



SWIMMING POOL PERMIT APPLICATION CHECKLIST

Minimum Permit Application Requirements:

Broward County Uniform Building Permit Application (*filled out and notarized*)
- one for each discipline (*Structural, Plumbing, Electrical where applicable*)

Documented proof of cost, including labor and materials for **all** trades (*signed contract*)

Owner Builder Affidavit- if homeowner is acting as contractor (*owner must provide proof of residency at job address and this affidavit must be notarized*)

Notice of Commencement (*if job value is over \$5,000*)

Easement Affidavit (*filled out and notarized*)

Site Survey showing all easements and elevations (*Zoning approval required*)

Residential Swimming Pool, Spa and Hot Tub Safety Act Requirements (*signed by homeowner and contractor*)

Fence Permit or Screen Permit (*separate permits as required*)

Site plan showing location of pool

Pool Plans (*signed and sealed by a Florida licensed architect/engineer*)

THE PERMIT APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE MINIMUM DOCUMENTATION
OTHER DOCUMENTS MAY BE REQUIRED DEPENDING UPON THE JOB CONDITIONS

Zoning Requirements

Contact the City of Margate Zoning Department
For Current Set Back & Height Restrictions
954-968-3617

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-14-2025

Select One Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other _____Private Provider? ☐ YES ☐ NO If yes, attach [Form # 61G20-2.005-2002-01](#)

Application Number: _____ Application Date: _____

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Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: _____ Occupancy Group: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

☐ New ☐ Addition ☐ Repair ☐ Alteration ☐ Demolition ☐ Revision ☐ Other: _____Legal Description: _____ ☐ Attachment**2**

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

☐ License Exempted per F.S. 489.117(4)(a)1 Business Tax Receipt Number: _____**4**

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (*If other than the owner*) _____Fee Simple Titleholder's Name
(*If other than the owner*) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: _____ Unit: _____ City: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

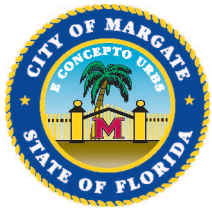
<p>X _____ Signature of Property Owner or Agent (Including Contractor)</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Property Owner or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Owner or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>	<p>X _____ Signature of Qualifier</p> <p>STATE OF FLORIDA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20____ by _____ (Type/Print Qualifier or Agent Name)</p> <p>_____ NOTARY'S SIGNATURE as to Qualifier or Agent's Signature</p> <p>Notary Name _____ (Print, Type or Stamp Notary's Name)</p> <p>Personally Known _____ Produced Identification _____</p> <p>Type of Identification Produced _____</p>
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APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page to request additional information and cite other conditions. Please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

Issuance of a building permit by the City of Margate does not guarantee that the work permitted is allowed by your homeowner's association. The homeowner and/or contractor is responsible for obtaining their approval separately.



OWNER-BUILDER COST VERIFICATION FORM

**PLEASE NOTE THAT THIS FORM IS ONLY TO BE USED BY AN OWNER BUILDER.
ALL OTHERS MUST PROVIDE PROOF OF COST, eg: Contract, Agreement, etc.**

PERMIT # _____

ADDRESS: _____ MARGATE, FL

COST TO COMPLETE WORK FOR THIS PERMIT

**Please note: a VALID amount must be entered for both labor and materials,
regardless of who is doing the work.**

LABOR: _____

(PROVIDE BREAKDOWN BY HOURS/DAYS REQUIRED TO COMPLETE WORK)

MATERIALS: _____

(PROVIDE RECEIPTS OR OTHER VERIFICATION)

TOTAL: _____

SIGNED BY HOMEOWNER: _____

DATE: _____



WARNING

Pulling an Owner/Builder Permit is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the permit, you are at risk of financial harm.

Section 489.103 (7), Florida Statutes requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee.

Without workers' compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.



Not only is it dangerous, but it's against the law.

Section 455.227(1)(j), Florida Statutes prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to \$5,000.

Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 866.532.1440 or online at www.MyFloridaLicense.com



OWNER BUILDER STATEMENT/AFFIDAVIT

OWNER NAME: _____
SUBDIVISION: _____ LOT: _____ BLOCK: _____
STREET ADDRESS: _____

IMPORTANT! Proof of ownership is required in the form of a deed or homestead exemption and a Florida ID.

I am applying for a Building Permit pursuant to the Owner Builder exemption set forth in Florida Statute 489.103. Florida law requires that I attest to the following statements.

BY SIGNING THIS STATEMENT, I ATTEST THAT: *(Initial to the left of each statement)*

I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at www.myfloridalicense.com/dbpr/pro/cilb for more information about licensed contractors.



OWNER BUILDER STATEMENT/AFFIDAVIT

I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address given on this form.

