

Pool Application Package

BUILDING DIVISION



SUBMITTAL REQUIREMENTS

A permit is required to install a pool. Include with your permit application the following additional information:

- A plot plan showing the location of the pool on the property, including lot lines, setbacks and drainage.
- Drawing of pool (may use brochure if one is provided by company).
- Estimated cost of construction.
- Name of contractor, if applicable. Note: All contractors must be registered with the City.

REVIEW PROCESS

Allow at least three weeks for processing of your application. In addition to Building Division review, the Engineering Division will review for any easements or impediments to drainage. The applicant will be notified when plan review is complete and the permit is ready for pick up.

SPECIFICATIONS

- Placement. Pools with their associated walks and paved areas must be at least 5 feet from any property line. Pools located in a front yard must meet the required front yard setback. On corner lots, front setbacks apply to both streets. No pools are to be placed in easements (and do not change grade).
- Pools less than 18 inches deep and less than 12 feet in diameter and less than 100 square feet are exempt from the permit requirement.
- Pools that require permits and are less than 4 feet above ground require a fence to enclose the entire pool.
- In the case of a pool elevated to a height of 4 feet or more, access to which is gained by a ladder or stairway, such access shall be removed or it shall be secured in such a way that no one may make entry to the pool when the pool is not in use.
- Storable Pools (above ground and capable of holding water to a maximum depth of 42", or pool with non-metallic, molded polymeric walls or inflatable fabric walls) shall conform to N.E.C. 680 Section III Storable Pools 680.30 – 680.34.

FEES AND INSPECTIONS

- See fees listed on Residential Building Permit Fees page (website or handout). All pools will be charged the base permit fee, electrical fee and administrative fee. In-ground pools will also be charged the plumbing fee.
- A minimum 24-hour notice is required to schedule inspections.
- Inspections are required for:
 - Pre-pour inspection before any concrete is released.
 - Plumbing inspections before work is covered.
 - Electrical inspection before work is covered.
 - Final Inspections, when project is completed.

CODIFIED ORDINANCE

1294.01 INTERPRETATIONS AND EXCEPTIONS IN GENERAL.

(e) Private Swimming Pools. A swimming pool located outside of a completely enclosed building and normally capable of containing water to a depth at any point greater than one and one-half feet, exclusive of portable swimming pools with a diameter of less than twelve feet or with an area of less than 100 square feet, shall not be allowed in any residential district, except as an accessory use and unless it complies with the following conditions and requirements:

- (1) The pool is intended and is to be used solely for the enjoyment of the occupants of the principal use of the property on which it is located.
- (2) It is not located, including any walks or paved areas or accessory structures adjacent thereto, closer than five feet to any property line of the property on which located.
- (3) A fence of at least four feet in height and of a strength compatible with its intended use, shall be erected around the pool and be maintained at all times while the pool is filled. The fence shall have a gate which has its own lock or is capable of being secured by a lock, and it shall be kept securely locked at all times when the pool is not in use or attended by the owner or anyone using the pool with the owner's permission. In the case of a pool elevated to a height of four feet or more, access to which is gained by a ladder or stairway, such access shall be removed or it shall be secured in such a way that no one may make entry to the pool when the pool is not in use.
- (4) Electric for all swimming pools shall conform to the most current edition of National Electric Code (N.E.C.) (NFPA 70) at the time of permit application. (5) In the case of above-ground swimming pools, any permanent structure or ground elevation within five feet of the swimming pool shall maintain a clear height of four feet. The clear height shall be a measure of distance from the top of the swimming pool or approved safety guard to the top of the adjacent permanent structure or ground elevation below.

