



Building Department
CHECKLIST FOR ABOVE GROUND POOL/SPA PERMITS

Pre-Approval required by:
Planning Department

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

- For office use only - Permit number, pin number and DPCR #
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Note the wall height of pool above grade
- Note ladder type
- Note barrier type
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Electrical sub-contractor agreement for the pump connection.
- 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 owner.
- Property survey showing the location of the pool/spa.
- If new electric is being installed, note location of new electric on the survey.
- Electrical form
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Affidavit

NOTES:

- If the pool will be installed part in-ground, refer to the "In-ground Pool Checklist".
- If the structure is located in special flood hazard area (SFHA), the application is subject to review for flood regulations.

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.

