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 DEPARTMEN

- 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

- 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:







