

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Rick Scott**  
Governor

**John H. Armstrong, MD, FACS**  
State Surgeon General & Secretary

**Vision:** To be the **Healthiest State** in the Nation

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## FLORIDA DEPARTMENT OF HEALTH IN INDIAN RIVER COUNTY

### Florida Department of Health Permit Application Sequence

**For New Construction, Modifications, and Resurfacings**  
**Specific Authority: 514.03(1) & 553.79, F.S, effective October 1, 2014**

**Purpose:** Establish procedures to coordinate public pool/spa permitting reviews with Florida Department of Health and the Building Department Authority. In addition, synchronize final construction inspection with the Florida Department of Health and the Building Department Authority to assure construction standards per Section 454.1, Florida Building Code are met, and assure regulations established in Chapter 514, Florida Statutes (F.S.) protect the health, safety, or welfare of persons using public swimming pools and spas are met. (Electronic plans/specs preferred)

#### **PRIOR TO COMMENCEMENT OF ANY PROPOSED WORK:**

- **STEP 1:** Applicant submits the following items based on application type:
  - *New Construction:* submit DH4159, plans/specs and \$150 fee
  - *Modification:* submit DH4159, plans/specs and no fee
  - *Resurfacing:* submit DH4159 (optional), an itemized list of all proposed work that is to be performed, the license number of the contractor selected and shall indicate that all work will meet the requirements of paragraphs 64E-9.005(2)(a) through (g), F.A.C and no fee.
- **STEP 2:** DOH-Indian River will review application and based on application type:
  - *New Construction:* will issue an "Application Receipt Letter" to applicant
  - *Modification:* will issue an "Application Receipt Letter" to applicant
  - *Resurfacing:* will issue an "Application Receipt Letter" if DH4159 was submitted to applicant. If not submitted then the department will stamp itemized list showing approval.
    - Letter will be emailed to applicant and building department if applicant furnishes an email address for both parties.
- **STEP 3:** Applicant submits DOH-Indian River's "Application Receipt Letter" with permit application to Building Department Authority.
- **STEP 4:** DOH-Indian River will conduct the following plan review process based on application type:
  - *New Construction:* forward DH4159 and plans/specs to FDOH Engineer in Orlando\* for review of any critical health or safety issues\*\* that require correction before a DOH initial operating permit can be issued. FDOH Engineer will review and submit a response to applicant and DOH-Indian River within 30 days or receipt.
  - *Modification:* same as new construction unless work is minor and can be reviewed by DOH-Indian River.
  - *Resurfacing:* DOH-Indian River will review itemized list submitted and will notify applicant of any additional comments or requirements.
- **STEP 5:** Building Department Authority will issue construction permit after plan review process.
- **STEP 6:** Applicant submits plans/specs for new construction and modifications approved by the Building Department Authority along with their approval date and number to DOH-Indian River.

\*DOH-Indian River uses EH Bureau Pool Engineering. Our department is required to route all applications and plans to the Orlando Office for review for new construction and some modifications.

\*\*Critical health and safety issues include items that cannot be corrected without major redesign or reconstruction activities to the pool or replacement of water treatment equipment. See additional document regarding an itemized list of these items.



**Upon Completion of Work:**

- **Step 7:** Applicant notifies DOH-Indian River and Building Department Authority of completion of work and request for inspection in writing. Based on application type following will be conducted:
  - *New Construction:* FDOH Engineer, DOH-Indian River, & Building Department Authority coordinates joint inspection (if possible) of pool construction
    - If violations exist: DOH-Indian River will deny the initial operating permit and notify applicant of the violations. Once the violations have been corrected or a variance is approved, the applicant shall re-apply for the initial operating permit. DOH will re-inspect the pool for compliance.
    - When no violations remain or exist: DOH-Indian River will sign DH4159 and issue the initial operating permit to applicant.
      - Applicant will submit a copy of the initial operating permit to the Building Department Authority for the issuance of the certificate of occupancy or completion.
  - *Modification:* Either FDOH Engineer or DOH-Indian River will conduct an inspection.
    - If violations exist: Either FDOH Engineer or DOH-Indian River will notify the applicant of the violations. Once the violations have been corrected or a variance is approved, the applicant shall re-apply for approval. DOH will re-inspect the pool for compliance.
    - When no violations remain or exist: Either FDOH Engineer or DOH-Indian River will sign DH4159 and notify applicant of acceptance.
      - Applicant will submit a copy of this department notification approval to the Building Department Authority for the issuance of the certificate of occupancy or completion.
  - *Resurfacing:* DOH-Indian River will conduct an inspection
    - If violations exist: DOH-Indian River will notify the applicant of the violations. Once the violations have been corrected or a variance is approved, the applicant shall request a re-inspection. DOH will re-inspect the pool for compliance.
    - When no violations remain or exist: DOH-Indian River will sign DH4159 (if provided) and notify applicant of acceptance.
      - Applicant will submit a copy of this department notification approval to the Building Department Authority.