



## Permit Guide for Swimming Pool Enclosure

Department of Growth Management

February 2012

Pool enclosures are considered to be accessory structures as specified in Section 2.21.00 of the Land Development Code. The following limitations and restrictions shall apply to all accessory structures.

1. No accessory use or structure shall be installed, constructed, or placed so as to prevent the safe use of any driveway, or to cause a vision obstruction in any intersection vision triangle, or otherwise create a hazard by obstructing the view of pedestrians, cyclists, or motorists.
2. Accessory uses or structures located in side or rear yards shall be no closer than five (5) feet to any property line, except as otherwise specified herein.
3. Accessory uses and structures located in front yards must conform to the front minimum building setback requirement for the zoning district in which it is located, except as otherwise specified herein.

**NOTE:** If the enclosure is **attached** to the existing structure the proposed structure must comply with the minimum building setback requirements for the zoning district in which it is located.

### **Submittal Requirements Checklist:**

1. \_\_\_\_\_ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information.
2. \_\_\_\_\_ Two sets of construction plans. The construction plans must be certified, signed, and sealed by a Florida-registered design professional (architect or engineer)
3. \_\_\_\_\_ Building Permit Application. The application must be fully completed, signed, and notarized.
4. \_\_\_\_\_ Three copies of a certified survey or site plan.

**NOTE:** You may be required to submit a **certified Foundation Survey** prepared by a Florida registered land surveyor prior to any vertical construction.

**\*Some circumstances may require additional information to be submitted prior to a development permit being issued.**

For further information, please contact one of our offices:

1250 Eglin Pkwy N, Suite 301  
Shalimar, FL 32579  
850.651.7180  
FAX 850.651.7058

812 E. James Lee Blvd.  
Crestview, FL 32539  
850.689.5080  
FAX 850.689.5088