Residential Application for Plan Approval

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GENERAL INFORMATION

Construction site address

Permanent parcel number

Contractor

Contractor address

Contractor phone

Contractor email

Property owner

Property owner address

Property owner phone

Property owner email

NEW CONSTRUCTION

DWELLING TYPE: ☐ Single Family ☐ Two Family Energy Code Compliance Method: _____

SQUARE FOOTAGE: Fin. Basement: _____ 1st Fl: _____
2nd Fl: _____ Total: _____

GARAGE: ☐ Attached Garage ☐ Detached Garage ☐ Storage Building
Size: Width: _____ Depth: _____ Sq ft: _____

SUBDIVISION: Sublot #: _____ Subdivision Name: _____
Zoning Dist.: _____ Water Permit #: _____

ADDITIONS & ALTERATIONS

Year Dwelling Built: _____ Additional Sq Ft: _____

☐ Dwelling Addition ☐ Garage Addition ☐ Storage Building Addition
☐ Kitchen Remodel ☐ Basement Remodel ☐ Other: _____

GENERAL PERMITS

☐ Re-Siding ☐ Re-Roofing ☐ Fire Damage Repair ☐ 2nd Water Meter
☐ Demolition ☐ Above Ground Pool ☐ In Ground Pool ☐ Lawn Sprinkler
☐ Gazebo ☐ Other: _____
☐ Fence Style: _____ Height: _____ Length: _____
☐ Deck Size: _____ Sq Ft: _____

SUBCONTRACTORS

All contractors performing work related to this permit must be registered and approved by the Building Division for the current year.

SUBTRADE

CONTRACTOR NAME

Masonry _____
Carpentry _____
Plumbing _____
Electrical _____
HVAC _____
Drywall _____
Excavator _____
Pool Erector _____
Landscaper _____
Other _____

PERMIT FEES

To be calculated by Building Div.

PERMIT: _____

STATE 1%: _____

ADMIN: _____

TOTAL: _____

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HVAC

Furnace: <input type="checkbox"/> New <input type="checkbox"/> Replacement Furnace Capacity: _____ BTU's Furnace Fuel Type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____ Ductwork Type: _____	A/C: <input type="checkbox"/> New <input type="checkbox"/> Replacement A/C Capacity: _____ Tons Condensing Unit Location: <input type="checkbox"/> Rear yard <input type="checkbox"/> Left side yard <input type="checkbox"/> Right side yard	Fireplace: <input type="checkbox"/> New <input type="checkbox"/> Replacement Fuel Type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____
Gas Meter Location: <input type="checkbox"/> Front yard <input type="checkbox"/> Rear yard <input type="checkbox"/> Left side yard <input type="checkbox"/> Right side yard		

PLUMBING

☐ New ☐ Alteration ☐ Replacement ☐ Service Line

Water Distribution System: ☐ Copper ☐ Pex ☐ PVC / CPVC

Indicate fixture count below:

# of Sinks	
# of Toilets	
# of Tubs/Showers	
# of water connected appliances	

Building Main Drain size: _____

Building Water Service size: _____

Water Heater Fuel Type: ☐ Natural Gas ☐ L.P. Gas

☐ Electric ☐ Other: _____

Water Heater Capacity: _____ BTUs

ELECTRICAL

☐ New ☐ Alteration/Addition ☐ Service Change

Grounding Electrodes to be used: ☐ Ground Rod s ☐ CEE/UFER ☐ Water line **Service Amps:** _____

Indicate load wattages & amperages for each item applicable below:

First 10,000VA at 100% remainder at 40%. Small appliance and laundry circuit loads 1500VA. Stationary appliance minimum 5000VA.

Description of Equipment	# of Units	Equipment Loads	Description of Equipment	# of Units	Equipment Loads
(Ex. Oven, Clothes Dryer, Furnace, AC etc...)	(Ex.1)	(Ex. 12000VA)			

Total Load Calculation: wattage divided by 240 =

Additional information may be required for final approval of electrical systems.

The following information must be clearly identified on the construction drawings: furnace location, water heater location, vent termination for dryer, furnace & water heater, water meter location.

