



BAY COUNTY BUILDERS' SERVICES DIVISION
RESIDENTIAL SWIMMING POOLS

AVOID PROCESSING DELAYS

Please provide all applicable items listed below.

Parcel Number (Property ID #) _____

- 1 _____ Planning Approval for site location
2 _____ Building permit application (Form B03)
3 _____ Scaled site plan showing dimensions of property and distance from property lines. Show all buildings and structures on property and indicate any flood hazard areas (see R4501.4.2.1 of the Residential Building Code). Engineered flood design required if in V zone or seaward of CCCL.
4 _____ Completed, notarized Building Permit Application (Form B03)
5 _____ Signed Owner Builder Affidavit if not a licensed contractor (Form B06)
6 _____ Notice to Swimming Pool Owners Handout. (Form B30)
7 _____ Receipt from water utility (if municipal water supply) or Water Statement(Form B09)
8 _____ Copy of recorded Notice of Commencement (Form B05)
9 _____ Pool plans showing compliance with Chapter 45 of Residential Building Code. Plans need to show pool depth, shape, ladders and steps, any water features, method of entrapment protection, plumbing diagrams with velocity flows, location of pumps, heaters, and motors, type of filter system with filter capacity, location of barriers, method of waste disposal, and electrical requirements of Chapter 42 in the 6th Edition Residential Code.

Applicant's Signature _____ Date _____

Phone # _____ Cell # _____

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies, or federal agencies.



Bay County Builders Services
 840 W. 11th ST.
 Panama City, FL 32401
 850-248-8350 Fax: 850-248-8384

Master Permit # _____
 Date: _____

APPLICATION FOR BUILDING PERMIT
Code in effect 7th Edition Florida Building Code

OWNER'S NAME: _____ Phone #: _____
 Address: _____

PROJECT ADDRESS: _____ Parcel ID _____
 Proposed use of site: _____
 Commercial Projects, please list name of business: _____

CONTRACTOR'S NAME: _____
 Address: _____
 Contact Phone #: _____ Cell #: _____ E-mail: _____
 State License #: _____ Competency Card: _____

INTENDED OCCUPANCY:

Public Lodging Establishment* Single Family Residence Commercial

BUILDING INFORMATION:

Residential Commercial Valuation of Work: \$ _____

New Addition Alter/Repair Other: _____

Number of Stories _____ Number of Units _____ Square Ft. – U.R.: _____
 Square Ft. – H/C: _____

<input type="checkbox"/> Single Family	<input type="checkbox"/> Dock/seawall	<input type="checkbox"/> Windows
<input type="checkbox"/> Duplex	<input type="checkbox"/> Storage	<input type="checkbox"/> Doors
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Demolition	<input type="checkbox"/> Vinyl Siding
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Swimming pool	<input type="checkbox"/> Shutters
<input type="checkbox"/> Other (describe)		

***Pursuant to Fla. Stat. §509.013, public lodging establishment means any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings which is rented to guests more than three times in a calendar year for periods of less than 30 days or 1 calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests. Included in this definition are vacation rentals.**

A change of occupancy or use of a building may require the owner to make application to the Building Official and obtain the required permit for the new occupancy.

BONDING COMPANY: _____

Address: _____

City, State & Zip Code: _____

ARCHITECT'S/ENGINEER'S NAME: _____

Address: _____

City, State & Zip Code: _____

MORTGAGE LENDER'S NAME: _____

Address: _____

City, State & Zip Code: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, and etc.

NOTICE: Bay County Builders' Services Division does not have the authority to enforce deed restrictions or covenants on properties. You are advised to check for any restrictions that may affect your property.

For improvements to real property with a construction cost of \$2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to Builders' Services when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an Affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to Builders' Services and posted on the jobsite before the first inspection can be performed.

The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of Section 469.003, *Florida Statutes*, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

IMPORTANT: The building permit is valid as long as there is construction progress and an approved inspection is recorded within each 180 days (6 months) period.

Owner/Agent/Contractor Affidavit

I certify that all statements, drawings, and other information submitted on and with this application are true and correct and that all work will be done in compliance with all applicable laws. I further certify that I have reviewed the applicable regulations associated with the proposed construction and intended use. I understand that the submittal of incorrect information or any changes which vary from the approved plans will result in the revocation of this permit.

(Signature of Owner) Date

(Signature of Contractor) Date

(Signature of Notary Public – Stamp or Seal) Date

(Signature of Notary Public – Stamp or Seal)Date

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies, or federal agencies.



BAY COUNTY BUILDERS' SERVICES DIVISION

STATEMENT FOR WATER

Site Address: _____

_____ **WELL** A working potable water well located on the site which will be used water supply to the structure. (no public utilities are available)

_____ **SEPTIC TANK** A new or existing septic system located on the site will be used. (Provide a current septic permit or existing system letter from the Bay County Health Department before building permit can be issued.

