

Pool/Spa (Private)

Permitting Documents:

- Permit Application Form

Plan Review Documents:

- Site plan/Survey
- Signed and sealed structural construction details either site specific, or standard pool structural details that cover the proposed pool project.
- Fully dimensioned Pool/Spa Plan showing pool features, depths, distance from house, locations of all drain outlets. Drain covers manufacturer information. Entrapment protection for all suction outlets (drains) shall comply with the requirements of ANSI/APSP 7.
- Elevations - must show pool, deck, all water features, and crown of road, finished floor elevation.
- Pool Safety Act & ANSI/ASPS-7 Contractor Accountability Statement, which can be found on the Building Department web page.
- Pool barrier plan showing location and dimensions of any separately permitted improvement required for child barrier requirements of FBC Section 454 or FBC Residential Section 4501, as applicable. This includes, but is not limited to: fences, child mesh barriers, pool covers, and screen enclosures.
- Pool renovation projects shall provide required information verifying that Entrapment protection for all existing suction outlets (drains) are in compliance with the requirements of ANSI/APSP 7.

Regulations & Requirements:

1. Site Plan/Survey must include:
 - a) Elevations: crown of the road, finished floor, proposed pool elements.
 - b) Location of the pool
 - c) Property lines
 - d) Setbacks
2. Provide pool equipment in compliance with FBC-Energy Conservation Code 403.9, as applicable.
3. Pools, including pool decks that are greater than 1,000 Sq. Ft. total must install and have inspected a temporary use construction fence prior to receiving the pool permit.
4. No construction activity is allowed after slab is placed until an Elevation Certificate has been submitted to and approved by the City of Naples Building Department, and a Spot Survey has been submitted to and approved by the City of Naples Planning Department.
5. A private pool serves 4 or less units, public pools serve 5 or more units.
6. Residential pools, spas, and pool/spa decks located outside of the primary structure building envelope cannot exceed 30" above crown of the road except as noted in Naples Code Sec. 56-45. The R1-15A zoning district limits elevation to 36" above crown of the road unless located within the building envelope. Pool/spa equipment is to be located per Naples Code Sec. 56-41.
7. Residential swimming pools, spas, and hot tubs, over 2 feet in depth, shall comply with the current FBC, *Residential* Section 4501, NFPA 70, NEC, and ANSI-100.
8. Residential pool barriers and alarms shall comply with the current FBC and FL Statute 515.27.
9. More information can be found in Naples Code of Ordinances, Section 56-45, Section 56-41 and Section 56-54.

10. Pool permits will be reviewed by the City Manager to determine if the activity constitutes new development, remodeling, or redevelopment, or substantial improvements as defined in City Ordinance 16-51
11. If property is seaward of the Coastal Construction Control Line (CCCL) or within sight of the beach, all underwater lighting must comply with Section 52-61(b) of the Code of Ordinances. Please provide plans indicating proposed underwater lighting locations, manufacturer specifications for proposed fixtures, and a completed FWC fixture table.
12. If property is westward of the Coastal Construction Control Line (CCCL) proposed plans must correspond to the related City of Naples Coastal Construction Setback Permit (CCSL) permit.
13. All accessory structures must be permitted separately. Including but not limited to, fence, wall, screen enclosure.

Fees:

The fee for this permit is \$0.30 per square foot of the gross square footage of the structure, with a minimum fee of \$100.00. The fee for pool electrical permit is \$0.10 per square foot of the gross square footage of the structure, with a minimum fee of \$125.00. A plan review fee, equal to 20% of permit fee, will be due at time of application. If plan review fee is less than \$30.00, it will be collected at time permit is issued, or upon withdrawal. The plan review fee is not refundable, nor is it credited to any other fee. Initial Required Building Code Inspections: \$35.00 each inspection. A \$25.00 fee will be charged for a zoning review.

Building Permit Fee Schedule-Muni Code- Appendix A 16-52

https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOOR_CH16COREPRM_16_01_ARTIAD_DIV2BUFE_S16-52PEFE

General Permitting Information:

1. All permit applications must be submitted electronically through the City of Naples public portal.
2. Other supporting documents including but not limited to, variances, conditional use permits, DRB approvals and GDSP's etc., may be required based on scope of work and location of the jobsite.
3. If ownership of the property has recently changed a recorded Warranty Deed must be submitted.
4. Owner Builder must sign an affidavit.
5. Private Provider projects must submit Notice to Building Official.
6. Drawings prepared by an Engineer require a 3rd Party verifiable digital signature. All other design professionals may self-sign.
7. Projects west of the Coastal Construction Control Line (CCCL) may require prior approval from DEP and the City of Naples Natural Resource Manager.
8. Bald Eagle Nesting season occurs October 1st through May 15th. It is illegal to disturb nesting Bald Eagles. Contractors must comply with all requirements of the U.S. Bald & Golden Eagle Protection Act.
9. If the scope of work includes the planting of trees and shrubs, alterations to or construction of any driveways or driveway aprons, or any other work in the City Right of Way (ROW), a right of way permit application must be submitted, and the \$150 Right-of-Way fee will be required prior to review.
10. If a new driveway is proposed, or an existing driveway will be altered, a driveway permit application will be required as well as a driveway diagram form.

11. All work performed in a Multi-Family building required an approval letter from the HOA.
12. An approved Tree Alteration Permit is required before altering, trimming, disturbing, or removing any city tree per Muni Code Chapter 38.
13. Check/verify deed restrictions based on location of the jobsite, association approval may be required.
14. Call 48 hours before you dig. Call Sunshine 1-800-432-4770. It's the Law in Florida.
15. Copies of plans approved by the City of Naples must be available to the inspector at all job sites when requesting inspections.
16. All Contractor Licensing registration for the City of Naples is maintained by Collier County Contractor Licensing. To register or update license/insurance information, please contact them at (239) 252-2431.
17. It is the responsibility of the contractor to obtain a Certificate of Occupancy or a Certificate of Completion by contacting the Building Department once all final inspections are complete.