



# City of Auburndale

## Pool Enclosure Guidelines

Revised September 2021

Please include the following items in the order shown below.

### **Swimming Pool Permit Application**

Complete all information on the Swimming Pool Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the Swimming Pool Permit Application, contact the Construction Services Office at 863-965-5530 or email at [permit@auburndalefl.com](mailto:permit@auburndalefl.com)

### **Owner-Builder Affidavit**

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

### **Plot/Site Plan**

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

### **Complete Set of Plans**

You will need to submit a complete and concise illustration of the proposed work prepared in sufficient clarity to indicate the location, nature, and extent of the proposed work. The work must show in detail that it will conform to the provisions of the Florida Building Code, City of Auburndale ordinances, all State of Florida statutes applicable thereto. All structural elements of the plan are required to be signed and sealed by a design professional. Please see our Residential Above Ground/In Ground Pool Checklists for information on standards.

## **Notice of Commencement**

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

## **City of Auburndale Product Approval Checklist**

The Product Approval Checklist must be submitted. Provide the Product Approval Numbers and the corresponding installation sheets.

Customers, please send questions, comments, and suggestions for this checklist to [permit@auburndalefl.com](mailto:permit@auburndalefl.com). We update this list periodically.