



PERMIT APPLICATION REQUIREMENTS FOR: **POOL / SPA / WATER FEATURE**

To obtain a permit for a pool, spa, or water feature, please *fill out a building permit application* and supply *two (2) sets of drawings* of the following (inked, photo copied or blueprinted):

1) Site plan including:

- a) Lot size and a North arrow;
- b) All existing structures on the same property or parcel within twenty feet of any portion of the proposed pool, spa, or water feature;
- c) Property lines and all known utility and/or other easements;
- d) Area of pool/spa/water feature;
- e) Location(s), type of material and height of access barriers;
- f) Location and specifications of pool/spa/water feature equipment (including heating, circulating, filtering, and water-handling equipment, GFCI outlets);
- g) Location and specifications of decking, pool stairs, steps, ladders, recessed treads, handrails/handholds, seats and lighting;
- h) Location of all glazing within the prescribed distance from the pool deck area and how the glazing safety requirements will be resolved;
- i) Dimensions, materials, and method of construction;
- j) Area and width of deck;

2) Structural Plan prepared by a registered professional civil or structural engineer which includes:

- a) Reinforcing steel placement, steel diameter, steel specifications, and steel strength
- b) Concrete specifications and strength

3) If pool/spa feature is pre-manufactured, provide:

- a) Make,
- b) Model number,
- c) Manufacturer's installation instructions.
- d) Provide ICBO Evaluation Service (ES) Report for pools and IAPMO sp# for spas

Normal Processing Time from Application to Permit Issuance:

Once all the above items have been submitted and no other changes are required after plan review, the permit should be available for pick-up *after 5* working days.