



**POOL APPLICATION CHECKLIST**  
 (See separate checklist for Spas/Hot Tubs)  
**Town of Palm Beach Shores**  
**Building Department**

**Applicant must submit 10 paper sets and 1 electronic copy of the following items:**

**Workclass: In Ground (not to exceed six (6) inches above ground level)**

1. Permit application (check appropriate trade) completed and signed \_\_\_\_\_  
 Pool only \_\_\_\_\_ Pool w/Deck \_\_\_\_\_ Pool w/Spa \_\_\_\_\_ Pool w/Deck/Spa \_\_\_\_\_
2. **Copy of completed contract signed by both parties** \_\_\_\_\_
3. Owner/Builder affidavit; if applicable \_\_\_\_\_
4. Acknowledgment of Owner Responsibility - **NOTARIZED** \_\_\_\_\_
5. **Completed Drainage Certification Form and Drainage Plan (retain 1" over additional impervious area)** \_\_\_\_\_
6. Plumbing permit application completed and signed \_\_\_\_\_
7. Electrical permit application completed and signed \_\_\_\_\_
8. Survey showing location of pool and setbacks \_\_\_\_\_
  - a. Must have printed legal description and flood zone \_\_\_\_\_
  - b. Indicate distance from power lines, septic system and structures \_\_\_\_\_
  - c. **Drainage plan/survey including flow arrows representing the proposed site drainage** \_\_\_\_\_

	Front		Rear		Side		Side	
Required Setback	Pool	Deck	Pool	Deck	Pool	Deck	Pool	Deck
Proposed Setback								

9. Engineer **signed/sealed** plans, include designer name and address \_\_\_\_\_
10. Plans must:
  - a. Include water velocity for pressure, suction piping & TDH \_\_\_\_\_
  - b. Show location of proposed pool equipment on property \_\_\_\_\_
  - c. Show the proposed net increase in impervious surface area on property \_\_\_\_\_
  - d. Pool equipment noise screening per Town Code Pf.12.3 \_\_\_\_\_
11. Pool Heater: \_\_\_\_\_ Gas \_\_\_\_\_ Electric \_\_\_\_\_ None \_\_\_\_\_  
 (Requires separate gas permit)
12. Provide Load Calculation including proposed pool equipment \_\_\_\_\_
13. Provide pump curve charts from manufacturer \_\_\_\_\_
  - **Provide inspector with a final "as-built" drainage plan at final inspection**
  - **Temporary 4 ft. high fence required during construction!**

# TOWN OF PALM BEACH SHORES BUILDING DEPARTMENT

## FIELD INSPECTION SERVICES

### BONDING OF POOL WATER

Recent industry changes have created an issue concerning equipotential bonding that is having an impact on swimming pool construction and all pool inspections. The issue of concern is the requirement found in the National Electrical Code 680.26(C) dealing with the bonding of pool water. This article says:

*“(C) Pool Water. An intentional bond of a minimum conductive surface area of 5800mm<sup>2</sup> (9 in.<sup>2</sup>) shall be installed in contact with the pool water. This bond shall be permitted to consist of parts that are required to be bonded in 680.26(B).”*

In many pools, this code requirement is met by the installation of a metallic ladder, a metallic handrail or standard wet niche lighting. Each of these is required to be bonded to the equipotential bonding grid since they have parts in direct contact with pool water. In the case of standard wet niche lighting the metal ring surrounding the light provides the direct contact. However, many residential swimming pools being installed do not contain a metallic ladder or handrail and, in recent times, standard wet niche lighting is being replaced with a plastic wet niche or LED lighting which require no bonding. The issue of concern then becomes how to effectively bond the pool water using this type of pool construction thus meeting the requirement as stated in 680.26(C).

Some have felt that since a listed swimming pool pump has pool water flowing through it and is required to be bonded that this will satisfy the code reference in question. However, there is a lack of any language either from any pump manufacturer or from a National Recognized Testing Laboratory (NRTL), such as Underwriters Laboratory (UL), specifically stating that there is the required 9 in.<sup>2</sup> of conductive surface in direct contact with the pool water. The same holds true for listed pool heaters. Therefore, it is the position of the Town of Palm Beach Shores that neither pumps nor heaters can be used to meet the requirement of NEC 680.26(C) unless that language is available and on site at time of inspection.

