



## A GUIDE TO BUILDING A POOL AND PATIO IN SOUTHWEST RANCHES

Obtaining a permit for your construction is a process that involves review and approval by multiple agencies. The County Health Department, Environmental Protection Department (EPD) and Central Broward Water Control District (*where applicable*) are external agencies that must review your plans prior to submitting them to the Town.

Southwest Ranches is a “contract community,” meaning that it has no employees. Instead, zoning, engineering, landscaping and building code review are accomplished by consultants. The Town contracts with Michele Mellgren & Associates to conduct zoning and landscaping review, and to oversee the entire permit process. The Town contracts with C.A.P. Government, Inc. for building code review and actual permit issuance. Finally, the Town contracts with R.J. Behar & Associates for engineering review. **ALL OF THESE ENTITIES ACCEPT PERMIT APPLICATIONS AND CONDUCT THEIR REVIEWS AT THE OFFICES OF MICHELE MELLGREN AND ASSOCIATES.** The professionals of these agencies, whose contact information is provided in this packet, are available to assist you and to oversee your permit application through the approval process. Each step in the permit process is outlined below. The steps must be followed in the exact order shown below.

*Please note that it is illegal to clear or remove trees from your property, including nuisance trees, until you have the proper permit from the Town to do so.*

*It is also illegal to bring fill onto your property until you have been issued a building permit. Filling must then be consistent with the amount and location of fill approved by the Town during the permit review process.*

## APPROVAL PROCESS

### STEP 1: PREPARE PLANS

Have your design professionals prepare, sign and seal all necessary plans for submittal consistent with the attached submittal requirements. Plans will need to comply with the Town of Southwest Ranches Unified Land Development Code (available online at [www.southwesteranches.org](http://www.southwesteranches.org)) and the Florida Building Code. You will need three (3) complete sets of plans.

### STEP 2: TOWN BUILDING PERMIT REVIEW AND APPROVAL

Bring the three (3) sets of signed and sealed plans, along with the other items listed in the attached submission checklist, to the Town's Planning & Zoning staff, **Michele Mellgren & Associates, Inc.**

*Location:* 6555 Nova Drive, Suite 305  
(Nova Drive between Davie Road and University Drive)

Planning & Zoning: (954) 475-3070, ext. 810  
Engineering (954) 680-7771  
Building (structural, mechanical, plumbing, electrical) (954) 888-9882

Here, you will apply for your building permit(s), and your plans will undergo Town review for compliance with zoning, landscaping, engineering, and drainage requirements, which will take from 2 to 3 business days, as well as building code compliance review (structural, mechanical, electrical and plumbing), which will take from 10 to 15 business days. There are two separate application forms, one for zoning and one for building; both are available at Michele Mellgren & Associates. Please keep in mind that representatives from C.A.P. Government, Inc. (building) are present at Michele Mellgren's office everyday between the hours of 1:00 and 4:30 pm only.

The person listed as "applicant" on the permit applications will be notified when each review is complete. Corrections should then be made and the plans subsequently resubmitted. Once all conditions are satisfied, you will be notified that your permit(s) are ready to be issued.

(continued on the next page)

## A GUIDE TO BUILDING A POOL AND PATIO STRUCTURE IN SOUTHWEST RANCHES

### PERMIT SUBMISSION CHECKLIST

**Three (3) sets of plans signed and sealed by a Florida registered architect or engineer.** All plans must comply with the **Florida Building Code, current Broward Edition, and the Town of Southwest Ranches Unified Land Development Code** available online at [www.southwestranches.org](http://www.southwestranches.org). The plans must contain the following information, at a minimum:

