



Swimming Pool/SPA - 1 & 2 Family Checklist

(REVISED: 4/16/2026)

Based on the most current Florida Building Code - Resource only - This does not replace or limit compliance with the Florida Building Code or Local Ordinance.

✓	Permit Package General Requirements
	1. This checklist is for One and Two Family Inground Swimming Pools / Spas. Each swimming pool / spa requires a separate Building Permit.
	2. To submit a Building Permit, go to https://jaxepics.coj.net .
	3. Complete all required fields in JaxEpics, including required fields with an asterisk*. Provide a detailed description of work, include footing size/reinforcement and gas heater (if applicable), an accurate job cost, the total gallons, pool type, water supply and sewer type (Specs tab).
	4. The Simplified TDH Worksheet shall be signed and dated by the preparer.
	5. A Notice of Commencement (NOC) form is required if the total job cost is more than \$5000.00. After the NOC is recorded with the Clerk of the Court, email it to BIIDocuments@coj.net . The recorded NOC must be received prior to scheduling an inspection but will not delay permit issuance.
	6. Download the NOC, Permission by Owner to Obtain Permit, Property Owner Disclosure Statement (if owner builder) and Swimming Pool Safety Affirmation forms at https://www.jacksonville.gov/bi .
✓	Permit Package Document Names - Folder Locations
	Note: Documents shall be uploaded into folders and named as indicated in BOLD TYPE below.
	1. Architectural folder - Upload the Enlarged Site Specific Pool Plan as a single PDF.
	2. ASH Site folder - Upload ASH Site Approval , If the lot is an ASH site, see Agency tab in JaxEpics, as a single PDF.
	3. Certificate Of Appropriateness folder - Upload the Certificate of Appropriateness (COA) , If Historic (see Agency tab) as a single PDF.
	4. Correspondence folder - Upload a Narrative (typewritten response/summary to plan review comments) as a single PDF.
	5. Correspondence folder - Upload a Private Swimming Pool Safety Affirmation as a single PDF.
	6. If on a private septic system, Health Dept - Onsite Final Approval - Upload the Health Dept. 'No Objections' Site Plan as a single PDF.
	7. JEA Folder - Upload a Current JEA Bill , If the property has City sewer, as a single PDF.
	8. Permission & Property Owner Documents folder - Upload the Property Owner Permission form , as a single PDF.
	9. Permission & Property Owner Documents folder - Upload the Property Owner-Builder Disclosure Statement (Required if the Property Owner will act as their own contractor. The BID staff must notarize signature) as a single PDF.
	10. Plumbing Plans folder - Upload the APSP Energy Efficiency Worksheet , if not included with the TDH, as a single PDF.
	11. Plumbing Plans folder - Upload the Simplified Total Dynamic Head (TDH if required) as a single PDF.
	12. Site Plans folder - Upload the Site Plan-Drainage Plan or Legal Survey as a single PDF.

	13. Specifications Folder - Upload all the Equipment Data Sheets (for pool/spa equipment and accessories) as a single PDF.
	14. Structural Plans folder - Upload the Structural Plans (for pool, footings, retaining walls, etc.) as a single PDF.
✓	Survey / Site Plan
	1. The site plan shall Indicate the location and dimensions of the pool/spa and pool deck. Include the distance of the pool/spa from buildings/structures and property lines.
	2. Identify the North arrow, fencing and, if applicable, the height of overhead electric service.
	3. If the property has a septic system, the Health Dept. must approve and/or stamp the survey/site plan.
✓	Enlarged Site Specific Pool Plan
	1. Identify the depth at the shallow end and deep end of the swimming pool/spa.
	2. Identify the distance from all structures to the waters edge of the swimming pool/spa.
	3. Identify steps, ladders, swimouts, sunshelves, skimmer, lights, floor & wall returns, main drains, handholds, special features, etc. Pool entry step shall be 12" maximum, ANSI/APSP/ICC-5, 6.2.2. Note: Handholds shall be not more than 4'-0" apart, if pool depths exceed 3'-6", ANSI/APSP/ICC-3 section 5.4.
	4. Identify the location of all footings, retaining walls and pool equipment.
	5. Identify the hazardous glazing locations (if applicable), FBC-R308.4.5.
	6. Identify gas heater (if applicable). The swimming pool contractor can pull mechanical permit for heater only.
	7. Identify the distance of the main drain to the swimming pool/spa pump. This distance must match the TDH.
	8. Identify the height of spa from the deck. If the height is less than 12", step is required on the spa bench, ANSI/APSP/ICC-3 section 5.6.
	9. Identify and dimension the height of feature walls. Submit engineering if the height is more than 3 feet.
✓	Structural Plans and Details
	1. Provide plans by a Florida licensed design professional, a Calculated Design or the Prescriptive Design, FBC-R4501.6.1
	2. Provide plans, digitally signed/sealed, by a Florida licensed design professional.
	3. Calculated Design - It shall be prepared by a Florida contractor licensed to construct private swimming pools. Structural drawings shall be site specific and include all structural calculations demonstrating compliance with the <i>APSP Workmanship Guidelines and Practices for Residential Inground Swimming Pools</i> . The contractor name and license number must appear on the design documents.
	4. Prescriptive Design - It shall be prepared by a Florida contractor licensed to construct private swimming pools. Structural drawings shall include structural details as published in an industry-accepted prescriptive design manual. The name of design manual (including edition number and author/publisher name), contractor's name, and contractor's license number must appear on design documents.
	5. Footing detail(s), for future enclosure (if applicable) are required to be digitally signed & sealed. If enclosure has been submitted, provide building permit number (signed & sealed plans are not required).
	6. Retaining walls over 2'-0" in height are required to be digitally signed and sealed F.S. 471; 481.
	7. Provide site specific angle of repose engineering, when required. Identify the affected area on the pool plan.
	8. Provide site specific engineering for water features, i.e. feature walls above 36" in height, grottos, rock formations, slides, lazy rivers and vanishing edges (including the collection basin).
✓	Equipment Data (Cut) Sheets
	1. Provide data sheets for pump, filter, drain covers, heater, heat-pump, pool alarm. Circle the make, model, size, gpm, hp of the pump (site specific). Identify the model number and flow rate of the main drain cover. Circle the thermal efficiency (percentage) for the gas heater. Circle the Coefficient of Performance (COP) for the heat pump. All data shall match the information on the TDH.