool will be isolated from access to t pool barrier requirements of Florida Statue 51:	
The pool will be equipped with an approv ASTMF1346-91 (Standard Performance Speci Pools, Spas and Hot Tubs);	
All doors and windows providing direct a equipped with an exit alarm complying with U rating of 85 decibels at 10 feet;	-
All doors providing direct access from the self-closing, self-latching devices with release 54" above the floor or deck;	e home to the pool shall be equipped with mechanisms placed no lower than
accidental or unauthorized entrance into the w	d in a pool, sounds an alarm upon detection of an ater. Such pool alarm shall meet and be independently andard Safety Specification for Residential Pool Alarms.
I understand that not having one of the above sinspection, or when the pool is completed for eviolation of Chapter 515m, F.S. and will be cothe second degree, punishable by fines up to \$3 established in Chapter 775, F.S.	contract purposes, will constitute a insidered as committing a misdemeanor of
Contractor's Signature	Date
Contractor's Name (Please Print)	-
Owner's Signature	Date
Owner's Name (Please Print)	-
http://flaglercounty.gov/forms/building/pool%20safety.pdf	Revised 08/2023



## Flagler County Growth Management Building Services Division

1769 East Moody Blvd Bldg 2, Bunnell, FL 32110 386-313-4003

				NOTICE	OF COMME	ENCEMENT					
PERMIT NU	M				TA	X Folio N	UM				
	GLER IED HEREBY G				MADE TO CERTA OF COMMENCEN		ERTY AND, IN AC	CORDAN	ICE WITH	H CHAPTER 7	<sup>7</sup> 13, FLORIDA
DESCRIPTION	ON OF PROP	ERTY									
DESCRIPTION											
	OWNER	Information	ON OR LESS	EE INFORM	MATION IF TH	E LESSEE C	ONTRACTED I	FOR IM	PROVE	EMENT	
NAME						INTEREST I	N PROPERTY				
ADDRESS NAME AND A TITLEHOLD											
CONTRACTO	OR NAME						PHONE				
ADDRESS											
SURETY NA	ME						PHONE				
ADDRESS							BOND AMO	UNT		<del></del>	
LENDER NA	ME						PHONE				
ADDRESS											
PERSONS	S WITHIN TI						OM NOTICES O LORIDA STAT		ER DO	CUMENTS 1	MAY BE
NAME							PHONE				
ADDRESS											
IN ADDITION	N ТО НІМ/Н				E FOLLOWING ON 713.13(1)		TO RECEIVE A  A STATUTES	A COPY	OF TH	IE LIENOR	's Notice
NAME			IST NO VIDE	DIVOLETI	1011710110(1)	(D), 1 LOIGE	PHONE				
ADDRESS											
			EXPIRA	ΓΙΟΝ DATE	OF NOTICE O	F COMMEN	CEMENT				
THE EXPIRAT	ION DATE IS	YEAR FROM	THE DATE OF	RECORDING	G UNLESS A DIFF	FERENT DATE	IS SPECIFIED H	ERE:			
RE CONSID RESULT IN ' RECORDED A	ERED IMPF YOUR PAY .ND POSTEI	ROPER PAY <i>I</i> ING TWICE DONTHE JO	MENTS UNI FOR IMPR OBSITEBEI	DER CHAP ROVEMENT FORE THE	TER 713, PA S TO YOUR FIRST INSPE	ART I, SECTION. IF Y	IRATION OF T TION 713.13 Y. A NOTICE 'OU INTEND T ORDING YOUR	,FLO E OF( ΓΟ OB	RIDA S COMMI TAIN F	STATUTES ENCEMEN' INANCINO	, AND CA T MUST B G, CONSUL
STATE OF F	LORIDA C	OUNTY OF FL	AGLER		R/DIRECTOR/PART		SICAL PRESENC			DRY'S TITLE / O	
TUPO	DAY 0=			D) (							
THIS	DAY OF		, YEAR	_, BY	NAME OF A	AFFIANT					
PERSONALLY	Y KNOWN	or Proi	DUCED IDENT	ΓΙFICATION _							
Sig	NATURE OF NOTA	RY PUBLIC STATI	OF FLORIDA		PRINT -	TYPE OR STAMPF	D COMMISSIONED NA	ME OF No	TARY PU	BLIC	

