



Residential Swimming Pool or Spa

Requirements for Permit Application

1. A complete permit application form
 - a. For **in-ground pools** please submit a building permit application
 - b. For **above-ground pools** please submit a zoning permit application
2. Submit two (2) copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information.
 - a. A floor plan indicating the proposed pool or spa size, the location of the pool in relation to the house, lot lines, setback limits, and drainage and utility easements, materials used in foundation, rebar, and other construction materials;
 - b. Elevations indicating the height and depth of the structure from established grade, size and depth of the footings, height, location, and material of fencing;

General Building and Zoning Requirements

Pools over 24 inches deep or which exceed a surface area of 200 square feet require a permit, even if they are not permanent structures. Inflatable pools are not exempt from current code requirements.

1. **Utility lines.** Pools and spas shall not be located beneath utility lines or over underground utility lines of any type.
2. **Setback.** No person shall build, situate, or install a pool or spa within 10 feet of any side or rear lot line, or within any required front yard.
3. **Portable fences.** While being constructed, the pool or spa must be fenced with a portable fence, of not less than 4 feet in height.
4. **Minimum height.** All outdoor pools shall be completely enclosed by a fence or wall of the non-climbing type so as to be impenetrable by toddlers, shall not include external handholds, and shall be a minimum of 4 feet in height.
5. **Self-closing.** All outdoor fence openings or outdoor points of entry into the pool area shall be equipped with self-closing and self-latching devices. The openings between the bottom of the fence and the ground or other surface shall not be more than 3 inches.
6. **Latchable spa cover.** All outdoor spas shall have either a fence, as described in divisions (5) and (6) above, or a latchable cover. The cover shall be constructed of a material impenetrable by toddlers.