



GUIDELINES FOR MANATEE COUNTY POOL PERMIT PACKAGES

NOTE:

You are almost always permitting the deck and child safety with your pool permit, no matter who does the work. There must be adequate notes and sub forms to cover the work.

General Requirements:

No pencil marks or dimensions. County does not accept pencil. Copy document or ink over pencil lines.

The application package must declare type of child safety, as well as cage or yard fencing as part of Manatee County requirements. Note that yard fencing must meet child safety requirements and requires a separate permit (if structural).

Provide one set of documents that will be submitted to the County to Kimes Engineering (preferred: no staples, letter or ledger size paper).

- ✚ Permit by Affidavit Acknowledgement
 - Required at permit submittal.
 - Must be signed by the owner of record (matching county property record) and notarized.
- ✚ Notice of Commencement
 - Required at time of permit issue.
 - Must be less than 1 year old.
 - Must be signed by the owner of record (matching county property record) and notarized.
 - If corporate ownership, must be signed by “officer” of corporation.
- ✚ Manatee County Encroachment Agreement (if needed)
 - Required most often when pool equipment pad is less than 5 ft from property line.
 - Must be signed by the owner of record (matching county property record) and notarized.
- ✚ Manatee County Residential Application Form
 - Fill in all information. Most common information forgotten: Contract Price, Parcel ID, Permit # for house, Area added in SQ FT, Water vs. Well, Sewer vs. Septic.
- ✚ Manatee County “Soil” Form (NOTICE)
 - This is a 2-part form (original with yellow copy). Include both parts with permit.
- ✚ Subcontractor Verification Form(s)
 - Include the gas sub if gas heater is provided and no one else getting permit for gas appliance connection.
 - Must be signed by the subcontractor, not by an agent.
- ✚ “Swimming Pool and Spa Requirements” Form
 - Footing size needs to match minimum stated in “AAF Guide to Aluminum Construction in High Wind Areas” or other specified by your cage contractor.

continued



- # “Residential Swimming Pool, Spa and Hot Tub Safety Act- Notice of Requirements”
 - Must be form indicating 2007 Edition.
 - Must be signed by owner of record (matching the county property record).
 - If corporate ownership, must be signed by an “officer” or designated “agent”.
 - Must indicate on form if officer or agent for corporation.
- # Survey- Provide copy (not necessarily raised seal)
- # Site Plan
 - Must be to scale
 - Must show pool deck area in relation to structure and property lines.
 - Must show distance from pool deck to rear and side property lines at closest point.
 - Site plan information may be drawn on the copy of the survey.
 - Minimum set back for decks from side and rear property lines is 5’.
 - Do not encroach into any drainage, greenbelt, or preserve easements without written permission from the authority that established the easement.
- # Pool Plan-See attached sheet for FBC requirements for a pool plan
- # Pump curve for each pump used
- # Product specifications (“cut sheets”) for each suction outlet cover used.
- # Pool “Engineering” for structure and other FBC requirement not shown on plan
 - Kimes Engineering, or other engineering, must have current acceptance by Manatee County.
- # Pool Deck Retaining Wall Detail
 - ◆ If more than 3 course of block, needs signed and sealed detail.

Updated March 4, 2009