



City of North Miami Beach, Florida

BUILDING DEPARTMENT

RESIDENTIAL SWIMMING POOL CHECKLIST

*We require 2 sets of plans/surveys packaged and stapled together and 1 copy of application and all other forms being submitted for this permit

Required

_____ If suite/land is leased: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s).

_____ **Zoning** Two (2) original signed/sealed survey, not older than 2 years.
If there is an existing fence label height and type on survey
Location/plot plan (**REDUCED** surveys will not be accepted). All intended setbacks of pool, deck and screen enclosure or fence must be drawn on a copy of property survey/site plan.
Also, indicate set backs from other existing structures.)
Surveys must show all easements and encumbrances

_____ **Utility easement agreement letters** – (if **fence** location is on a utility easement)

_____ **Structural plans** - Pool, Deck, Screen and/ or Fence. (2 complete sets, sealed by an Engineer)

_____ Completed Building Permit application – (Signed and notarized)

_____ Completed Plumbing Permit application– (Signed and notarized)

_____ Completed Electrical Permit application – (Signed and notarized)
Including Child Safety alarms or fence or approved cover

_____ Completed mechanical permit application for pool heater. – (Signed and notarized)
Specifications & anchoring details required (2 copies)

_____ 2 Copies of Pool Safety Act Form

_____ Contractors - **Write license #'s on all applications.** A copy of all applicable licenses (Competency & Occupational) and original insurance certificates for Workman's Camp and General Liability.
“Certificate of Holder”- North Miami Beach.

_____ Signed contract indicating cost of project (signed by both parties – cost to include material and labor.)

_____ Upfront fee required at time of application.

*Condominium approval form required where applicable.