



City of North Port
Development Services Department
4970 City Hall Boulevard
North Port, FL 34286

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SUBMITTAL CHECKLIST FOR AN IN-GROUND POOL PERMIT

1. ___ Permit Application (complete, with Parcel ID)
2. ___ Notice of Commencement (Recorded in Sarasota County)
3. ___ 4 sets of site plans with setbacks (1 rear & 2 side) (show location of all equipment & equipment pads) (1 attached to ROW Use Permit)
4. ___ 3 copies of the Residential Pool, Spa, Hot Tub Safety Act form
5. ___ 3 copies of pool specifications (w/electrical grid bonding identified)
6. ___ 1 Right of Way Use Permit (with attached site plan) (see 3 above)
7. ___ Signed Sub Contractor form
8. ___ Sarasota Department of Health Approval (if pool is to be installed on property with a septic system, or with a potable water well or irrigation well)
9. ___ Pool Heater (circle one) (gas/electric/solar/no heater) (gas heater requires a plumbing contractor)
10. ___ Anti-Entrapment information (unless on pool plan)
11. ___ Show access path on all site plans from street ROW to area of work.
12. ___ Affidavit of Best Management Practice (BMP) Compliance form

SUBMITTED APPLICATIONS ARE STAMPED IN AND HELD FOR SIX (6) MONTHS. IF THEY ARE NOT PICKED UP WITHIN SIX (6) MONTHS OF THE STAMPED IN DATE, THE APPLICATION WILL BE CONSIDERED VOID AND THE PAPERWORK DESTROYED!