

MARGO D. ANDERSON  
MAYOR

JOEL B. SCHUBERT  
CITY MANAGER

ROBERT C. JACKSON  
CITY ATTORNEY



COMMISSIONERS  
JOSEPH ASHBROOK  
ANTONIUS G. BARNES  
RODNEY FRIEND  
ROGER P. SCHAD

## **SWIMMING POOL CHECK LIST**

- 1. Two (2) sets of plans drawn to scale  
(Must show setbacks from property line and structures)**
  - A. Plumbing details**
  - B. Electrical details including grounding**
  - C. Pool deck**
  - D. Pool depth**
  - E. Location of equipment**
  - F. Method of compliance of entrapment protection**
  - G. Swim outs, ladders, steps, and water features**
  
- 2. Completed Permit Application**
- 3. Method of Compliance with Barrier Requirements**
- 4. Copy of Notice of Commencement**
- 5. Copy of Deed (when applicable)**
- 6. Total square footage of impervious area with pool**

**We must have a temporary barrier after the shell is installed  
Final inspection must be completed before any usage of pool**

March 2016

825 Ohio Avenue • Lynn Haven, FL 32444  
(850) 265-7316 • Fax (850) 265-7300  
[www.cityoflynnhaven.com](http://www.cityoflynnhaven.com)  
E-mail: [buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)

# APPLICATION FOR BUILDING PERMIT

DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ FL Lic # \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_

PARCEL ID # : \_\_\_\_\_

IF APPLICATION IS FOR A COMMERCIAL PROJECT, PLEASE LIST NAME OF  
BUSINESS: \_\_\_\_\_

BONDING COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ARCHITECT'S/ENGINEER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MORTGAGE LENDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**PURPOSE OF BUILDING:**

<input type="checkbox"/> Single Family	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Duplex	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Storage	<input type="checkbox"/> Sign
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	
<input type="checkbox"/> Alteration, Addition or Renovation to			<input type="checkbox"/> Building

Cost of Construction \$ \_\_\_\_\_

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Distance from property line: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_  
 Footage \_\_\_\_\_ EPI \_\_\_\_\_ Flood Zone \_\_\_\_\_ Lowest Floor Elev. \_\_\_\_\_  
 Total Area \_\_\_\_\_ Heated/Cooled \_\_\_\_\_ Garage Area \_\_\_\_\_  
 Porches Area \_\_\_\_\_ Number of Stories \_\_\_\_\_  
 Type of Roof \_\_\_\_\_ Type of Walls \_\_\_\_\_  
 Extreme Dimensions of Length \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_

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 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.

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 the Lynn Haven Building Department 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 this recording. A certified copy of the Notice of Commencement must be provided to the Lynn Haven Building Department before the first can be performed and posted on the jobsite.

NOTICE: The Lynn Haven Building Department 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.

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.

CONTRACTOR'S/OWNER'S AFFIDAVIT:

I hereby certify that the information contained in this Application is true and correct and that all work will be done in compliance with all applicable laws regulation construction and zoning.

\_\_\_\_\_  
 Signature of Owner or Agent

\_\_\_\_\_  
 Signature of Contractor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Notary as to Owner or Agent

\_\_\_\_\_  
 Notary as to Contractor

My Comm. Expires \_\_\_\_\_

My Comm. Expires \_\_\_\_\_

Application approved by: \_\_\_\_\_

Plans Reviewer

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## 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 allowing use of my pool, I will need approved inspections and a barrier as required by 515 Florida Statutes and section R4501.17 of the 5<sup>th</sup> 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.

- 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 ([www.floridabuilding.org](http://www.floridabuilding.org) link to the code). It must be placed far enough away from the water's edge to prevent a person from falling into the pool should the fence type barrier be climbed or fallen over.
- Gates or doors located near the pool must open outwards, away from the pool, and be self-closing and self-latching. The latch must be inside, or if outside, at least 54" (inches) high.
- A wall or other similar structure that meets the requirements could form the barrier. Reinforced screen pool enclosures are an example, as are typical walls of homes.
- 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).
- The alarms on the doors may be omitted if the doors are equipped a self-closing, self-latching device with the release mechanism located at least 54 inches above the floor. Windows still need the alarms.
- The required pool barrier could be a **safety cover** complying with the specifications of American Society for Testing and Materials **Standard F-1346**. This is a substantial structural cover, and is not the same as a standard cover or heating blanket. Fencing, window alarms, and high door latches would not necessarily be required with the **safety cover** barrier method.

\_\_\_\_\_  
Property Owner's 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.**