



**Building Department**  
**CHECKLIST FOR CHILD SAFETY BARRIER PERMITS**

**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Note safety barrier height
- Note if safety barrier removable
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Pool Safety Barrier Affidavit
- Manufacturer's specifications
- Installation instructions
- Plot plan or property survey showing the location of the safety barrier.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with Owner Builder Affidavit.**
- Debris Affidavit

**NOTES:**

- If the safety barrier is being installed during the construction of a pool, a separate barrier permit is not required.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***