

SUBMITTAL REQUIREMENTS

Building Permit. A building permit is required to install a swimming 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. The Building and Engineering Divisions will review for code compliance, 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 or hot tubs are to be placed in easements. Do not change grade.
- Permit Exemption. 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.
- Fencing. Pools that require permits and are less than 4 feet above ground require a fence to enclose the entire pool.
- Access. 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. Storable pools (above ground and capable of holding water to a maximum depth of 42 inches or a 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 Permit Fee Schedule. All pools will be charged the base permit fee and electrical 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 inspection when project is completed.

CODIFIED ORDINANCE

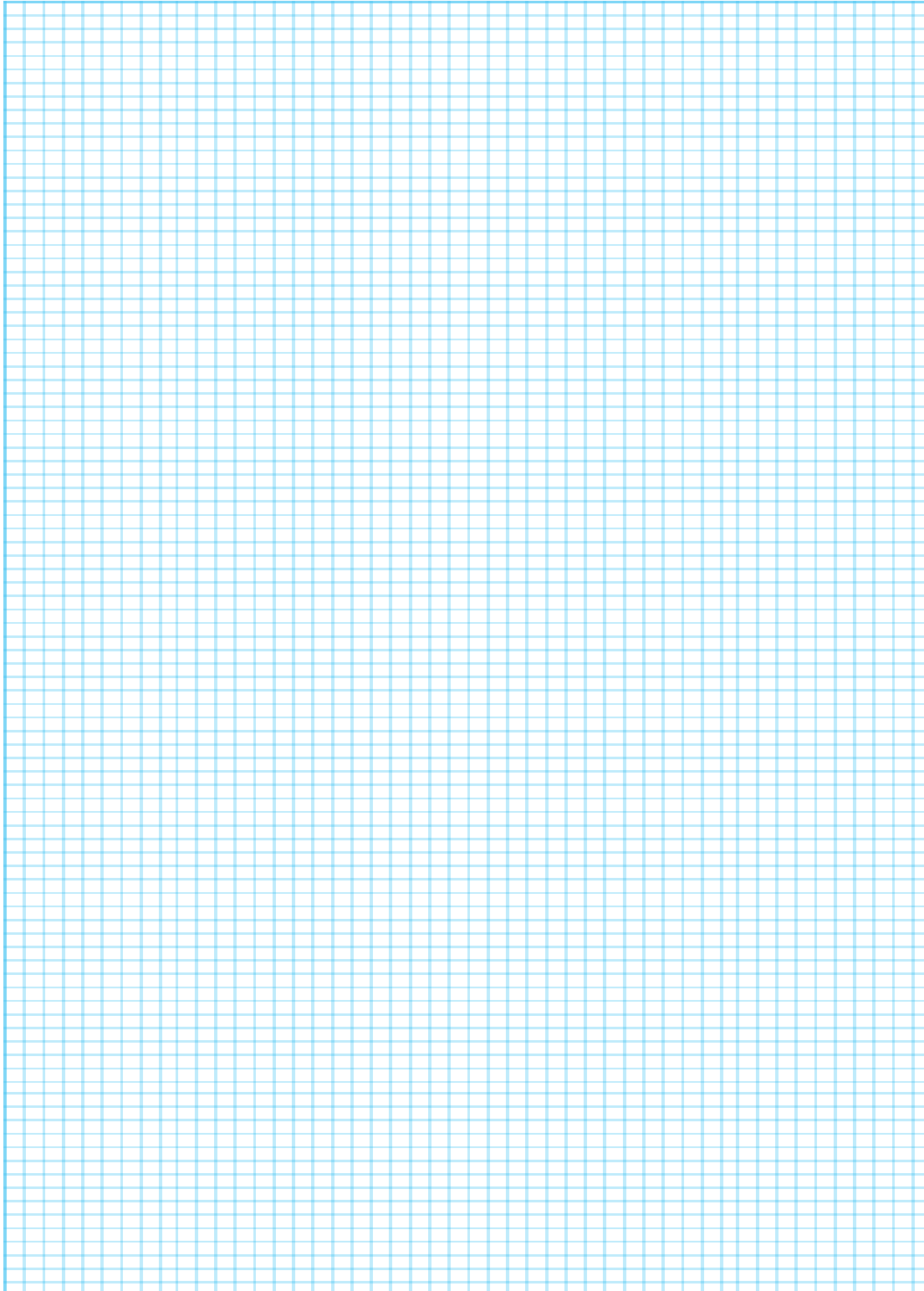
1294.01 INTERPRETATIONS AND EXCEPTIONS IN GENERAL.

