

SWIMMING POOL PERMIT REQUIREMENTS

Following is a summary of requirements for swimming pool permit applications applied within the Central Florida Tourism Oversight District (the District).

SWIMMING POOL CONSTRUCTION REQUIREMENTS

- 1) All swimming pool permits are required to follow the State of Florida Department of Health public swimming pool permit process. An “Application for a Swimming Pool Operating Permit” (form DH 4159, effective 9/2015) must be completed and submitted to the State, along with all required documentation. The form and filing instructions can be found on the State website under the “Public Swimming Pools” tab, “Forms” section: <http://www.floridahealth.gov/environmental-health/swimming-pools/index.html>.

Once the contractor receives a FDOH application receipt form letter, the contractor can then submit a standard District permit application via the online permitting system, Accela Citizen Access (ACA). All standard permitting requirements for application submittal can be found in the Permit Application Requirements Policy found on the District website: <https://www.oversightdistrict.org/building-department/>.

- 2) At the time of permit application, a complete set of submittals must also be submitted to the Walt Disney World Environmental Permitting Department. Submittals can be sent via email to: wdw.environmental.permitting@disney.com. For additional information, contact Environmental Permitting via telephone at: (407) 390-5215.
- 3) Each pool or feature is considered as an individual unit, with a separate address, requiring a permit for each unit.
- 4) For resurfacing projects, drawings are not required. However, a detailed scope of work must be provided along with resurfacing material information, including installation instructions. Light levels will need to be retested to ensure life safety code requirements are met. The Florida Department of Health “Public Pool Resurfacing Notification” form must be submitted to FDOH and a copy uploaded to the District Swimming Pool Permit.
- 5) A certified licensed contractor is required to pull permits. See Licensing Requirements below.

CHART OF TYPE OF WORK REQUIRING A PERMIT

Following is a guideline on when a swimming pool permit might be required. Note: This is not a complete list and may be modified at any time. Check with the Building & Safety Department if you have any questions.

Work Requiring a Pool Permit (Licensed Contractor)	Routine Maintenance (Can be done by a knowledgeable person)
Pump replacement or repair	Hair basket cleaning
Filter replacement or repair	Backwashing/cartridge change
Valve replacement or repair	Probe cleaning
Pool controller replacement	Daily custodial duties
Plumbing changes or replacement	Pool control (calibration, set points)
Heater replacement or repair	Pool shell/tile cleaning
VGB Drain Covers replacement	Vacuuming
Chlorinator replacement or repair	Handrail tightening

Work Requiring a Pool Permit (Licensed Contractor)	Routine Maintenance (Can be done by a knowledgeable person)
Shell resurfacing	Wet deck cleaning/repair
Underwater fixture light change ³	IWF nozzle cleaning/change
Pump room electrical ⁵	Overhead light repairs ¹
Slide repairs ³	UV bulb / underwater bulb change out
Wet deck replacement ⁶	Chemical tank filling
Accessibility lifts	Flow meter cleaning/repair
Pump room ventilation ⁷	Deck shower repairs ²
	Scupper covers change
	Auto refill valves
	Filter sand replacement
	Pump room lighting ^{1,4}

- 1 – Repairs only to original configuration (wattage and illumination).
- 2 – Excluding internal plumbing work.
- 3 – Pool permit required along with trade permit.
- 4 – Unless fixture replacement is needed.
- 5 – Based on scope, only electrical permit may be required.
- 6 – Can be applied by a GC or CP.
- 7 – Mechanical permit required.

LICENSING REQUIREMENTS

A certified licensed “swimming pool” contractor must apply for most all work associated with a swimming pool, including equipment and piping, whereas a plumbing contractor may apply for swimming pool piping only.

Following is the definition of a swimming pool specialty contractor and class codes per the State of Florida Construction Industry Licensing Board (CILB):

SWIMMING POOL SPECIALTY CONTRACTOR

A “swimming pool specialty contractor” means a sub-contractor whose scope of work is limited to the scope of work of their particular specialty license. Swimming pool specialty contractor licenses may be issued in the areas of layout, structural, excavation, trim, decking, piping, and finishes. Swimming pool specialty contractors may not contract directly with the public, and must work under contract, under the supervision, and within the scope of work of a contractor licensed pursuant to *F.S. 489.105(3)(j)-(l)*.

FLORIDA STATE LICENSE CLASS CODES AND QUALIFICATIONS PER THE CILB

CG and RG – A "general contractor" means a contractor whose services are unlimited as to the type of work which he or she may do. A general contractor shall not be required to subcontract structural swimming pool work. All other swimming pool work shall be subcontracted to an appropriately licensed certified or registered swimming pool contractor.

