

PUBLIC SWIMMING POOL PERMIT PROCESS



APPLICANT

- Submit Operating Permit application, plans and specifications to the Florida Department of Health in Volusia County.
- Receive DOH-Volusia application receipt form letter.



DOH

- Performs application plan and specification review.
- Review comments or requests for additional information. Should be issued within 30 days per FS.514.031(1)(b).
- Comments must be provided to the applicant and the local building department.



CONTRACTOR

- Submit building permit application to the local building department.
- Include receipt letter from DOH for operating permit application.



BUILDING
DEPARTMENT

- Processes application and completes plan review(s).
- May confer with DOH, however, do not delay reviews awaiting DOH comments.
- When non-compliant, the contractor will be advised to revise and resubmit.
- When the plans are approved as code compliant, the permit will be issued.



CONTRACTOR

- Construction commences.



BUILDING
DEPARTMENT

- Progress inspections are performed when scheduled as required by the building department.
- Final inspection performed (recommended join inspection with DOH).
- Permit cannot be closed out until the DOH operating permit has been issued.



APPLICANT

- Provide a copy of the final building inspection to DOH.
- Request DOH final inspection for Operating Permit in writing (applicant, contractor, or design professional).



DOH

- Perform operating permit inspection.
- Issue operating permit when the project is determined to be compliant.



CONTRACTOR

- Submit DOH operating permit to building department.
- Request certificate of construction completion.



BUILDING
DEPARTMENT

- Issue certificate of construction completion upon receipt of DOH operating permit.
- Close permit.

*NOTE: This process applies to new construction, alterations, repairs and equipment replacement.

Guidance provided by the Florida Public Swimming Pool Coalition whose members include representatives from

