



Community Development Department  
Building Safety Division  
840 West 11<sup>th</sup> Street  
Panama City, FL 32401  
850-248-8350

**Form B53**

**RESIDENTIAL SWIMMING POOLS**

**AVOID PROCESSING DELAYS**

Please provide all applicable items listed below.

Parcel Number (Property ID #) \_\_\_\_\_

- 1 \_\_\_\_\_ Planning Approval for site location
- 2 \_\_\_\_\_ Completed, notarized building permit application (Form B03)
- 3 \_\_\_\_\_ Scaled site plan showing dimensions of property and distance from property lines. Show all buildings and structures on property and indicate any flood hazard areas (see [R4501.4.2.1 of the Residential Building Code](#)). Engineered flood design required if in V or coastal A zone.
- 4 \_\_\_\_\_ Signed Owner Builder Affidavit if not a licensed contractor (Form B06)
- 5 \_\_\_\_\_ Notice to Swimming Pool Owners Handout. (Form B30)
- 6 \_\_\_\_\_ Copy of recorded Notice of Commencement (Form B05)
- 7 \_\_\_\_\_ Pool plans showing compliance with [chapter 45](#) of Residential Building Code
  
- 8 \_\_\_\_\_ Plans need to show pool depth, shape, ladders and steps, any water features, method of entrapment protection, plumbing diagrams with velocity flows, location of pumps, heaters and motors, type of filter system with filter capacity, location of barriers and alarms, method of waste disposal and electrical requirements of [chapter 42](#) in the 8<sup>th</sup> Edition Residential Code.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies, or federal agencies.





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Form B03

\*Pursuant to Fla. Stat. §509.013, public lodging establishment means any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings which is rented to guests more than three times in a calendar year for periods of less than 30 days or 1 calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests. Included in this definition are vacation rentals.

A change of occupancy or use of a building may require the owner to make application to the Building Official and obtain the required permit for the new occupancy.

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, and etc.

NOTICE: Bay County Builders' Services Division does not have the authority to enforce deed restrictions or covenants on properties. You are advised to check for any restrictions that may affect your property.

For improvements to real property with a construction cost of \$5000 or more, a certified copy of the Notice of Commencement is required to be submitted to Builders' Services when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an Affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to Builders' Services and posted on the jobsite before the first inspection can be performed. FSS 713.135

The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of Section 469.003, Florida Statutes, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

IMPORTANT: The building permit is valid as long as there is construction progress and an approved inspection is recorded within each 180 days (6 months) period.

Owner/Agent/Contractor Affidavit

I certify that all statements, drawings, and other information submitted on and with this application are true and correct and that all work will be done in compliance with all applicable laws. I further certify that I have reviewed the applicable regulations associated with the proposed construction and intended use. I understand that the submittal of incorrect information or any changes which vary from the approved plans will result in the revocation of this permit.

Seal) Date

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies, or federal agencies.

CONTRACTOR - PRINTED NAME

OWNER - PRINTED NAME

CONTRACTOR - SIGNATURE DATE

OWNER - SIGNATURE DATE



## NOTICE TO SWIMMING POOL OWNERS REGARDING PROVIDING POOL BARRIER

I, (property owner's name) \_\_\_\_\_  
at (address of pool) \_\_\_\_\_  
on this date \_\_\_\_\_, **have read and understand** this pool barrier notice and understand the penalties for not complying with Florida Law. I have been informed that, prior to filling pool with water, I will need approved inspections and a barrier as required by [515 Florida Statutes](#) and section R4501.17 of the 8<sup>th</sup> Edition FBC.

The Code requires pools to be protected by a barrier (an approved wall, fence or other substantial structure). The barrier shall completely protect the pool and is intended to prevent unauthorized and/or unsupervised access to the pool. Effective March 1, 2002, jurisdictions cannot approve a final inspection for a pool unless it meets the following pool safety barrier requirements.

NOTE: An effective pool barrier must be provided. **One, or a combination** of the following methods, must be employed to provide the barrier. Please read **all** of the following, as some of the methods inter-relate to each other.

- The pool may be isolated from access by a fence type barrier. If so, it shall be at least 4 feet (48") high and installed around the perimeter of the pool. Any openings in the barrier (railing, spacing, etc.) shall be less than 4" (inches). It must be designed to discourage climbing from the outside ([www.floridabuilding.org](http://www.floridabuilding.org) link to the code). It must be placed far enough away from the water's edge to prevent a person from falling into the pool should the fence type barrier be climbed or fallen over.
  - Gates or doors located near the pool must open outwards, away from the pool, and be self-closing and self-latching. The latch must be inside, or if outside, at least 54" (inches) high. The gates and barrier shall have no opening greater than ½ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism. Residential swimming pools shall comply with Sections R4501.17.1 through R4501.17.3.
  - A wall or other similar structure that meets the requirements could form the barrier. Reinforced screen pool enclosures are an example, as are typical walls of homes. If the wall of the home is part of the required barrier, any doors or windows in that wall must be equipped with an alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and comply with UL 2017. A delay / muting switch, at least 54 inches high, shall be provided for each door with an alarm (except as noted in the next paragraph).  
Exceptions:
    - a. Screened or protected windows having a bottom sill height of 48 inches (1219 mm) or more measured from the interior finished floor at the pool access level.
    - b. Windows facing the pool on floor above the first story.
    - c. Screened or protected pass-through kitchen windows 42 inches (1067 mm) or higher with a counter beneath.
2. All doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device with positive mechanical latching/locking installed a minimum of 54 inches (1372 mm) above the threshold, which is approved by the authority having jurisdiction.