In lieu of using conventional means to bond pool water there are listed products available that allow a contractor to satisfy this code requirement a sampling of which can be found at the following websites.

<http://waterbonder.com/>

<http://www.bondsafe680.com/>

<http://permacastonline.com/>

### CONCLUSION

The Town of Palm Beach Shores always has been and remains committed to making our community as safe as possible. The use of residential swimming pools is no exception. This is of special concern since we have a large number of swimming pools and the majority is accessible to children. In view of the foregoing, all future inspections will be looking to ensure this type of bonding prior to the introduction of pool water.



**OWNER ACKNOWLEDGEMENTS AND CERTIFICATIONS**

**Town of Palm Beach Shores  
Building Department**

I (We) affirm and certify that I (We) understand and will comply with all provisions and regulations of the Town of Palm Beach Shores, Florida. I (We) understand that if this Application is approved by the Town, the aforementioned real property described herein will be considered, in every respect, to be a part of the Town of Palm Beach Shores and will be subjected to all applicable laws, regulations, taxes and police powers of the Town including the Comprehensive Plan and Zoning Ordinance. I (We) further certify that all statements and diagrams submitted herewith are true and accurate to the best of my (our) knowledge and belief. Further, I (We) understand that this Application and attachments become part of the Official Records of the Town of Palm Beach Shores, Florida and are not returnable. I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

1. Owner acknowledges and understands that the fee for site plan review, architectural/aesthetic review, variance, special exception, rezoning, etc. **may not cover all review costs**. A final statement of any outstanding costs (covering advertising costs, legal, architectural and other consultant costs) will be sent to the applicant upon completion of the review process. Owner accepts financial responsibility for all costs incurred as a result of this Application.
2. A construction schedule is required of all developers during the development process. The Planning and Zoning Board must approve your proposed construction schedule.
3. The Town requires payment of impact fees for floor area added during the development, re-development or renovation of a property. These impact fees will be used to pay for capital improvements relative to Fire Protection, Police Protection, Parks & Recreation and Public Buildings. Impact fees must be paid to the Town before a Certificate of Occupancy will be issued.
4. Roll-off dumpsters for construction/demolition debris and solid waste must be rented through the Town's contracted solid waste hauler, Waste Management.
5. Final as-built plans must be submitted to the Town in digital form, preferably in PDF format.

**By signing below, I acknowledge that I have read and understand the five (5) items listed above.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner

**STATE OF FLORIDA  
PALM BEACH COUNTY:**

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_(type of identification) as identification and who did/did not take an oath (circle response).

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
NOTARY PUBLIC, State of Florida

## AUTHORIZATION OF AGENT & ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY

Consent to an agent is required from the property owner(s) and contract purchaser, if applicable, if the property owner(s) or contract purchaser does not intend to attend all meetings and public hearings and submit it person all material pertaining to the Application. Consent to a firm shall be deemed consent for the entire firm, unless otherwise specified. This form shall serve as consent for the agent identified below to prepare or have prepared all documents for the Application affecting property I (We) have an ownership interest in.

I (We) hereby designate and authorize the below-signed person to act as my (our) agent in regard to this Application and accept financial responsibility for any costs incurred by the agent as a result of this Application. Further, I (We) acknowledge that no permit will be issued before all fees associated with Application are paid.

\_\_\_\_\_  
Signature of Owner or Trustee

\_\_\_\_\_  
Date

**STATE OF FLORIDA  
PALM BEACH COUNTY:**

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_(type of identification) as identification and who did/did not take an oath (circle response).

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
NOTARY PUBLIC, State of Florida

**Agent Information:**

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date



**ACKNOWLEDGEMENT OF  
OWNER RESPONSIBILITY FOR POOL SAFETY**

**Town of Palm Beach Shores  
Building Department**

Permit No. \_\_\_\_\_

Owner \_\_\_\_\_  
(Print name)

Address \_\_\_\_\_

When a pool permit is issued, I understand that it is my responsibility as owner of the property to provide safety enclosures and barriers pursuant to Florida Building Code Chapter 424, Florida Statute 515 and ANSI/NSPI-8.

