

Swimming Pool/Hot Tub Permit Information

The following items are required at the time of permit submittal. All required paperwork and documents shall be included at the time of submittal, or the submittal will not be accepted:

- Building Permit Application
- Swimming Pool / Hot Tub Location Worksheet
- Two (2) sets of drawings showing the construction details of the swimming pool/hot tub. Include the following:
 - Filter and heating equipment
 - Any other applicable equipment
 - Barrier plan
- Two (2) copies of the plat of survey showing the proposed location of the swimming pool/hot tub. The distance to the side and rear lot lines must be shown. Indicate the location of the following:
 - Path of electric service to the house

Please allow ten (10) working days for the permit to be reviewed and approved. A staff member will call you and let you know when the permit is ready to be picked up and paid for.

Fees:

- **Swimming Pool/Hot Tub Permit Fee:** In Ground Pool - \$28.00/100 SF (\$112 minimum), Above Ground Pool/Hot Tub - \$52.00
- **Re-inspection Fee:** \$95.00 to be paid prior to re-inspection if an inspection has failed.

Inspections:

The applicant / homeowner is responsible for scheduling all required inspections with our office. The following is a list of inspections, which may be required for your project:

- **Trench Inspection**
- **Gas Line Inspection**
- **Pool Bonding Inspection**
- **Final Inspection**

General Comments:

- A minimum 24-hour notice is required when scheduling any inspection.
- Compliance with the indicated codes, ordinances, and inspections required.
- The pool / spa must meet side yard setback per zoning district. The pool / spa must be 5' from the rear lot line.
- The yellow permit card must be displayed during construction and must be visible from the street.

Swimming Pool Location Worksheet

Please indicate the distance from the proposed swimming pool to the lot lines as shown below. Swimming pools must meet the side yard setback requirements per zoning district and must be 5' from the rear lot line. They cannot be located in any easement. Swimming pools are not allowed in front or corner side yards. **Please also indicate the dimensions of the pool.**

