



Building Department CHECKLIST FOR ABOVE GROUND POOL/SPA PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Dimensions of pool
- Length/width
- Pool shape
- Water depth
- Wall height of pool above grade
- Ladder type
- Barrier type
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Electrical sub-contractor permit application, for the pump.
- Manufacturer's specifications for the pool, ladder and pump. Must also submit specs for the spa cover, if the permit request is for an above-ground spa.
- Pool Safety Barrier Affidavit signed by the homeowner.
- Property survey showing the location of the pool/spa.
- If new electric is being installed, a separate electrical permit application is required and must be submitted with the property survey and plans and drawings.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- If the pool will be installed part in-ground, refer to the "In-ground Pool Checklist".

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.