



Resilient Environment Department

BUILDING CODE DIVISION

2307 W. Broward Boulevard | Suite 300 | Fort Lauderdale, FL 33312 | 954-765-4400 • broward.org/building

Swimming Pools Requirements

1. You will be required to have two (2) complete sets of building plans that have been signed and sealed by a **State of Florida Registered Architect/Engineer**. Each set of plans shall include a **registered land surveyor's certificate**.
2. Plans for **commercial pools** are to be submitted to **Development and Environmental Review**. Please contact DERPlans@broward.org or submit online application at <https://webapps.broward.org/EPermits/>.
3. (For commercial.) After your plans have been reviewed from Development and Environmental Review, you will receive a **Development Order**. The Development Order will list the other agencies that your plans will need approval from prior to submitting them to Building Code Division.
4. After your plans have been approved by all the appropriate agencies you will bring them to Building Code Division located at 2307 W. Broward Boulevard, Suite 300, Fort Lauderdale, FL 33312, to submit them for plan review. You will be required to have the following:
 - (a) Two sets of plans with all the appropriate agencies approvals.
 - (b) A **complete current version of the Broward County Uniform Building Permit Application** for each discipline (Structural, Plumbing, Mechanical, Electrical). The Structural application shall contain the value for the construction of the entire job if enclosure is required.
 - (c) If you are a Contractor applying for a permit, you will be required to submit proof of Worker's Compensation insurance.
 - (d) If you are a homeowner applying for a permit, you will be required to complete an **Owner/Builder Affidavit**, in the presence of Permitting staff.
5. After your plans have been reviewed, which can take up to 15 business days, you will be contacted to either pick up your plans and address the corrections/changes that are required, or you will be informed that your permit is ready to be issued.
6. If your job is valued at \$5,000.00 or more, upon issuance of your permit you will be required to file a **Notice of Commencement**. The Notice of Commencement must be filed with **Records, Taxes and Treasury Division (RTT)** located at 115 South Andrews Avenue, Room #114, Ft. Lauderdale. A certified copy of the current recorded Notice of Commencement containing the filing stamp from RTT must be submitted to Building Code Division, prior to the scheduling the first inspection. For further information, please call (954)831-4000 or send an email to records@broward.org.