



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR SWIMMING POOL OR SPA PERMIT APPLICATION

PERMIT APPLICATION –

- Property address
- Owner's name and contact information
- Contractor's name and contact information
- Qualifier's name and contact information
- Proof of ownership (MCPAO property record card or deed)
- Job valuation (including all overhead, labor, and cost of materials)
- Detailed description of the scope of work

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Site plan including, but not limited to:
 - Setbacks from property lines and buildings on the property
 - Site data table depicting impervious surface ratio, building coverage, open space, and rear yard coverage
 - Wall height of swimming pool
 - Size of swimming pool or spa
 - Perimeter safety fence (including height of fence)
- Engineered structural plans
- Keys Energy approval of pool location
- System for child safety (certified pool net or window & door alarms)
- Pool Safety Barrier Affidavit
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

APPLICABLE LOCAL PROVISIONS –

- Land Development Regulations - [Section 122-1185](#)

NOTES –

- Swimming pool building permit applications must be accompanied by an electrical permit
- A recorded Notice of Commencement (NOC) is required for projects valued at \$5,000 or more prior to scheduling the first inspection
- Homeowner Builders must submit a signed and notarized Owner-Builder Disclosure Form with application

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process.