## Swimming Pool Energy Efficiency Compliance Information NOTE: These Requirements Apply ONLY to the Filtration Pump

#### ANSI/SPSP/ICC-15 2011

Flow Calculations Pool water volume + 360 = gpm - t Note: for pools under 13,000 gals. The calculated flow to If there is an Auxillary load on the filtration put If so, what is the calculated auxillary flow rate	rate or 36 gpm whichever is greater = the filtration flow ratemp? Yes No
Flow Rate (low speed)gpm @rpm.	
Minimum suction side pipe size @ 6 fps in. Minimum suction side pipe size @ 6 fps in. Minimum suction side pipe size @ 6 fps in.	imum suction side branch pipe size @ 6 fps in. imum suction side branch pipe size @ 6 fps in.
Determine Filter Size:	
Filter Factors (GPM/SF) Cartridge (0.375) DE (2.0)	Sand (15)
Filter Size: / = Filter Size Filter Size	(Filter Make and Model)
Pump Controls  Filtration pump has no auxillary load – standard time clock  Filtration pump with auxillary load – Control model for low speed d	lefault within 24 hr
Heater Model Gas Heater efficiency rating (No Pilot Light) Heat Pump efficiency C.O.P	
ANSI 5 & ANSI 7 Con	npliance Work Sheet
Determine Simplified TDH:  1. Distance from pool to pump in feet	
2. Fiction loss (in suction pipe) in inch pipe per 1 ft. @	gpm = (from pipe flow/friction loss chart)
3. Fiction loss (in suction pipe) in inch pipe per 1 ft. @	gpm = (from pipe flow/friction loss chart)
	TDH in Piping
Determine Simplified TDH:	Filter/Heater loss in TDH
4. $\frac{1}{\text{(Length of Suct. Pipe)}} \times \frac{X}{\text{(Ft of head/1 ft. of Pipe)}} = \frac{1}{\text{(TDH Suct. Pipe)}}$	All other losses
5. $\underline{\hspace{1cm}}_{\text{(Length of Return Pipe)}} \hspace{1cm} x \hspace{1cm} \underline{\hspace{1cm}}_{\text{(Ft of head/1 ft. of Pipe)}} \hspace{1cm} = \underline{\hspace{1cm}}_{\text{(TDH Suct. Pipe)}}$	Total Dynamic Head (TDH):
Determine Pipe Sizes:	
Branch Piping to be inch to keep velocity @ 6 Trunk, Skimmer &	fps max. at gpm System Flow Rate.
Suction Piping to be inch to keep velocity @	fps max. at gpm System Flow Rate.
Return Piping to be inch to keep velocity @	fps max, at gpm System Flow Rate

Pump Selection as Listed on Curve A	A or C (circle one)	)								
Filtration pump Maximum Flow Rate gpm										
Main Drain Cover										
(Make and Mo	odel)									
Determine the Number and Type of	Required In-Floor	Suction	Outlets:							
	11001	Street	3411415.							
Check all that apply.										
□ ⊚ 3'-0"	② 2		suction ou	ax. flow						
	(a) 3		suction ou	tlets @	gpm m	ax flow				
	1		channel dr	ain @	gpm w/	ports				
Flow and Friction Loss Per Foo	<u>t</u>									
Schedule 40 PVC Pipe	Valanita	East 1	Dar Cascud							
Pipe Size	6 fps	Velocity - Feet Per Second 6 fps 8 fps 10 fps								
1"	16 gpm	0.14	-	0.23'	28 gpm	0.35'				
1.5"	37 gpm	0.08		0.14'	62 gpm	0.21'				
2"	62 gpm	0.06	O1	0.10'	103 gpm	0.16'				
2.5"	88 gpm	0.05		0.09'	146 gpm	0.13'				
3"	136	0.04		0.07'		0.10'				
3	gpm	0.04	181 gpm	0.07	227 gpm	0.10				
4"	234	0.03	313 gpm	0.05'	392 gpm	0.07'				
	gpm	0.00	- 10 Sp	0.00	as a Spin	0.01				
6"	534	0.02	712 gpm	0.03'						
	gpm									
TDH Calculation Options For each pump			Date		OWNER					
r or each pump			Date							
Check one.			Contractor Signa	tura						
☐ Simplified Total Dynamic He	ead (STDH)		Contractor Signa	nuic						
Complete STDH Worksheet	- Fill in all blanks	s								
☐ Total Dynamic Head (TDH)			Contractor Cert.	No.	·					
Complete Program or other c		ired								
blanks on worksheet & attac	n calculations.									
Maximum Flow Capacity			Contractor Teleph	one No.	Sca	Scale: None				
Of the new or replacement pu	imp.									

	PSI (Pressure Gauge)																																							
	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19		17	16	15	14	13	12	Ξ	10	9	8	7	6	٥	4	u	2	ī	0				
	80.9	78.5	76.2	73.9	71.6	69.3	67.0	.64,7	62.4	60.1	57.8	55.4	53.1	50.8	48.5	46.2	43.9	41.6	39.3	37.0	34.6	32.3	30.0	27.7	25.4	23.1	20.8	18.5	16.2	13.9	11.5	9,2	6,9	4.6	2.3	0.0	0			
	83.1	80.8	78.5	76.2	73.9	71.6	69.3	66.9	64.6	62.3	60.0	57.7	55.4	53.1	50.8	48.5	46.2	43.8	41.5	39.2	36.9	34.6	32.3	30.0	27.7	25.4	23.1	20.7	18.4	16.1	13.8	11.5	9.2	6.9	4.6	2.3	2		<u>](</u>	3
	85.4	83.1	80.7	78.4	76.1	73.8	71.5	69.2	66.9	64.6	62.3	60.0	57.7	55.3	53.0	50.7	48.4	46.1	43.8	41.5	39.2	36,9	.34.5	32.2	29.9	27.6	25.3	23.0	20.7	18.4	16.1	13.8	11.5	9.1	6.8	4.5	4	Inche	Total Head In Feet Conversion Chart	
	87.6	6.58	83.0	80.7	78.4	76.1	73.8	71.5	69.2	68.8	64.5	62.2	59.9	57.5	55.3	53.0	50.7	48.4	46.1	43.7	41.4	39.1	36,8	34.5	32.2	29.9	27.6	25.3	23.0	20.6	18.3	16.0	13.7	11.4	9.1	6.8	6	Inches Mercury	ıd In Fe	1
	89.9	87.6	85.3	8.30	80.7	78.3	76.0	73.7	71.4	69.1	66.8	64.5	62.2	59.9	57.6	55.2	52.9	50.6	48.3	46.0	43.7	41.4	39.1	36.8	34.5	32.1	29.8	27.5	25.2	22.9	20.6	18.3	16.0	13.7	11.4	9.0	œ	I _	et Con	)
"	92,2	89,8	87.5	85.2	. 82,9	80.6	78.3	76.0	73.7	71.4	69.1	66.7	64.4	62.1	59.8	57.5	55.2	52.9	50.6	48.3	45.9	43.6	41.3	39.0	36.7	34.4	32.1	29.8	27.5	25.2	22.8	20.5	18.2	15.9	13.6	11.3	10	(Vacuum Gauge	version	
	94.4	92.1	89.8	87.5	85.2	82.9	80.5	78.2	75.9	73.6	71.3	69.0	66.7	64.4	62.1	59.8	57.4	55:1	52.8	50.5	48.2	45.9	43.6	41.3	39.0	36.7	34.3	32.0	29.7	27.4	25.1	22.8	20.5	18.2	15.9	. 13.6	12		Chart	<u>}</u>
	96.7	94.4	92.0	89.7	87.4	85.1	82.8	80.5	78.2	75.9	73.6	71.3	69.0	66.6	64.3	62.0	59.7	57.4	55.1	52.8	50.5	48.2	45.9	43.5	41.2	38.9	36.6	34:3	32.0	29.7	27.4	25.1	22.8	20.4	18.1	15.8	14			
	98.9	96.6	94.3	9.20	89.7	87.4	85.1	82.8	80.5	78.1	75.8	73.5	71.2	68.9	66.6	64.3	62.0	59.7	57.4	55.0	52.7	50,4	48.1	45.8	43.5	41.2	38.9	36.6	34.3	31.9	29.6	27.3	25.0	22.7	20,4	18.1	16			
	101.2	98.9	96.6	94.3	92.0	89.6	87.3	85.0	82.7	80.4	78.1	75.8	73.5	71.2	68.9	66.5	64.2	61.9	59.6	57.3	55.0	52.7	50,4	48.1	45.8	43.4	41.1	38.8	36.5	34.2	31.9	29.6	27.3	25.0	22.7	20.3	18			