



## Swimming Pool / Hot Tub Permit Checklist – RESIDENTIAL

1. **Permit Application & Documentation** – Upload the following information into the OpenGov permit portal:
  - a. **For Above-Ground (Kit) Pools**
    - i. Provide manufacturer’s printed literature and installation instructions
    - ii. Include details for any deck or stair additions
  - b. **For In-Ground Pools**
    - i. Dimensioned, detailed plans showing pool location, decking, fencing, equipment location, retaining walls, spas, pool house location, fire pits, etc.
    - ii. Location of electric meters & panels, pool heater gas lines, overflow, backwash, pool fill, etc.
    - iii. Profile section of the pool.
    - iv. Entrapment protection provisions
    - v. Include any notes or statements on the plan that clarify what work is to be by the pool contractor and what work is to be completed by the property owner.
    - vi. Notes and/or statements on the plans that clarify who will be responsible for alarm installation, fencing and landscape requirements.
  - c. **Site & Zoning – For all pools**
    - i. Provide a site plan showing property lines, other existing structures, pool location, and any decking, fencing, equipment pads, etc.
    - ii. Meet all zoning and setback requirements
    - iii. Provide a land survey or elevation certificate if in a flood plain or near required setbacks
    - iv. For properties on septic or with utility conflicts, provide written approvals or relocation documentation
  - d. **Supplemental worksheet included at the end of this handout** (required for above ground pools)
2. **Barrier Requirements**
  - a. Permanent fencing or barrier required, minimum 4 feet in height with no openings greater than ½ inch
  - b. Gates must be self-closing, self-latching, and open outward
  - c. If a home provides part of the barrier, alarms must be installed on all doors accessing the pool
  - d. ASTM F1346-compliant safety covers may be accepted as an alternative in some cases
3. **Required Inspections** – (Some may not apply to above-ground pools)
  - a. Pre-shotcrete inspection (after excavation, forms, piping, and rebar in place)
  - b. Pressure test on pool piping (150% of operating pressure or air test if permitted)
  - c. Electrical bonding inspection (deck grid, rebar, equipment) prior to covering
  - d. Gas pressure test (minimum 10 psi)
  - e. Electrical rough-in inspection per NEC 680 (including GFCIs and bonding)

- f. Final inspection includes:
  - i. Completed fencing and required alarms
  - ii. Pool filled with water, all equipment installed and functional
  - iii. Required walkways, or site work completed
  
- 4. Other Requirements:
  - a. **Electrical Safety Requirements**
    - i. Maintain safe clearance from overhead electrical lines: minimum 22.5 ft from pool water, 14.5 ft for diving boards/platforms
    - ii. All metallic components and deck reinforcement must be bonded using solid copper conductor (minimum #8 AWG)
    - iii. Underwater lighting must comply with bonding, GFCI, and depth/mounting requirements
  - b. **Energy Code Compliance**
    - i. Heated pools must include a vapor-retardant pool cover to meet energy efficiency requirements

**SUPPLEMENTAL WORKSHEET FOR ABOVE-GROUND SWIMMING POOLS**

(This sheet MUST be included with your permit submittal)

The following information is required to be included with a Swimming Pool permit application:

1. Maximum depth of above-ground swimming pool: \_\_\_\_\_
  
2. Width of above-ground swimming pool: \_\_\_\_\_
  
3. Length of above-ground swimming pool: \_\_\_\_\_
  
4. Maximum number of gallons of water the swimming pool can hold:  
\_\_\_\_\_ Gallons
  
5. Will any excavating be done at the bottom or sides of the pool so that part of the pool is below grade?
  - a. Yes or No
  
6. Will the swimming pool disassembled each year and re-assembled the following year?
  - a. Yes or No
  
7. If yes, will the swimming pool be re-assembled in the same location each year?
  - a. Yes or No