



**Marion County  
Board of County Commissioners**

**Building Safety**

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2400  
Fax: 352-438-2401

**Checklist: Swimming pool – in-ground pool**

<b>Permit Application</b>	Completed and signed by: Owner - if submitting permit application as owner/builder. Subcontractor - if one is used (name and signature/email required on permit application). Licensed contractor - if contractor is submitting permit application. Note: Signatures must be notarized if project cost is over \$2,500. (Building Safety service representatives provide notary services).
<b>Recorded Warranty Deed</b>	If property owner is new or recently changed, provide one copy of a recorded warranty deed. (Recorded deeds may be obtained at the Marion County Clerk of the Court).
<b>Site Plan</b>	Two site plans indicating the size, deck dimensions and the overall square footage to include the pool area. Indicate the setbacks from all sides of the improvements to the property lines and show drainage / water run-off plan.
<b>Engineer Plan</b>	Two sets of signed and sealed engineered pool plans. Data to include pool plan with size and location, plumbing plan and equipment location, Total Dynamic Head "TDH" calculations for pump sizing, and Plotted manufacturer pump performance curve. Seal plans may be master filed with Building Safety, copies of the approved plans will be accepted.
<b>Construction Lien Law Affidavit</b>	Signed by the owner of the real property or signed by an assigned member through articles of incorporation, contractor or contractor's authorized agent
<b>Notice of Commencement (NOC)</b>	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be signed by the property owner or an assigned member through articles of incorporation. ( <a href="http://www.sunbiz.org">www.sunbiz.org</a> ). The NOC must be submitted to Building Safety prior to the <b>first inspection</b> .
<b>Owner/Builder Affidavit</b>	Required when an owner is submitting a permit application as an owner/builder. This affidavit must be signed and notarized. A copy of their driver's license is required if <b>not</b> notarized by a Marion County employee.
<b>Notarized Authorization Letter/lease agreement</b>	If the applicant is not the legal property owner a notarized letter from the property owner or a signed lease agreement authorizing the improvement to the property.

**Documents may be copied; signatures must be original.**

I certify that this application includes all of the required items listed above.  
I understand this packet will be rejected if any required documents are missing or incomplete.

\_\_\_\_\_  
Print name of applicant/contractor                      Signature of applicant/contractor                      Date

Reviewed by: _____	Date: _____	Accepted: _____	Rejected: _____	Official use
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*"Meeting Needs by Exceeding Expectations"*