	<p>Building plans (structural, mechanical, plumbing, electrical).</p> <p>A "site plan" that shows how the proposed pool, pool equipment and patio fit onto the lot, with dimensions and other details your professional will know about. It will also show any of the existing buildings and improvements that are to remain on the lot. If a structure is to be relocated or removed, the site plan will indicate this as well. Specifically, the site plan will show:</p> <ul style="list-style-type: none"> <li>▪ Compliance with the minimum building "setbacks" from the property lines and ingress/egress easements required by the zoning code.</li> <li>▪ Child barrier at least 5 feet high and also meeting the requirements of Florida Statutes Chapter 515, the Private Swimming Pool Safety Requirements Act.</li> <li>▪ The major features shown on the survey.</li> <li>▪ Dimensions of all existing and proposed structures and their distances (measured from closest part of structure) to property lines and easements, driveways, other structures, and water bodies.</li> <li>▪ Location of septic tanks, drainfields and wells.</li> <li>▪ A basic lot grading plan is required, including limits of fill, maximum slope from filled areas to natural grade, and direction of stormwater flow. The plan must comply with the stormwater drainage standards for your area, and must comply with the Town's tertiary drainage plan. Your architect or engineer should call the Town Engineer at (954) 475-3070, ext. 15 if there are questions.</li> <li>▪ Note stating that "Slopes shall not exceed 4(H):1(V)"</li> <li>▪ Note stating that "Owner shall submit a Final Survey to the Town of Southwest Ranches prior to the final inspection. Survey must include sufficient topography to verify conformance to the design, approximate location of septic tank, drainfield, well and service lines"</li> <li>▪ Scale, with north arrow.</li> <li>▪ Site Data Table. The Site Data Table must show the following information:             <ul style="list-style-type: none"> <li>○ net and gross acreage and square footage.</li> <li>○ amount and percentage of pervious and impervious area (existing and proposed).</li> <li>○ amount and percentage of all 1<sup>st</sup> floor building and structure area under roof (existing and proposed) for the entire property (only required if you are also building a roofed structure with the pool or patio).</li> </ul> </li> </ul>
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**Surveys.** Three (3) surveys signed and sealed by a registered land surveyor within one year of the application date must be provided, containing the following information:

	topographical elevations at minimum 100-foot intervals
	all easements and abutting rights-of-way and reservations of record with dimensions and book/page recordation references (survey must be abstracted for all easements, reservations & rights-of-way of record)
	all existing structures, if applicable
	existing roadway pavement location with dimensions

\_\_\_ **Tree survey.** The tree survey must show the following (this can be incorporated into the lot survey).

	location of existing trees within 50 feet of the proposed construction
	caliper, size of crown, and botanical name of each tree within 50 feet of the proposed construction

**Note:** the removal of trees requires a tree removal permit.

\_\_\_ **Warranty deed.**

	A copy of your property ownership document which is usually your warranty deed is required to verify ownership.
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\_\_\_ **Permit applications.** A Town application is required, and is attached as part of this packet. An application for each discipline (structural, plumbing, mechanical, electrical) is required, and each is attached as part of this packet, as well as a F.S. 515 form demonstrating compliance with child safety barrier requirements. The structural application must contain the value of the construction for the entire job.

\_\_\_ **Proof of worker’s compensation insurance** if a contractor is applying for the permit.

\_\_\_ **Owner builder affidavit** if a homeowner is applying for the permit.

\_\_\_ **Permit fees.**

	The Town charges a set fee for initial zoning, engineering and landscaping review for each type of permit application. A separate fee is charged for building code review, collected prior to actual permit issuance, and this fee is based upon job valuation.
	Applicable zoning review fees will be due in the form of a check, cashier's check, or money order payable to the Town of Southwest Ranches, at time of plans submission. Cash is not accepted. The application fee covers an initial review and re-review after the Town makes comments on the plans, as well as inspections. <b>ADDITIONAL FEES MAY BE CHARGED IF PLANS ARE NOT APPROVABLE AFTER ONE RESUBMISSION.</b>
	Applicable building permit fees will be due in the form of a separate check, cashier's check or money order payable to the Town of Southwest Ranches.

## PERMIT ISSUANCE AND INSPECTIONS

Once your plans are approved and the permit fees paid, a Building Permit will be issued at the offices of Michele Mellgren & Associates that will authorize construction of your pool and patio.

*Building Permit:* Be sure to post your permit in a visible spot at the construction site.

*Interim Inspections:* Through the Town’s Planning office, C.A.P. Government Inc. will be responsible for coordinating inspections during your construction phase.