CP and RP – A "commercial pool/spa contractor" means a contractor whose scope of work involves, but is not limited to:

- the construction, repair, and servicing of any swimming pool, or hot tub or spa, including the repair or replacement of existing equipment or the installation of new equipment, as necessary;
- the layout, excavation, operation of construction pumps for dewatering purposes, steelwork, installation of light niches, construction of floors, guniting, fibreglassing, installation of tile and coping, installation of all perimeter and filter piping, installation of all filter equipment and chemical feeders of any type, plastering of the interior, construction of decks, construction of equipment rooms or housing for pool equipment, and installation of package pool heaters; and
- includes the scope of work of a swimming pool/spa servicing contractor.

- A "commercial pool/spa contractor" cannot perform direct connections to a sanitary sewer system or to potable water lines.
- The installation, construction, modification, or replacement of equipment permanently attached to and associated with the pool or spa for the purpose of water treatment or cleaning of the pool or spa requires licensure; however, the usage of such equipment for the purposes of water treatment or cleaning shall not require licensure unless the usage involves construction, modification, or replacement of such equipment.

CP and RP – A "residential pool/spa contractor" means a contractor whose scope of work involves, but is not limited to:

- the construction, repair, and servicing of any residential swimming pool or hot tub or spa including the repair or replacement of existing equipment or the installation of new equipment, as necessary;
- the layout, excavation, operation of construction pumps for dewatering purposes, steelwork, installation of light niches, construction of floors, guniting, fibreglassing, installation of tile and coping, installation of all perimeter and filter piping, installation of all filter equipment and chemical feeders of any type, plastering of the interior, construction of decks, installation of housing for pool equipment, and installation of package pool heaters; and
- includes the scope of work of a swimming pool/spa servicing contractor.
- A "residential pool/spa contractor" cannot perform direct connections to a sanitary sewer system or to potable water lines.
- The installation, construction, modification, or replacement of equipment permanently attached to and associated with the pool or spa for the purpose of water treatment or cleaning of the pool or spa requires licensure; however, the usage of such equipment for the purposes of water treatment or cleaning shall not require licensure unless the usage involves construction, modification, or replacement of such equipment.

CP and RP - A "swimming pool/spa servicing contractor" means a contractor whose scope of work involves the servicing and repair of any swimming pool or hot tub or spa. The scope of such work may include any necessary piping and repairs, replacement and repair of existing equipment, or installation of new additional equipment as necessary. The scope of such work includes:

- the reinstallation of tile and coping, repair and replacement of all piping, filter equipment, and chemical feeders of any type, replastering, reconstruction of decks, and reinstallation or addition of pool heaters;
- the installation, construction, modification, substantial or complete disassembly, or replacement of equipment permanently attached to and associated with the pool or spa for the purpose of water treatment or cleaning of the pool or spa requires licensure; and
- however, the usage of such equipment for the purposes of water treatment or cleaning shall not require licensure unless the usage involves construction, modification, substantial or complete disassembly, or replacement of such equipment.

CF and RF – A "plumbing contractor" means a contractor whose contracting business consists of the execution of contracts requiring the experience, financial means, knowledge, and skill to install, maintain, repair, alter, extend, or, when not prohibited by law, design plumbing. A plumbing contractor may install, maintain, repair, alter, extend, or design the following without obtaining any additional local regulatory license, certificate, or registration:

- sanitary drainage or storm drainage facilities;
- venting systems; public or private water supply systems;
- septic tanks; drainage and supply wells;
- swimming pool piping;
- irrigation systems; or
- solar heating water systems and all appurtenances, apparatus, or equipment used in connection with these, including boilers and pressure process piping and including the installation of water, natural gas, and storm and sanitary sewer lines; and water and sewer plants and substations;

- the design and installation, maintenance, repair, alteration, or extension of air-piping, vacuum line piping, oxygen line piping, nitrous oxide piping, and all related medical gas systems;
- fire line standpipes and fire sprinklers to the extent authorized by law; ink and chemical lines;
- fuel oil and gasoline piping and tank and pump installation, except bulk storage plants; and
- pneumatic control piping systems.

CM and RM – A "mechanical contractor" means a contractor whose services are unlimited in the execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend, or design central air-conditioning, refrigeration, heating, and ventilating systems, including duct work in connection with a complete system. A "mechanical contractor" shall not perform work that involves potable water lines or connections, sanitary sewer lines, swimming pool piping and filters or electrical power wiring.

MAIN DRAIN GRATE/COVER RETROFIT

The "Pool Owner/Operator Verification of Entrapment Safety Features" form (DH 4157) is required for emergency and repair replacements and at the scheduled replacement cycle, based on the manufacturer's expiration date. The form must be completed in full and submitted to the District's Building & Safety Department and the Walt Disney World Environmental Permitting Department. A swimming pool permit is required for all main drain grate replacements.