Inspections Division

Date: 05/19/15

Pool Installation/Construction Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

- [ ] A plot plan showing the shape and dimension of the lot, footprint of the pool and its distance from the actual property lines, and the principal structure. Include any decks or accessory structures
- [ ] A complete set of plans that include structural details, size and dimensions and a cross section showing the slope and depth ratios, or for above ground pool, design specifications. Often this information can be obtained from the manufacturer.
- [ ] A complete set of construction details for any accessory structures or decks including: pier or foundation layout, framing, fastenings, guards/handrails, baluster spacing and stair dimensions
- [ ] Details of required barrier protection including the design of fencing, gates, latches, ladders, or audible alarms (if applicable). Please show where they will be located and how they are constructed. This information can often be obtained from the manufacturer
- [ ] Proof of ownership is required if it is inconsistent with the assessors records

All pool installations must be conducted in compliance with the IRC 2009 Building Code

Separate permits are required for HVAC, and electrical installations.

Permit Fee: $25.00 for the first $1000.00 construction cost, $11.00 per additional $1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.