I agree to notify the Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Check below the types of permits you are seeking:

Building

Roofing / Reroofing

Electrical

Plumbing

Air Conditioning

Other _____

I, _____, do hereby state that I am qualified and capable of
Type/Print Owner's Name
performing the requested construction involved with the permit application filed and agree to the conditions specified above.

Signature of Owner-Builder

STATE OF FLORIDA - COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____
day of _____ month, 20____, by _____.
Name of person making statement

Commission Stamp of Notary Public:

Signature of Notary Public – State of Florida

Personally Known OR Produced Identification

Type of Identification Produced: _____

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): ____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager**
State of Florida
County of Broward

Print Name and Provide Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

By _____, as _____
(name of person) (type of authority, ...e.g. officer, trustee, attorney in fact)

For ___. (name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____



EASEMENT AFFIDAVIT

What is an easement?

Easement Definition: “A right of use or control of a section of property granted for a designated purpose.” Code of Ordinances of the City of Margate, §40.201(C).

What does this mean?

It means that there is a place on the property where someone has the right to use that part of it for the purpose that the easement was dedicated. Easements can be for access, drainage, canal maintenance, lake maintenance, or utilities. No accessory structures such as sheds or swimming pools may be located within a recorded easement.

Why is an easement affidavit required?

So that a property owner acknowledges their responsibility for constructing something in an easement and the easement holder's rights. If anything in the easement is damaged or what is built needs to be removed to use the easement, the expense falls on the property owner.

Drainage, canal, or lake maintenance easements. These are critical for flood control maintenance and permission is required from the easement holder before we can issue a permit. Below are the possible entities that permission is needed to construct anything in these types of easements.

- City of Margate, Florida (DEES): 901 NW 66th Ave., Suite A, Margate, FL 33063
Email: deesadmin@margatefl.com
- [Cocomar Water Control District](#): Susan Bodmann, PG, PMP sbodmann@broward.org
- [South Florida Water Management District](#) • [Sunshine Water Control District](#)

EASEMENT AFFIDAVIT SUBMISSION REQUIRMENTS

- ☐ **Survey:** Legible survey that is a minimum 300 dpi that shows the location of all existing structures, paved areas, and recorded easements on the property.
- ☐ **Proof of Owner Authorization:** If the property is owned by a corporation an authorized agent registered with the State of Florida as listed on www.sunbiz.org must be the person that signs and the record from www.sunbiz.org must be provided. If the person signing is not listed as an authorized agent, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- ☐ **Easement Holder Signature:** Required only for construction in drainage, canal, or lake maintenance easements.



EASEMENT AFFIDAVIT

I hereby certify that I am the owner or authorized signatory of the property located at _____,

and I propose to apply for a building permit to construct a _____

in the ☐ Utility Easement ☐ Drainage Easement ☐ Canal Maintenance Easement at my property shown on the attached survey. I understand that the City of Margate has no liability for issuing a building permit for this construction to take place, and that the utility provider or easement holder will not be responsible in any way for repairs to, or replacement of, any portion of it and that any removal and replacement of this construction necessary for the use of this easement will be done at the property owner's expense. Further understanding that the owner will assume full responsibility for any damage incurred to the utility provider's or easement holder's facilities during the construction.

Print owner's or authorized signatory name

Signature of owner or authorized signatory

Phone number

E-mail

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, ____ (year), by _____ (print name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced _____

Drainage, Canal or Lake Maintenance Easements:

We ☐ agree ☐ disagree that the proposed construction may take place within the easement subject to these conditions: _____

Name of Easement Holder: _____

Date: _____

Representative: _____

Title: _____



RESIDENTIAL SWIMMING POOL, SPA AND HOT TUB SAFETY ACT REQUIREMENTS

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at _____
_____ and hereby affirm that **one** of the following will be used to meet the
requirements of Chapter 15, Florida Statutes and Florida Building Code Sec 454.

The pool will be equipped with an approved **safety pool cover** that complies with the American Society for Testing
Materials (ASTM) standard F1346-91 (**Submit Manufacturer's Specifications**).

A continuous one-piece (child) barrier meeting the requirements of Florida Building Code Sec. 454.1.3.1.9 will protect the
pool perimeter. The plans shall show the fence location and method of attachment, including one end that shall not be
removable without the aid of tools (**Submit Manufacturer's Specifications**).

A combination of **non-dwelling walls and fences** (screen enclosure, child fence, masonry fence walls, chain link or wood
fence, etc.) will protect the pool perimeter. The plans must specify the type and location of all non-dwelling walls.

Any combination of protection which incorporates **dwelling walls** with openings directly into the pool perimeter and **all
windows and doors must be equipped with exit alarms complying with Florida Building Code Sec. 454.2.17.1.9** (**Submit
Manufacturer's Specifications**).

