

COUNTER CHECKLIST FOR POOLS AND SPAS

PART 1 – APPLICATION		TYPE OF ENCLOSURE/FENCE
	PERMIT #	SQUARE FOOTAGE
	DATE	ROOF TYPE (SCREEN, ALUM)
	PROJECT ADDRESS	RECEIVED BY
	SECTION, BLOCK AND LOT	DATE
	TAX FOLIO # (PARCEL ID)	FEES
	OWNERS NAME AND ADDRESS	NOTARIZED SIGN. OF CONTR. OR HOB
	CONTR./HOB NAME, ADDRESS AND TELE.	2 COPIES AS-BUILT W/LOCATION
	CONTR. COMP CARD #/STATE LIC EXP DATE	2 COPIES LAYOUT
	POOL FEE	2 COPIES HIGHLIGHTED ENGINEERING
	VALUATION	
SUBCONTRACTOR INFO ON APP.		PART 3 – ELECTRICAL SUB-PERMIT
	NOTARIZED SIGN. OF CONT./HOB	PERMIT #
	RECEIVED BY AND DATE	PROPERTY ADDRESS
	ENGINEERING # ON UPPER RIGHT HAND CORNER OF APPLICATION	SECTION, BLOCK, AND LOT
	2 COMPLETE SETS OF ENGINEERING, INCLUDING RED COPY	OWNER NAME, ADDRESS AND TELE #
	2 COPIES OF RECORDED N.O.C.	CONTR./HOB NAME, ADD, AND TELE
	2 COPIES ALARM AFFIDAVIT	CLASS OF WORK
	2 AS-BUILT SURVEYS W/ENCLOSURE AND SETBACKS	DESCRIPTION OF WORK
	2 SETS OF POOL PLANS	NOTARIZED SIGN. OF CONT OR HOB
PART 2 – ENCLOSURE/FENCE INFO.		DATE
	PROPERTY ADDRESS	
	SECTION, BLOCK AND LOT	
	OWNERS NAME AND ADDRESS	
	CONTRATOR/HOB NAME ADDRESS AND TELE	
	CONTR. COMP CARD #/ STATE LIC # EXP DATE	
	ENG. NAME, ADDR., TELE #, STATE LIC #	
	DESCRIPTION OF WORK	

THIS CHECKLIST IS FOR BLDG. DEPT USE ONLY
 ADDITIONAL DOCUMENTS MAYBE REQUIRED, ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.