These safety enclosures and barriers will be installed and in working order at time of final pool inspection.

\_\_\_\_\_  
Signature of Owner

**THIS DOCUMENT MUST BE NOTARIZED**

**STATE OF FLORIDA  
PALM BEACH COUNTY**

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, (Year), by \_\_\_\_\_, who is personally known to me \_\_\_\_\_ or has produced \_\_\_\_\_ as identification and who did or did not take an oath.

**NOTARY PUBLIC**

Signature \_\_\_\_\_

Printed \_\_\_\_\_

My Commission Expires \_\_\_\_\_ Serial # \_\_\_\_\_  
(if any)

Official Stamp / Seal:

*For information on pool enclosure and barrier requirements, please contact the Palm Beach Shores Building Dept, Monday through Friday, 8:30 AM to 4:30 pm.*

TOWN OF PALM BEACH SHORES  
247 Edwards Lane,  
Palm Beach Shores, Florida 33404  
Phone: (561) 844-3457 Fax: (561) 863-1350



# SPA AND HOT TUB APPLICATION CHECKLIST

**Town of Palm Beach Shores  
Building Department**

**Applicant must provide the following items:**

Please indicate items submitted with a checkmark (√)

**Workclass: In Ground or Spa –Pre-Assembled**

**Factory Assembled Unit:** (Plugs in outlet, no wiring, no plumbing involved)

- 1. Permit application (check appropriate trade) completed and signed \_\_\_\_\_
- 2. Manufacturer plans and specifications \_\_\_\_\_
- 3. Survey with setbacks, power line location, etc... (Indicate setbacks below) \_\_\_\_\_

**Workclass: In Ground or Spa –Pre-Assembled**

**Assembled Unit Delivered Without Wiring or Plumbing:**

(Must be hard wired to breaker and may or may not require plumbing)

- 1. Permit application (check appropriate trade) completed and signed \_\_\_\_\_
- 2. Manufacturer plans and specifications \_\_\_\_\_
- 3. Survey with setbacks, power line location, etc... (Indicate setbacks below) \_\_\_\_\_

**Workclass: In Ground or Spa-In Ground**

**Built and/or Assembled on Site:** (Requires hard wiring to breaker and plumbing)

- 1. Permit application (check appropriate trade) completed and signed \_\_\_\_\_
- 2. Plans and specifications \_\_\_\_\_
- 3. Survey with setbacks, power line location, etc... (Indicate setbacks below) \_\_\_\_\_
- 4. Required fence or screen enclosure shown \_\_\_\_\_
- 5. Product approval report or engineer’s signed/sealed plans \_\_\_\_\_
- 6. Schematic of electrical wiring \_\_\_\_\_
- 7. Plumbing riser diagram with pipe sizes \_\_\_\_\_

**SAFETY / BARRIER REQUIREMENTS:** (6<sup>th</sup> Edition FBC-R, Section 4501.17 and 6<sup>th</sup> Edition FBC Section 454.2.17)

Pool or spa 24” or more in depth shall maintain adequate barriers

**SETBACKS:**

Swimming pools, spas and hot tubs shall be classified as structures and conform to setbacks required by the Town of Palm Beach Shores

Indicate Setbacks:

Required Setback	F	R	S	S
Proposed Setback	F	R	S	S

NOTICE

ALL DRC/P&Z APPLICANTS

YOU MUST ATTEND THE DRC AND P&Z  
MEETING

OR HAVE A REPRESENTATIVE PRESENT OR VIA  
COMPUTER

DRC IS THE FIRST Wednesday OF EACH MONTH

P&Z IS THE 4<sup>TH</sup> Wednesday OF EACH MONTH.

ONLY A COMPLETE APPLICATION AND 9 COPIES  
WILL BE ACCEPTED WITH AN ELECTRONIC  
VERSION

THEY MUST MATCH.



THANK YOU