*Final Inspections:* Once your project is complete, you will be ready to order your final inspections. An application form is included in the building permit package. This form has to be faxed at the number provided. The Building Dept. (C.A.P.) will coordinate all final inspections with the Town. The Town will perform zoning, landscaping, drainage, and engineering inspections. C.A.P. Government Inc. will perform all other inspections.

*Certificates of Use (C.U.):* Once Zoning and Building have determined that your pool or patio is complete, C.A.P. will issue your Certificate of Use (C.U.).

Below is a summary of phone numbers for guidance through the permitting process:

<b>Planning and Zoning:</b>	Michele Mellgren & Associates, Inc.	(954) 475-3070, ext. 810
<b>Engineering (drainage):</b>	R.J. Behar & Company, Inc.	(954) 680-7771
<b>Structural, Mechanical, Electrical, Plumbing:</b>	C.A.P. Government, Inc.	(954) 888-9882
<b>Drainage Districts:</b>	South Broward Drainage District (for areas west of SW 148 Ave)	(954) 680-3337
	Central Broward Water Control District (for areas east SW 148 Ave)	(954) 432-5110



**Building Code Services Division**  
**Department of Urban Planning & Redevelopment**  
 955 South Federal Hwy. Fort Lauderdale FL. 33316 (954) 765-5075

Permit # \_\_\_\_\_

\_\_\_\_\_  
 Address Lot/Blk Subdivision

## 2002 Private Swimming Pool Safety Requirements

### Notice of Requirements

I (We) acknowledge that a swimming pool, spa or hot tub will be constructed or instead at the above address, and hereby affirm that one of the following methods will be used to meet the requirements of Chapter 515, Florida Statutes and the Florida Building Code (FBC), Section 424.2.

Please initial the method to be used for

\_\_\_\_\_ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91, Standard Performance Specification as for Safety Cover for Swimming. Pools, Spas and Hot Tubs. Attach manufacturer's product compliance information.

\_\_\_\_\_ A continuous one-place barrier (child fence, screen enclosure, or other fence) Meeting, the requirements of FBC 414.1.17 will protect the pool perimeter. Submit plans indicating the type and location of the barrier; for child fence specify location of the end which is not removable without the use of tools. Attach manufacturer's product compliance information.

\_\_\_\_\_ A combination of dwelling walls and/or non-dwelling walls (screens, enclosure, fences, etc.) Will protect the pool perimeter. Submit plans specifying the type and location of all non-dwelling walls. Attach manufacturer's product compliance information.

\_\_\_\_\_ A combination of protection which incorporates dwelling walls with doors and/or windows opening Directly into the pool perimeter, which includes self-closing self-latching devices, and/or exit alarms Complying with UL 21017, FBC Section 424.2.17.1.9 and installed in compliance with the current edition of the National Electrical Code(NFPA 70). Submit plans showing location and type of all openings and specify type of hardware or exit alarm to be used at each location for perimeter protection. Proof of compliance, including NRTL listing of the alarm equipment and a sealed, site-specific wire diagram with circuit information, must be included with this application.

I understand that not having one of the above installed will constitute a violation of Chapter 515, F.S., and will be considered as committing a misdemeanor of the second degree, punishable as provided in Section 775.081 or Section 775.083 F.S.

\_\_\_\_\_  
 CONTRACTOR'S SIGNATURE & DATE

\_\_\_\_\_  
 OWNER'S SIGNATURE & DATE

\_\_\_\_\_  
 CONTRACTOR'S NAME (Please Print)

\_\_\_\_\_  
 OWNER'S NAME (PLEASE PRINT)

**TOWN OF SOUTHWEST RANCHES  
APPLICATION FOR DEVELOPMENT ORDER  
(INSERT HERE)**

**NOTE: AN ORIGINAL, COLOR-CODED APPLICATION MUST BE  
OBTAINED FROM MICHELE MELLGREN'S OFFICE**

**TOWN OF SOUTHWEST RANCHES BUILDING DEPARTMENT  
APPLICATIONS**

**(INSERT HERE)**

**NOTE: ORIGINAL APPLICATION PACKAGE MUST BE OBTAINED  
FROM MICHELE MELLGREN'S OFFICE**