



TOWN OF HAVERHILL
Building Department
4585 Charlotte Street
Haverhill, Florida 33417
(561) 689-0370 Ext. 2
www.townofhaverhill-fl.gov

Pool Application Package Requirements for Town of Haverhill

Incomplete permit application packages will NOT be accepted. If this checklist is sent to you, please make sure you have EVERYTHING below and submit the package either in person or email to permits@townofhaverhill-fl.gov

- ☐ Permit applications – completely filled out, signed and fully notarized,
 - 1 for main pool
 - 1 for pool *electrical sub*
 - 1 for pool plumbing (if pool will have an autofill device with backflow MUST be provided at submittal)
 - 1 for pool gas sub (if the pool will have a heater, MUST be provided at submittal)
- ☐ Plans – must be signed and sealed (plans cannot be locked)
 - Must include electrical load calculations (for electric heater)
- ☐ Survey/site plan marked with pool placement, dimensions/setbacks noted
- ☐ Survey with location of ALL existing and relocated trees shall be indicated.
- ☐ Contractor's signed agreement with owner
- ☐ P1-Pool Barrier Agreement
- ☐ P2- Pool Application Checklist
- ☐ P3-Affidavitr of Compliance

- Equipment specs, including heater and alarm (shall be combined in a single document-no color)
- Proof of ownership, via either a warranty deed or a statement from Property Appraisers office
- Gas isometric, if applicable
- Gas piping specs, if applicable



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RESIDENTIAL POOL BARRIER AGREEMENT

Property Address: _____

Date: _____

Section R4501.17.1.1 of the 2023 Florida Building Code – Residential Volume (FBC-R), and Chapter 515, Florida Statutes, requires pool barriers to be installed around the entire perimeter of a pool, spa, or hot tub. In addition to this Pool Barrier Agreement all provisions for the required pool barrier shall be shown on the plans.

I acknowledge that I am aware that all swimming pools, spas, or hot tubs **must be** provided with a compliant barrier which satisfies the applicable criteria contained in Section R4501.17 of the FBC-R and Chapter 515, Florida Statutes.

I, the Homeowner at the above-mentioned address, am requesting to be allowed to utilize a portion of the existing fence on my neighbor's property located at _____ as part of the required pool barrier for my pool, spa or hot tub which is not on my property or within my control.

I understand and agree that my neighbor's existing fence must meet the applicable code criteria and must remain code compliant in order to be accepted as a pool barrier. I further understand that if the barrier should become non-compliant or the neighbor should elect to remove the fence in the future, I am responsible to immediately install a new barrier with appropriate permits.

In the event the Town of Haverhill is challenged with the respect to the use of my neighbor's existing fence being used as a pool barrier, or a claim for damages is made as a result of such fence barrier being used as a pool barrier, I agree to protect, defend, reimburse, indemnify and hold the Town of Haverhill, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise from said challenge.

I understand that not having, and not maintaining, a complete barrier around the perimeter of the pool is a violation of Section R4502.17.1 of the 2020 FBC-R, which may be prosecuted.

I agree that this Agreement shall be recorded at my expense in the official Records of Palm Beach County, Florida, within ten (10) days of the date listed above, and that this Agreement shall be a covenant running with the land and be binding upon my heirs, personal representatives, grantees, assigns and successors in interest.

Upon the removal of the pool or spa that is the subject of this Agreement, or upon permitted installation and inspection of a complaint barrier on my property, this Agreement shall immediately and automatically terminate and be of no further force and effect.

Owner's Name (Please Print)

Owner's Signature and Date

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ day of _____
20____ by _____, who is personally known to me or who has produced
_____ as identification for an acknowledgment in an individual capacity.
(Type of Identification)

Notary Name (Please Print)

(SEAL)

Notary Signature



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RESIDENTIAL IN-GROUND POOL, SPA & ABOVE-GROUND APPLICATION SUBMITTAL CHECKLIST

This checklist is a guideline for minimum submittal requirements necessary for review of proposed construction and permit application; it is not intended to be comprehensive in nature. Failure to comply to any of the following could result in significant delay to your permit application.

- Provide HOA approval (if applicable)
- A silt fence is REQUIRED on site at start of construction for all pools being constructed within the Town of Haverhill.
- Provide, on the pool survey, the location and species of all existing trees that are located on the subject lot.
- Existing tree locations shall be indicated with a colored circle.
- Indicate the location, height, and species of all trees on the survey, that are being removed, replaced or relocated. Indications regarding tree removal, replacement, or relocation shall be indicated with an X.
- No trees or shrubs shall be located in the 6' easement located on the subject property. Two small trees or two palm trees may be considered one canopy tree. A maximum of 60% of the required trees may consist of palm trees. At least 50% of the required trees and 25% of the required shrubs shall be native to Florida
- All contractors and subcontractors must be registered and in good standing with the Town of Haverhill prior to permit issuance.
- A digital (PDF) copy of the completed application, plans, surveys, and all supporting documents must be submitted. See following page for a list of required documents.

