



# THE TOWN OF *INDIAN RIVER SHORES*

## **Building Department** **Pool Resurface Permit Checklist**

The following items are **required** with submission of your permit application:

- A complete Indian River Shores Multi-Trade permit application to include the Residential Swimming Pool, Spa or Hot Tub Safety Act Notice of Requirements (For Residential Applications ONLY) and Construction and Service Parking Addendum form.
- Owner/Builder Disclosure Statement when applicable.
- Documentation that verifies job value. Examples include a copy of the signed contract between the owner and contractor or a signed estimate, etc.
- **Residential** and **Commercial** Permits **must** include a detailed scope of work provided as a separate document.
- Site plan (or aerial photo) showing pool location within the condominium property.

**COMMERCIAL** pool resurface permits will also **require** the below information:

- o A layout drawing of the pool that indicates pool depth marker locations and entrances and exits of the pool including ladder locations.
  - o Health Department notification is required. As a courtesy, the Building Department has attached a copy of the required form from the State of Florida Health Dept, Notice of Resurfacing of Public Swimming Pool. This form should be completed for all Commercial Pool Resurfacing projects and the applicant shall submit the form to the Health Department for review.
- Both **Residential** and **Commercial** pools require tile in areas used to provide footing for bathers to be slip-resistant tiles. Manufacturer specifications for pool finish materials and tile systems.
  - Pool plan or layout showing areas of resurfacing/tiling.
  - Method of surface preparation and bonding system.
  - Any proposed repairs to shell, coping, or expansion joints (if applicable).
  - Details of any modifications to drains, skimmers, main drains, or circulation components (if applicable).
  - A Recorded Notice of Commencement (NOC) preferred to be submitted with application but must be submitted **prior to** first inspection if job value exceeds \$2,500.
  - Permit fees are due at the time of submission. Permit applications will not be accepted without payment.
  - **Applicants are advised that Building Permit Applications are considered incomplete until the above documentation is received and permit fees have been paid. The Building Permit Application review and approval time does not start until the application is deemed a Complete Application.**