



Document Submittal Checklist for Above Ground Seasonal Swimming Pool

- This checklist is to be completed by the permit applicant to assure a complete submittal.
- The permit technician will also use the checklist to confirm a complete submittal. If the submittal is incomplete, it will not be accepted and the permit applicant will be asked to hold on to all documentation until their submittal is complete.

A detailed site plan is required with the submittal of a permit application.

Site Plan shall show the following details:

- Drawn to scale
- Property boundaries
- All existing buildings (house, sheds, garages etc.)
- Correct location of proposed swimming pool (where you intend to place the pool)
- Dimensions of the pool shown (example: 36" deep X 20' diameter)
- Distances from the property lines to the pool?
(minimum setbacks – 3 feet side yard, 5 feet rear yard)
- Indicate correct location of all overhead power lines and the distances from the pool
- Location of fencing and gates. Indicate height of fence and fence material.
- Address of the property
- Location of exterior GFCI protected receptacles

Plan Review (Allow 3-5 working days for plan review to be completed). The plan reviewer will review the submittal to confirm compliance with the building codes. Pool cannot be placed/installed/set until a pool permit has been issued.