

Building Department

1600 Huntington Lane, Rockledge, FL 32955
Phone: 321-221-7540 | Fax: 321-204-6354

Residential Swimming Pool

Documentation Required:

- Completed Permit Application.
- Recorded Notice of Commencement if over \$2,500.00.
- Owner/Builder Affidavit (if work is being done by Homeowner)**
- Subcontractor Authorization and licenses.
- Dimensioned site plan showing relation of pool shell, decking, equipment and pool features to the principle structure and all other structures in the vicinity of the pool, easement and side and rear property lines.
- Survey status for new construction form completed and notarized (a formboard or layout survey performed by a registered land surveyor must be provided if any part of the pool deck, equipment or feature is within six (6) inches of an easement or property line.)
- Submit a copy of the most recent survey and show the lot drainage as well as the elevations of the house, pool deck and existing grades adjacent to the pool deck. Please see example lot grading handout.
- Pool Drainage Acknowledgement signed by contractor.
- Swimming Pool layout showing walkways, stairs, ladders, swim outs, skimmers, jets, pool depth, diving structures or other features that fully describes the character of the pool.
- 2 sets of engineered drawings with original wet/raised seals and signatures.
- Rockledge Affidavit agreeing to meet the provision of the Florida Residential Swimming Pool Safety Act 515 F.S. at the time of final inspection.
- Drawings, cut sheets or other information with substantiating testing showing compliance with the Florida Residential Swimming Pool Safety Act 515 F.S. Audible exit alarms must meet the provision of 515 F.S. and 315.2.1.9 of the adopted Standard Swimming Pool Code.
- ANSI/APSP 15 and 7 Forms.
- Electrical receptacles luminaries, lighting outlets and ceiling-suspended fans shall comply with

*Any electrical work must be obtained by a licensed electrical contractor prior to installation.

Information

- The City of Rockledge Building Department no longer requires a formboard survey if the edge of the pool deck is greater than 6 inches from any side or rear property line or easement when a survey affidavit is provided (form attached).
- Submit a drainage plan to be approved by the City of Rockledge Public Works Department with your pool application submittal.

NOTE: We have revised the Pool Drainage Acknowledgement (attached).

- Please see the City of Rockledge Public Works Department requirements on the attached handout and contact the Engineering and Inspection Division at (321) 221-7540 with any questions regarding the drainage plan procedure. Plan reviews and permit applications may be faxed to (321) 204-6353.

- The Rockledge Public Works Department will review this plan and will perform a pre-sod and a final lot grading and drainage inspection after issuance before the Building Department will perform a final inspection on the pool.
 - Lot grading/Pre-sod inspection is done by the Public Works Department (321-204-6355) prior to installation of sod to assure that drainage grading had been properly performed and that construction debris has been removed. All debris over one (1) inch in diameter and organic debris must be removed from the lot prior to sodding.
- Pool alarm inspections will be performed at the deck, except for new home construction where the alarms will be inspected with the final inspection of the residence.
- Pool safety barrier/electrical will be performed prior to the pool being filled with water.
- Please find attached an information package with all required forms, a check off list, instructions for completing paperwork and personal contact numbers.
- Poolside setback is seven and one-half (7 ½) feet except in the RCE zoning district where the setbacks are twenty (20) feet. However, there is no setback for the portion of the rear yard that abuts a “surface storm water retention easement”.
- No part, equipment or feature of a pool can be placed in an easement.
- Electrical receptacles luminaries, lighting outlets and ceiling-suspended fans shall comply with NEC 2011 680.22 for new and existing buildings.
- Glazing shall be considered to be in a hazardous location as per FRC R308.4.5 requirements for new and existing buildings.
- If there is anything you do not understand about this procedure or have a problem that cannot be resolved with staff, please contact Building Department at 321-221-7540
- **Please call 1-800-432-4770 for underground utility locate before you dig.**