



RESIDENTIAL SWIMMING POOL PERMITS

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Do I need a permit for a swimming pool?

In-ground swimming pools always require a permit. Above-ground swimming pools with a water depth/height of 42 inches or more requires a permit.

Who can apply for a Swimming Pool permit?

A licensed Pool Spa contractor can apply for the permit. If you are a homeowner and will be doing the work yourself, you can apply for the permit, however, there are certain criteria you must meet in order to do so. Please see our [Owner Builder Packet](#) for requirement details.

How do I apply for a permit?

Swimming Pool permits should be applied for online using the [iMS](#) permitting system. For further information on using the iMS system, please click [here](#), or go to the following:
<https://www.lakelandgov.net/departments/community-economic-development/building-inspection/ims>.

Following submission of your Swimming Pool permit application in iMS, you will receive an email notification to upload the documents listed below into our plan review system, ePlan ProjectDox. All documents must be uploaded in .pdf format.

What documents do I need to Submit with my permit application?

Please see the checklist of documents below. An explanation of each document type is also provided.

<p>Complete Set of Sealed Plans – FOR IN-GROUND POOLS ONLY</p>	<p>A complete and concise illustration of the proposed work prepared with sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the building code, relevant laws, ordinances, rules, and regulations. A complete and detailed scope of work is required. All plan documents must be signed and sealed by the Architect or Engineer.</p> <p>All documents must be uploaded in .pdf format. Plan sheets must be uploaded as one page per file.</p>
<p>Manufacturer’s Specifications</p>	<p>These are guidelines/manuals from the manufacturer explaining the proper installation of their products. This would be needed for the pool, the pump, and the ladder.</p>

Site Plan – FOR IN-GROUND AND ABOVE-GROUND POOLS	The Site Plan Guidelines must be followed. It must include the property lines, the footprints of existing structures, drawn and labeled streets, and proposed setbacks from the property lines. The Site Plan for a pool must also show the fence and location of any gates and pool safety barrier, location of any doors and windows that fall within the pool safety barrier, and how and where the pool pump will be connected to electricity.
Health Department Septic Tank Permit – FOR IN-GROUND AND ABOVE-GROUND POOLS <i>(if applicable)</i>	If your property is served by septic system and additional living space is being constructed, a copy of the Health Department approved septic tank permit with the original approved stamped plans must be submitted. Please contact the Environmental Division of the Health Department at 863-519-8330 to request a septic tank permit application. If your property is served by a public or private sewer (non-septic) system, no such Health Department approval is required.
Owner-Builder Statement/Affidavit – FOR IN-GROUND AND ABOVE-GROUND POOLS <i>(Applicable to Qualified Owner-Builders Only)</i>	An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489 in order to be exempt from professional licensure requirements as an Owner/Builder. The form can be found here: Owner-Builder Packet
Residential Pool Safety Affidavit of Compliance – FOR IN-GROUND AND ABOVE-GROUND POOLS	The Residential Pool Safety Affidavit of Compliance must be completed. It is a Florida Statute requirement for pool safety.
Notice of Commencement (NOC)	The State of Florida requires a Notice of Commencement form to be submitted for all projects with a job value over \$5000. The completed NOC should be taken to the Polk County Clerk of Courts to be recorded. Once recorded, the NOC must be submitted to the Building Inspection Division prior to your first inspection.
Residential Swimming Pool Info for Above-Ground Pools	Refer to the Residential Swimming Pool Information sheet for additional information about Building and Electrical requirements for above-ground pools. Refer to the Florida Building Code (FRC) Pool Barrier Requirement for fence specifications.