



Prepaid Applications

CGC, CRC, CBC, SCC and Owner Builder may apply

Pools or Pool Deck Additions – Applicant that submits initial permit pays for the screen cage/fence portion of the permit in advance. The contractor handling the screen cage/fence installation will submit their application and plans at a later date. The submittals are handled as follows:

DROP OFF

- Enclosure/Fence Application
- Owl Affidavit
- Two (2) site plans
- Two (2) sets of sealed engineering or fence details

Description:

- Reference the Pool or Pool Deck Addition permit #

Route to: OFFICE USE ONLY

Building Zoning
Species if Owl, Gopher Tortoise or Eagle

Processing: OFFICE USE ONLY

- In CRW:
 - Plan Reviews – Add review appropriate review
 - Add note to the corresponding Plan Review notepad with contractor name and what was received
- Create folder – permit # and write “Prepaid” on folder tab
- Date/time stamp/initial application
- Place folder in POD basket

PICK-UP

- In CRW
 - Contacts Tab – Add contractor as the BLD contact (similar to adding a sub-contractor)
 - Under “Other Info” field add the date and your initials

ISSUING

- Provide a copy of the approved plans to the contractor. Plans are to be placed on site. (No permit board to be provided as it’s already on site with original pool permit/plans.)
- Staple application, Owl Affidavit, and approved plans together and place in filing area. These documents will be added to the main permit # file.