_____ **PUBLIC UTILITIES – WATER** Are available and will utilized for water to the structure. (Provide water receipt from serving utility company indicating available service and that all tap fees and impact fees have been paid)

_____ **PUBLIC UTILITIES – SEWER** Are available and will be utilized for sewer to the structure. (Provide sewer receipt from serving utility company indicating available services and that all tap fees have been paid)

Owner/Agent/Contractor Signature

Date



NOTICE OF COMMENCEMENT

Permit No. _____
State of Florida
County of Bay

Tax Folio No. _____

To Whom It May Concern:

The undersigned hereby gives Notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Description of property (legal description of the property, and street address if available): _____

General description of improvement: _____

Owner Name: _____

Address: _____

Owner's interest in site of the improvement: _____

Fee Simple Titleholder Name: _____

Address: _____

Contractor Name: _____

Address: _____

Phone Number: _____

Payment Bond Surety: _____

Address: _____

Phone Number: _____ Amount of Bond: \$ _____

Lender Name: _____

Address: _____

Phone Number: _____

Person within the State of Florida designated by Owner upon whom Notices or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:

Name _____

Address _____

Phone Number: _____

In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: _____

Expiration date of Notice of Commencement is one (1) year from date of recording unless a different date is specified _____.

Signature of Owner

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____ (name of person making statement).

Signature of Notary Public (State of Florida)

NOTARY SEAL

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.



NOTICE TO SWIMMING POOL OWNERS REGARDING PENALTIES FOR NOT PROVIDING POOL BARRIER

I, (property owner's name) _____,
at (address of pool) _____,

on this date _____, have **read and understand this pool barrier notice** and understand the penalties for not complying with Florida Law. I have been informed that, prior to filling pool with water, I will need approved inspections and a barrier as required by [515 Florida Statutes](#) and [section R4501.17](#) of the 7th Edition FBC.

The Code requires pools to be protected by a barrier (an approved wall, fence or other substantial structure). The barrier shall completely protect the pool and is intended to prevent unauthorized and/or unsupervised access to the pool. Effective March 1, 2002, jurisdictions cannot approve a final inspection for a pool unless it meets the following pool safety barrier requirements.

NOTE: An effective pool barrier must be provided. One, or a combination of the following methods, must be employed to provide the barrier. Please read all of the following, as some of the methods inter-relate to each other.

- A swimming pool with an approved safety pool cover complying with ASTM F1346.
- The pool may be isolated from access by a fence type barrier. If so, it shall be at least 4 feet (48") high and installed around the perimeter of the pool. Any openings in the barrier (railing, spacing, etc.) shall be less than 4" (inches). It must be designed to discourage climbing from the outside.
- Access gates, when provided, shall be self-closing and shall comply with the requirements of Sections R4501.17.1.1 through R4501.17.1.7 and shall be equipped with a self-latching locking device located on the pool side of the gate. Where the device release is located no less than 54 inches (1372 mm) from the bottom of the gate, the device release mechanism may be located on either side of the gate and so placed that it cannot be reached by a young child over the top or through any opening or gap from the outside. Gates that provide access to the swimming pool must open outward away from the pool. The gates and barrier shall have no opening greater than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
- If the wall of the home is part of the required barrier, any doors or windows in that wall must be equipped with an alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and comply with UL 2017. A delay/muting switch, at least 54 inches high, shall be provided for each door with an alarm (except as noted in the next paragraph). Where a wall of a dwelling serves as part of the barrier, **one** of the following shall apply:
 1. All doors and windows providing direct access from the home to the pool shall be equipped with an exit alarm complying with UL 2017 that has a minimum sound pressure rating of 85 dBA at 10 feet (3048 mm). Any deactivation switch shall be located at least 54 inches (1372 mm) above the threshold of the access. Separate alarms are not required for each door or window if sensors wired to a central alarm sound when contact is broken at any opening.

Exceptions:

- a. Screened or protected windows having a bottom sill height of 48 inches (1219 mm) or more measured from the interior finished floor at the pool access level.
 - b. Windows facing the pool on floor above the first story.
 - c. Screened or protected pass-through kitchen windows 42 inches (1067 mm) or higher with a counter beneath.
2. All doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device with positive mechanical latching/locking installed a minimum of 54 inches (1372 mm) above the threshold, which is approved by the authority having jurisdiction.
 3. A swimming pool alarm that, when placed in a pool, sounds an alarm upon detection of an accidental or unauthorized entrance into the water. Such pool alarm must meet and be independently certified to ASTM Standard F2208, titled "Standard Safety Specification for Residential Pool Alarms," which includes surface motion, pressure, sonar, laser, and infrared alarms. For purposes of this paragraph, the term "swimming pool alarm" does not include any swimming protection alarm device designed for individual use, such as an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water.

Property Owner's Signature

Date