**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 building 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

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

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