



CITY OF WESTLAKE  
Building Department  
4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470  
(561) 530-5880 [www.westlakegov.com](http://www.westlakegov.com)

### Residential In-Ground Pool, Spa, and Above-Ground Pool 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.
- A silt fence is REQUIRED on site at start of construction for all pools being constructed within the City of Westlake.
- 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 pools being constructed adjacent to a Seminole Improvement District (SID) lake bank easement must comply with all SID easement requirements. Any disturbed SID easements must be amended to pre-construction conditions; to include all applicable grades, swales, sod, and elevation. **All construction materials, fill, etc. shall not encroach on any neighboring property, including any easements.**
- All contractors and subcontractors must be registered and in good standing with the City of Westlake prior to permit issuance. Please activate your account here for <https://cityviewportal.westlakegov.com/> additional information.
- A digital (.pdf) copy of the completed application, plans, surveys, and all supporting documents must be submitted to <https://cityviewportal.westlakegov.com/>. See following page for a list of required documents.

**The complete application package for a residential pool includes:**

1. Westlake 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
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 all pools being constructed adjacent to a Seminole Improvement District (SID) lake bank easement must comply with all SID easement requirements. Any disturbed SID easements must be amended to pre-construction conditions; to include all applicable grades, swales, sod, and elevation. All construction materials, fill, etc. shall not encroach on any neighboring property, including any easements.

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

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 City of Westlake 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)