(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.

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:

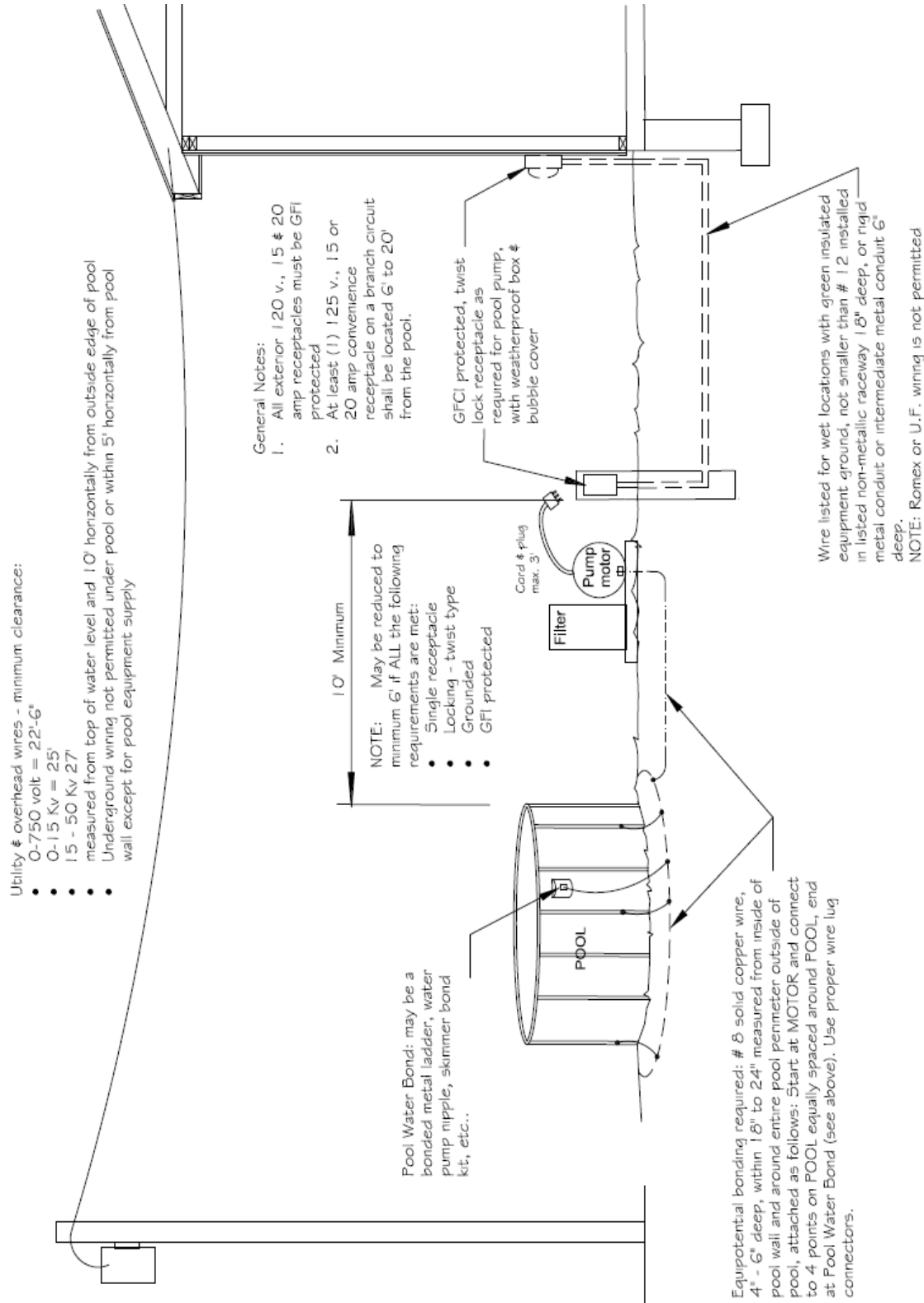
Distance to
rear property
line:

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.

Swimming Pools

PROJECT GUIDE



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.