



SWIMMING POOLS (IN-GROUND OR ABOVE-GROUND).

SPAS AND HOT TUBS (CONTAINS WATER OVER 24 INCHES DEEP)

PLEASE READ ALL OF THE FOLLOWING INFORMATION. THE FOLLOWING IS A CHECK LIST. YOU MUST HAVE A "CHECKMARK" IN ALL THE SECTIONS LISTED BELOW PRIOR TO SUBMITTING YOUR APPLICATION.

- A SITE PLAN SHOWING THE PROPOSED POOL, HOT TUB OR SPA LOCATION INCLUDING THE DISTANCES IN FEET, TO THE FRONT, SIDES AND REAR PROPERTY LINES.
- THREE (3) SETS OF COMPLETE CONSTRUCTION DOCUMENTS THAT SHOW IN DETAIL CODE COMPLIANCE FOR ALL OF THE WORK PROPOSED TO INCLUDE BUT NOT LIMITED TO THE FOLLOWING INFORMATION;
 - SAFETY BARRIER — SHOW TYPE FOR YOUR SPECIFIC POOL INSTALLATION, (FENCE, WALLS, ETC.) INCLUDING HEIGHT. (BARRIER REQUIREMENTS ATTACHED).
 - IF INSTALLING DECK AT POOL — TAKE SUBMITTAL REQUIREMENTS FOR DECK ALSO.
 - ELECTRICAL SERVICE (PUMP, FILTER, RECEPTACLES, ETC.) SHOW LOCATION AND TYPE OF WIRING METHOD. (ELECTRICAL REQUIREMENTS ATTACHED).
 - COMPLETED BUILDING PERMIT APPLICATION.

WE WILL REVIEW PLANS SUBMITTED TO DETERMINE CODE COMPLIANCE. IF THE MINIMUM SUBMITTAL REQUIREMENTS ARE NOT MET, WE WILL ASK THE APPLICANT TO SUPPLY ADDITIONAL INFORMATION. IF THE MINIMUM REQUIREMENTS ARE MET, THE PLANS WILL BE MARKED "APPROVED". A BUILDING PERMIT WILL BE ISSUED AND THE APPLICANT WILL BE NOTIFIED OF THE INSPECTION FEES AND WHEN THEY CAN PICK-UP THE PERMIT AT CITY HALL. ALL FEES SHALL BE PAID PRIOR TO THE ISSUANCE OF THE PERMIT. THEN USE THE INSPECTION PROCEDURES PROVIDED TO HAVE ALL OF THE REQUIRED INSPECTIONS PERFORMED.

INSPECTION PROCEDURES - SWIMMING POOLS, SPAS AND HOT TUBS

- BUILDING PERMIT MUST BE POSTED ON THE SITE OF THE WORK AND CLEARLY VISIBLE FROM THE ROAD UNTIL COMPLETION OF THE PROJECT.
- YOUR APPROVED PLANS MUST BE AVAILABLE AT ALL TIMES FOR INSPECTIONS. THESE ARE THE PLANS THAT WERE SUBMITTED WITH YOUR APPLICATION AND WERE MARKED "APPROVED" BY THE BUILDING CODE OFFICIAL.
- THE PERMIT APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR SCHEDULING ALL INSPECTIONS.
- DO NOT SCHEDULE AN INSPECTION IF THE WORK IS NOT READY!!!!
- WHEN SCHEDULING AN INSPECTION, YOU MUST SUPPLY YOUR PERMIT NUMBER TO THE INSPECTOR.

**PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE
FOOTING INSPECTION WILL BE GIVEN PRIORITY**

ALL POOLS:

1. ELECTRICAL INSPECTION — A. BONDING ALL METAL PARTS (REBAR IF CONCRETE, LADDER, ETC.) ASSOCIATED WITH POOL PRIOR TO PLACING CONCRETE. B. UNDERGROUND TO BE INSPECTED PRIOR TO COVER.
2. IF INSTALLING DECK AROUND OR NEXT TO POOL — USE INSPECTION PROCEDURE FOR DECKS ALSO.
3. SAFETY BARRIER INSPECTION — DONE PRIOR TO FILLING POOL WITH WATER.
4. FINAL ELECTRICAL
5. FINAL INSPECTION — WHEN JOB IS COMPLETELY FINISHED, PRIOR TO OCCUPANCY PERMIT AND AFTER ELECTRICAL INSPECTION.

BEFORE DIGGING CALL 811

QUESTIONS? CALL THE CITY CODES AND INSPECTIONS OFFICE – 814-949-2406