

# Pool/Spa (Public)

## Permitting Documents:

- Permit Application Form

## Plan Review Documents:

- Site plan/Survey
- Signed affidavits from the designer of the pool / spa, attesting that design and construction of all pool components is in compliance with Naples City Code Sec. 56-45.
- Engineered plans, specs, construction details, including the design of all pool filtration, sanitization, and heating equipment with application.
- Elevations - must show pool, deck, all water features, and crown of road.
- 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 454.2.17 & Residential Section 4501.17. This includes, but is not limited to fences, child mesh barriers, pool covers, screen enclosures, and alarms.
- Copy of Collier County pool operating permit application. A complete copy of the City of Naples approved plans must be provided to Collier County Dept. of Health. Operation/use of the pool is subject to Collier D.O.H. approval.
- Life Safety Plan

## Regulations & Requirements:

1. Site Plan must include:
  - a) Location of the pool
  - b) Property lines
  - c) 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 shell 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. Public pools, spas, and pool/spa decks located outside of the primary structure building envelope shall comply with the City of Naples zoning code. Pool/spa equipment shall be located per Naples Code Sec. 56-41
7. New Public Pool requires Electrical Plans.
8. Public pools, & spas, shall comply with the FBC, NFPA, NEC, ANSI/APSP-1 and ANSI-100
9. Public pool barriers and alarms shall comply with current FBC and FL Statute 515.27.
10. More information can be found in Naples Code of Ordinances, Section 56-45, Section 56-41 and Section 56-54.
11. 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.

12. Occupancy load figures must be provided for pool and deck area.
13. 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.
14. 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.
15. 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\\_CH16COREPRMARE\\_ARTIID\\_DIV2BUFE\\_S16-52PEFE](https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOOR_CH16COREPRMARE_ARTIID_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 3<sup>rd</sup> 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.