



## APPLICATION CHECKLIST

## POOL & SPA

### SUBMITTAL REQUIREMENTS

NOTE: A permit is required for all pools and spas, including pre-fabricated swimming pools and spas, more than 18 inches deep. The application can include related work such as gas lines for barbeques, fire pits, enclosure walls, solar heating systems and other code-regulated work.

Completed [Permit Application](#)

Owner authorization letter or [Owner/Applicant Authorization Form](#) if applicable

Permit fees, due at time of submittal ([see comprehensive fee schedule](#))

Approval block – Provide an area of 3.25" wide by 1.25" high on all pages in the same location for the Town's approval stamp on all plans

Site Plan – Identify the following

- o Lot lines
- o Existing structures
- o Existing easements
- o Size and location of proposed pool/spa dimensioned from lot lines and between structures
- o Pool depth
- o Pool barrier, enclosure and location of all equipment
- o Proposed utility location

Identify construction access (can be shown on site plan)

- o Owner shall reconstruct and repair masonry screen walls removed for installation to be consistent with design, texture, color and height of the existing masonry screen wall
- o Access through Town right-of-way requires a Right-of-way Permit
- o Access through adjacent property requires an approval letter from the property owner
- o Access through common area requires an approval letter for the homeowner's association

[One line diagram](#) of electric service distribution.

Electrical notes to be included on the construction plans if applicable

- o Electrical Installed per 2017 NEC Article 680
- o Existing service size (amps)
- o Sub panel size (amps)
- o Feeder size
- o Motor/Pump horse power
- o Full load amps (FLA)
- o Breaker size (amps)

Mechanical/Plumbing notes including on the construction plans if applicable

- o Mechanical/Plumbing installed perm 2018 IPC/IMC/IRC/ISPSC
- o Length of proposed gas line
- o Size of proposed gas line
- o Heater size (BTU)
- o All equipment providing a means to climb shall be set back from the property line 3 feet.
- o Heater exhaust shall be a minimum of 4 feet from building openings

### FOR OFFICIAL USE ONLY

Revision Date 3/24/2021

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_