Est. Cost of Construction: _____ **Sidewalk Ordinance Received Date:** _____

Property Owner's Signature: _____ **Date** _____

Applicant's Signature: _____ **Date** _____

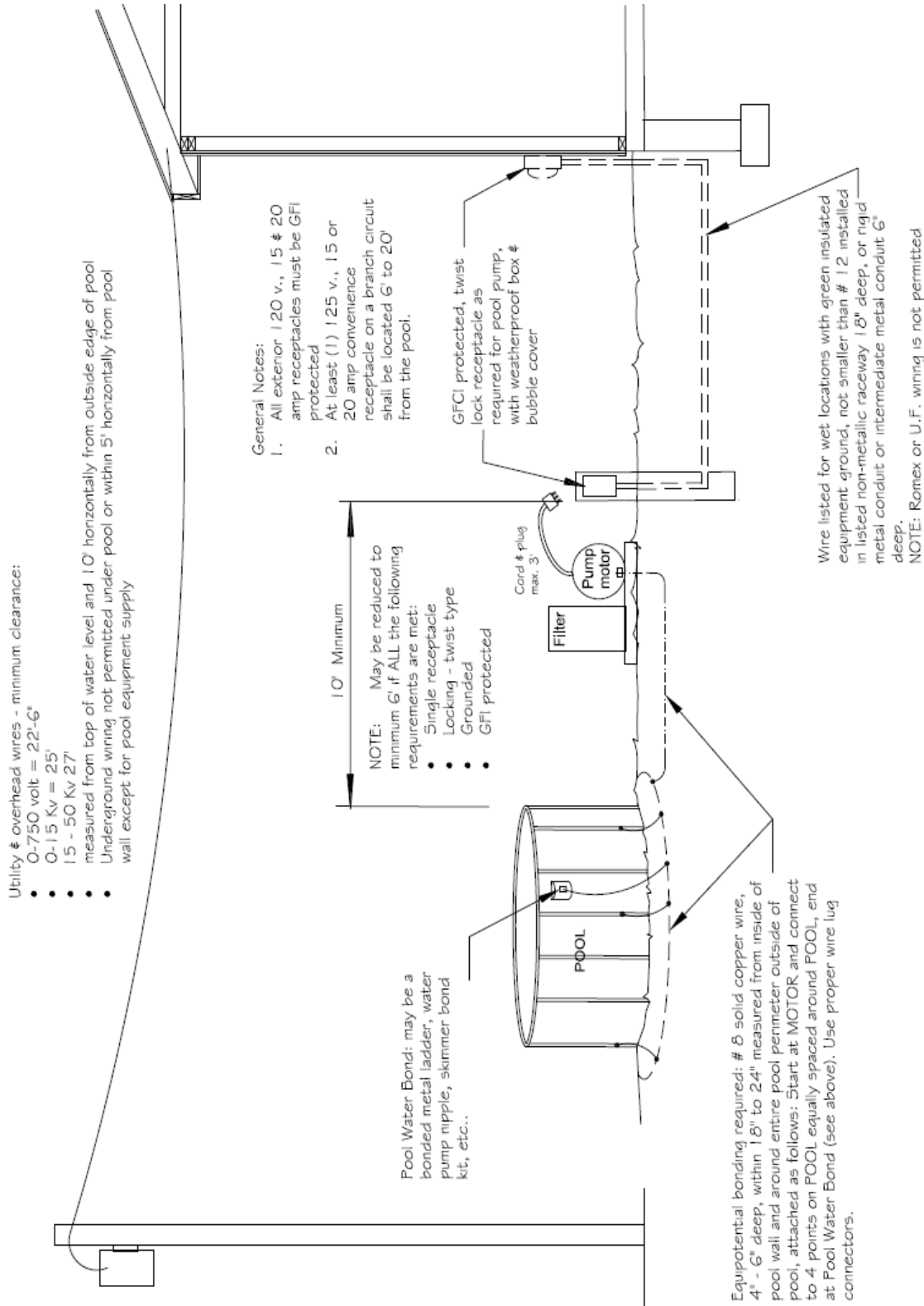
APPLICATION AUTHORIZATION

Building Division Approval

Date

Pool Application Package

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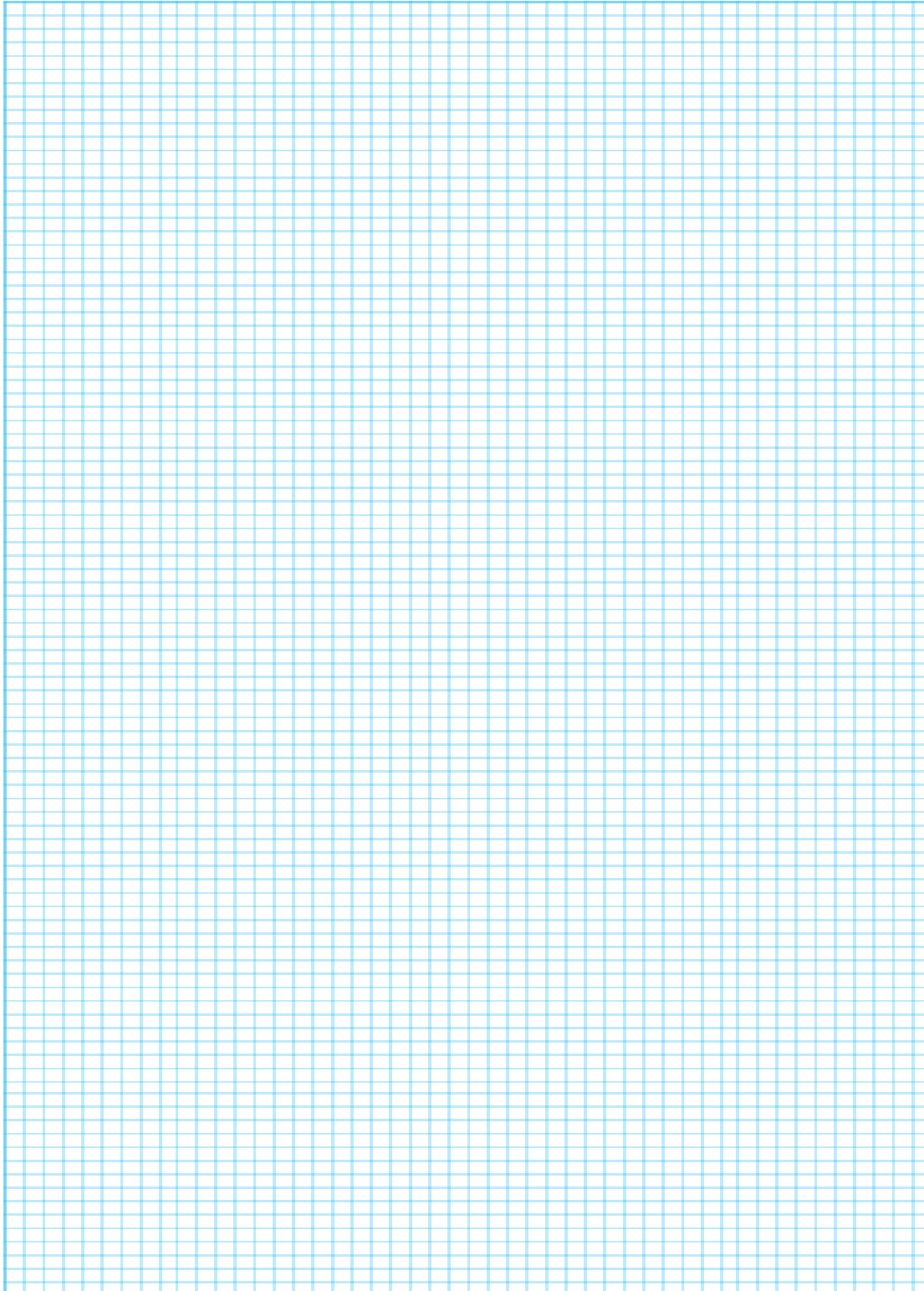


Attention Homeowners : Due to significant changes in the National Electric Code, the requirements for pool installation can be complex. We suggest consulting a registered electrician if necessary. The Building Department is not responsible for owner's misunderstanding the code requirements.

All electrical work must meet the requirements of the **most current edition of the NEC.**

POOL PLOT PLAN

Draw proposed pool layout here, outlining the general shape of your home and property.



Please
provide
dimensions
in feet.

Pool
dimensions:

Distance to
side property
lines:

Distance to
rear property
line:

**Instructions for
drawing plot
plans:**

- Give a rough outline of your property.
- Similarly outline the shape of your home, driveway and any accessory structures.
- Show any easements on your property.
- Sketch in fence, including gate locations.
- Add proposed pool location including equipment placement.
- Show drainage plan with flow arrows.
- Show height of finished patio above existing grade at 4 corners.