

## FL Dept. of Health Pool Operating Permit Application Sequence

Specific Authority: 514.03(1) & 553.79, FS, effective October 1, 2014

Before pool construction begins:

- 1) Applicant applies to DOH CHD on completed form DH4159 with set of proposed plans/specs, and \$150 fee (*for initial inspection*).
- 2) DOH CHD provides filled-in Application Receipt Letter to applicant to provide to Building Department. With the DOH Application Receipt Letter, the applicant applies to Building Department for construction permit.
- 3) Within 30 days of receipt, DOH CHD\* reviews the submitted operating permit application; and notifies the applicant and the building department of any critical health or safety issues that require correction before a DOH operating permit could be issued.
- 4) Building Department issues construction permit.

DOH CHD waits for pool to be built.

- 5) DOH CHD\* receives written request for initial operating permit engineering inspection from the applicant, the commercial pool contractor, or the design engineer.
- 6) The building department may or may not have conducted its final construction inspection. Whenever possible, the DOH CHD\* should coordinate its initial operating permit engineering inspection with the building department's final construction inspection.
- 7) Where critical health or safety issues\*\* exist, the operating permit shall not be issued. The DOH CHD shall deny the permit and notify the applicant of the violations and the requirement to either correct the violations or apply for a variance.
- 8) Once violations\*\* are corrected or a variance approved, the applicant shall re-apply for the operating permit with a set of "as-built" plans complying with any DOH issued variance and provisos. The DOH CHD\* shall then re-inspect the pool, verify compliance, and issue the initial operating permit to the applicant.
- 9) Building Department issues certificate of occupancy or completion (CO or CC) only after receipt of DOH CHD operating permit issuance notification.

\*For CHDs using EH Bureau Pool Engineering assistance or their delegated CHDs, the application package or inspection request must be routed to appropriate Bureau/ delegated CHD office promptly.

\*\*Critical health and safety issues include items that cannot be corrected without major re-design or reconstruction activities to the pool, or replacement of water treatment equipment.

Note: Modifications use the same sequence, however no DOH fee is charged, and a letter of acceptance is issued by CHD to applicant rather than a new operating permit.