



Revised September 2021

Please include the following items in the order shown below.

Building Permit Application

Complete all information on the Swimming Pool Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the permit application, contact the Construction Services Office at 863-965-5530 or email at permit@auburndalefl.com

Owner-Builder Affidavit

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

Plot/Site Plan

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

Health Department Septic Tank Permit

If your property is served by septic system, a copy of the Health Department approved septic tank permit with the original approved stamped plans must be submitted. Please contact the Environmental Division of the Health Department at 863-519-8330 to request a septic tank permit application.

If your property is served by a public or private sewer (non-septic) system, no such Health Department approval is required.

Complete Set of Plans

Refer to the Residential In-Ground Swimming Pool Checklist for information about what is required. All required pages must be signed and sealed by a design professional. Simplified Total Dynamic Head Calculation Worksheet to be included in plan submittal.

Safety Affidavit of Compliance

The Residential Swimming Pool, Spa, and Hot Tub Safety Act affidavit of compliance must be filled out. It is a Florida Statute requirement for residential pool safety.

Notice of Commencement

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

Customers, please send questions, comments, and suggestions for these guidelines to permit@auburndalefl.com. We update this list periodically.