The complete application package for a residential pool includes:

1. Town of Haverhill building permit applications, including sub-permit applications for pool electric, pool plumbing, and pool gas heater, as applicable.
2. Affidavit of Understanding for Residential Swimming Pool Safety Requirements
3. Affidavit of Compliance for Residential Swimming Pool Safety Requirements
4. Affidavit of Completeness and Accuracy (this checklist)
5. Surveys, marked to scale to include pool/spa/deck/equipment, complying with all setbacks
6. Engineered drawings for in-ground pools/spas – must be digitally signed and sealed
7. Pool equipment specifications, including heater specification sheets and all applicable NOA(s)
8. Electrical load calculation when electric pool heater and/or pool lighting is specified.
9. Manufacturer's specifications for above ground pools
10. Owner/Builder Affidavit, if applicable

Applicant understands and agrees that a silt fence is required on site at construction start for all pools being constructed within the Town of Haverhill.

Applicant understands and agrees that all work must demonstrate compliance with current codes and standards.

AFFIDAVIT OF COMPLETENESS AND ACCURACY

To be completed by the permit applicant: Contractor/Authorized Signatory of Contractor or Owner/Builder.

Project: _____

Date: _____

Property Control Number or Address: _____

I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the assessment of additional fees, denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by the Town of Haverhill to process this application.

Check one: I am the ☐ Contractor ☐ Authorized Signatory of the Contractor ☐ Owner/Builder

Name (Type, Stamp or Print Clearly)

Signature

Name of Firm (If Applicable)

License Number (If Contractor or Their Signatory)



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RESIDENTIAL SWIMMING POOL SAFETY REQUIREMENTS

AFFIDAVIT OF COMPLIANCE

Property Address: _____

Date: _____

Section R4501.17.1.1 of the 2023 Florida Building Code – Residential Volume (FBC-R), and Chapter 515, Florida Statutes (F.S.), requires pool barriers to be installed around the entire perimeter of a pool, spa or hot tub. In addition to this executed affidavit, all provisions for the required pool barrier shall be shown on the plans.

I/we acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at the above property address, and hereby affirm that one or more of the following methods will be used to meet the requirements of the Section R4501.17.1.1 of the 2023 FBC-R and Chapter 515, F.S.

Please check all applicable methods used to create a 360-degree barrier around pool, spa or hot tub:

- ☐ A. The pool will be equipped with an approved safety pool cover that complies with ASTM F134691 (2003), Standard Performance Specifications for Safety Covers for Swimming Pools, Spas and Hot Tubs.
- ☐ B. A new, continuous barrier such as a fence, wall, or screen enclosure, will be placed completely around the pool perimeter to provide the required 360-degree protection. Identify method(s) below AND on the site plan or pool layout:
 - Four foot or higher perimeter fence (wood, chain link, aluminum, PVC or other).
 - Aluminum screen enclosure with self-closing, self-latching door with a latching device that is a minimum of 54 inches above the threshold.
 - Child safety barrier meeting Section R4501.17.1.15 of the 2023 FBC-R.
 - Other (specify) _____
- ☐ C. A combination system such as a perimeter (partial) barrier used in conjunction with a child safety barrier between house and pool meeting Section R4501.17.1.15 of the 2020 FBC-R, in-pool alarm OR window/door alarms meeting UL 2020 and Section R4501.17.1.9 of the 2023 FBC-R, or window alarms with doors meeting self-closing, self-latching requirements of Section R4501.17.1.9 of the 2023 FBC-R. Identify proposed combination below AND on the site plan or pool layout:
 - Screen enclosure with child safety barrier between house and pool.

- Screen enclosure with child safety barrier between house and pool.
- Screen enclosure with in-pool alarm OR window & door alarms (or complying doors) at required locations (indicate type of alarm and who is installing).
- Perimeter fence with child safety barrier between house and pool.
- Perimeter fence with in-pool alarm OR window & door alarms (or complying doors) at required locations (indicate type of alarm and who is installing).
- Existing four foot or higher perimeter privacy fence converted (with permit) to pool barrier fence with child safety barrier between house and pool.
- Existing four foot or higher perimeter privacy fence converted (with permit) to pool barrier fence with window & door alarms (or complying doors) at required locations.
- Some or all my neighbor's fence is used as the required barrier. I understand there are additional requirements associated with this option because the barrier is located on adjacent property. A Pool Barrier Agreement is required for this option.

I understand that not having, and not maintaining, a complete barrier around the perimeter of the pool is a violation of Section R4502.17.1 of the 2023 FBC-R, which may be prosecuted.

I further understand that filling a pool with water before passing a final electric inspection and final barrier inspection by Haverhill Building Department is a violation of Section 115 of the Florida Building Code. The Building Department will consider these violations willful and will commence the appropriate disciplinary actions against those responsible.

Owner's Name (Please Print)

Owner's Signature and Date

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this _____ day of _____
20____ by _____, who is personally known to me or who has produced
_____ as identification for an acknowledgment in an individual capacity.
(Type of Identification)

Notary Name (Please Print)

(SEAL)

Notary Signature