Any combination of protection which incorporates **dwelling walls** with openings directly into the pool perimeter and **all
doors will be equipped with a self-latching device with positive mechanical latching/ locking installed a minimum 54"
above the threshold**. If this option is selected, submit plans showing all types and locations of all perimeter protection.
The plans must also show the location and type of all openings and the hardware type for each location (**Submit
Manufacturer's Specifications**).

A swimming pool alarm that, when placed in a pool, **sounds an alarm upon detection of an accidental or unauthorized
entrance into the water**. Such pool alarm must meet and be independently certified to ASTM Standard F2208, titled
"Standard Safety Specification for Residential Pool Alarms," which includes **surface motion, pressure, sonar, laser, and
infrared alarms**. For purposes of this paragraph, the term "swimming pool alarm" does not include any swimming
protection alarm device designed for individual use, such as an alarm attached to a child that sounds when the child
exceeds a certain distance or becomes submerged in water.

In accordance with the Code, a final inspection of the pool will not be approved without compliance with the Private
Swimming Pool Safety Requirements, and upon expiration of the permit, the pool shall be presumed to be unsafe.

I understand that not having one of the above installed will constitute a violation of Chapter 515 of the Florida Statutes
and will be considered as committing a misdemeanor of the second degree, punishable as provided in Chapter 775 of
the Florida Statutes.

By signing this form I/we, the Homeowner and Contractor, acknowledge having read and agree to comply with the
Florida Statutes and the Florida Building Code.

Owner's Signature

Date

Contractor's Signature

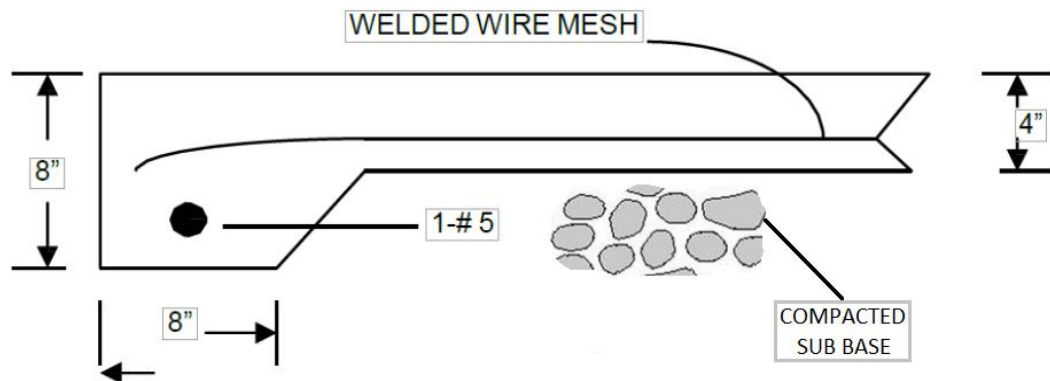
Date



SWIMMING POOL, PATIOS AND SHED SLAB REQUIREMENTS

Florida Building Code Section R4404.3.5 Discontinuous Edges.

The discontinuous edges of all concrete slabs surrounding a Swimming Pool, Screened Patios, Patios, and Sheds shall be a minimum of 8" deep by 8" wide and shall be reinforced with 1 continuous #5 rebar. The Slab shall be reinforced with 6" x 6" #10 wire in the middle of the slab.



Mandatory Inspections:

An inspection must be requested and passed prior to pouring of concrete.

After completion of work and surrounding areas are repaired a Final Inspection must be requested and approved.

DRIVEWAYS

Minimum Requirements:

Minimum four inches (4") thick

Expansion joint required at existing concrete

Cut control joints at 20' on center maximum

Fiber mesh is not approved unless product approval is submitted and approved with permit.

Mandatory Inspections:

An inspection must be requested and passed prior to pouring of concrete.

After completion of work and surrounding areas are repaired a Final Inspection must be requested and approved.

ALL ASPHALT, CONCRETE AND PAVER DRIVEWAYS SHALL BE INSTALLED OVER A WELL COMPACTED SUB-BASE. FREE FORM ORGANICS, DEBRIS AND OTHER DELETETERIOUS MATERIALS.



SECURE THIS JOB

**DURING A HURRICANE WATCH
& BEFORE THE ONSET OF HURRICANE VELOCITY WINDS
YOU ARE REQUIRED TO **SECURE THIS JOB****

**IN ACCORDANCE WITH THE BOARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects
in exposed outdoor locations
shall be lashed to rigid construction
or shall be stored in buildings.**

**Florida Building Code Broward County Administrative Provisions
Section 110.13.2**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE
TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR
RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION
MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS.**

THIS INCLUDES BUT IS NOT LIMITED TO:

110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash	
110.13.2.2 Construction Waste and Trash Contained	110.13.2.3 Construction Materials; Loose Construction Debris; Roofing Tile & Materials; Temporary Electric Service Poles; Temporary Toilets and Temporary Construction Trailer
AND PROTECT ALL GLASS AREAS	