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Form B30

3. A swimming pool alarm that, when placed in a pool, sounds an alarm upon detection of an accidental or unauthorized entrance into the water. Such pool alarm must meet and be independently certified to ASTM Standard F2208, titled "Standard Safety Specification for Residential Pool Alarms," which includes surface motion, pressure, sonar, laser, and infrared alarms. For purposes of this paragraph, the term "swimming pool alarm" does not include any swimming protection alarm device designed for individual use, such as an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water.

- The alarms on the doors may be omitted if the doors are equipped with a self-closing, self-latching device with the release mechanism located at least 54 inches above the floor. Windows still need the alarms.
- The required pool barrier could be a **safety cover** complying with the specifications of American Society for Testing and Materials **Standard F-1346**. This is a substantial structural cover, and is not the same as a standard cover or heating blanket. Fencing, window alarms, and high door latches would not necessarily be required with the **safety cover** barrier method.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date



## “A” AND “V” FLOOD ZONES

### IMPORTANT INFORMATION FOR THOSE WHO BUILD ON PROPERTIES IN SPECIAL FLOOD HAZARD AREAS

A special flood hazard area is where FEMA has determined that there is a greater chance for flooding to occur. The effective FEMA map is dated June 2, 2009. When building in these areas, two additional documents will be needed for your file and certain procedures must be followed. Failure to follow them could result in substantial extra costs and delays.

A suggested first step when building in these areas is to obtain a licensed land surveyor. He or she will first determine the Base Flood Elevation (BFE) of the area. This is the expected highest level of the water during a flood. He or she then places a “benchmark” on the property, which is used to determine how high this flood water level will be on your property.

- **You must then build your floor above that flood water level.**
- **For manufactured homes approved by HUD, only a final elevation certificate is required. For site built homes, two elevation certificates are required.**

In unincorporated Bay County and the City of Panama City, your lowest floor must be **1 foot above the BFE**. Immediately after your slab is poured (or joists and girders installed for framed floor systems), the surveyor must then prepare a document called an “Elevation Certificate” (EC) that will verify your building floor is in compliance.

- **Don’t wait to get this first Elevation Certificate.**

It is important to get this *first* EC done soon after the floor is finished because, if for any reason, the floor is too low (below BFE), **it will have to be raised to the proper level.**

- **NOTE: Section 110.3 of the code requires the under construction elevation certificate to be submitted to the building official prior to vertical framing.**

The *second* EC is called for when the home and site (finished grade) are completed and nearing the final inspection. It again documents compliance of the floor and additionally documents other items like finished grade, equipment (such as air conditioning systems, these items must meet the elevation requirements also), flood venting if needed, etc.

- **NOTE: Per section 110.3 of the code, the final inspection and Certificate of Occupancy cannot be given until this second EC (Finished Construction EC) is provided for the file.**

For additions to existing homes located in flood zones, please make an appointment with staff to consider the applicable rules. “V” zones have wave action in addition to flooding hazards. They must meet all the above and they have unique foundation requirements that will need structural engineering. If you have questions, please call for assistance.

Why all the paperwork? FEMA provides low cost flood insurance for communities that make sure their new homes and additions are safe from flooding, and it’s the law. Need further information? For questions regarding your construction, call 248-8250, regarding the FEMA flood insurance program or go to <http://www.fema.gov/about/programs/nfip/index.shtm> or call CRS Coordinator at 248-8250.

I have read and understand the above \_\_\_\_\_ Dated \_\_\_\_\_



**NOTICE OF COMMENCEMENT**

Permit No. \_\_\_\_\_ Tax Folio No. \_\_\_\_\_  
State of Florida  
County of Bay

To Whom It May Concern:  
The undersigned hereby gives **Notice** that improvement will be made to certain real property, and in accordance with [Chapter 713](#), Florida Statutes, the following information is provided in this [Notice of Commencement](#).

Description of property (legal description of the property, and street address if available): \_\_\_\_\_

General description of improvement: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner's interest in site of the improvement: \_\_\_\_\_

Fee Simple Titleholder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Payment Bond Surety: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Amount of Bond: \$ \_\_\_\_\_

Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Person within the State of Florida designated by Owner upon whom **Notices** or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's **Notice** as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: \_\_\_\_\_

Expiration date of **Notice of Commencement** is one (1) year from date of recording unless a different date is specified \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (name of person making statement).

\_\_\_\_\_  
Signature of Notary Public (State of Florida)

NOTARY SEAL

Personally, Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.**