

ABOVE GROUND SWIMMING POOL PERMIT

To get a permit for an above ground swimming pool, appear in person at the 214 Hogan Street, 2nd floor, between 7:00 a.m. and 3:00 p.m. Monday through Friday. You will need to bring two copies of your scalable certified survey (a map of your property that you should have received at closing), proof of your Homestead Tax Exemption, and a photo ID. You will need to know the size of the pool and its capacity in gallons of water.

The copy of the certified scalable survey should be modified to show the location of the proposed swimming pool. Draw the pool footprint to scale, and show dimensions from at least two adjacent property lines. The pool must be at least 5 ft. from side and rear property lines in most zoning districts. Contact the zoning section at 255-8300 for the specific requirements for your address.

When you arrive at the permitting office, pick up a Building Permit Application and a Property Owner Disclosure at the Plans Review counter. Complete the application, and proceed to the Zoning counter. Zoning will review the scalable survey for compliance with the requirements of your zoning district.

Next, go to the Development Services counter. They will review the scalable survey for flood zone, city easement, and city right of way issues.

Then, the Permit Assistant at the Plans Review counter will enter the information from the application into the permitting system and will approve the permit if everything is in order. You will get one of the two copies of the survey with approval stamps, signature, and permit number, and a payment transmittal to take to the Tax Collector.

The permit fee for above ground pools is \$104.00. You may use cash, personal check, MasterCard, or Visa to pay for the permit. After you pay, the Tax Collector will give you the actual building permit.

After the permit is paid, the required associated electrical permit can be issued either to you or your electrical contractor. If the pump for the above ground pool has a plug-in electrical cord that is no longer than 3 ft. and it will be plugged into an existing approved outdoor electrical outlet, then an associated electrical permit may not be required (see an Electrical Supervisor for verification). Once the pool set up is complete, you need to schedule a final inspection that will be performed by a City of Jacksonville Electrical Inspector.

A permit is required for any above ground swimming pool that is capable of holding water with a depth of at least 24 inches. Above ground swimming pools with sides that are less than 48 inches high will require a safety barrier like those required for in ground pools (see FBC Residential R4101.17). Pools that are designed for above grade installation may not be partially buried or recessed into the earth. Pool decks require a separate building permit.