



APPLICATION CHECKLIST

POOL & SPA

SUBMITTAL REQUIREMENTS

NOTE: Required for all pool and spa permit applications, including pre-fabricated swimming pools that are more than 18 inches deep and related work such as gas lines for barbeques, fire pits, enclosure walls, solar heating systems and other code-regulated work.

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Valuation of labor and materials for the project on code-regulated items only – do not include landscape items such as flagstone, pavers, trees and shrubbery
- Completed pool and spa data form (2 copies)
- Site Plan (2 sets 8 ½ x 11)
 - o Lot lines
 - o Existing structures
 - o Existing easements
 - o Size and location of proposed structure dimensioned from lot lines and between structures
 - o Pool depth
 - o Pool barrier, enclosure and all equipment
 - o Proposed utility location
- Identify construction access (2 sets or 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 - a right-of-way permit is also required
 - o Access through adjacent property - provide an approval letter from the property owner
 - o Access through common area - provide an approval letter for the homeowner's association

FOR OFFICIAL USE ONLY

Revision Date 5/17/2019

Permit No. _____

Date Received _____