

Swimming Pool, Spa, and Hot Tub Permit Packet

General Information

Whether portable, inflatable, or permanent, any swimming pool or hot tub **capable** of being filled with **24 inches of water or more** must have a safety barrier meeting the requirements listed in this document. A building permit **must** be obtained. (IMAGES A & B). To apply for a building permit, please use the "Building, Fire, Demolition, or Communications Permit Quick Guide and Application" document. Permit applications must contain information outlined in the **Permit Application Notes** (highlighted in each section of this document) as part of the construction documents.

Above Ground Swimming Pools

- All inflatable swimming pools require a safety barrier (see safety barrier information for detailed requirements).
- The side walls of permanent above ground swimming pools and portable pools constructed of PVC pipe and have a flat surface (IMAGE B) may be used as the safety barrier upon meeting the following requirements:
 - The pool walls must be a minimum of 48 inches in height measured on the outside of the pool.
Note: if the pool is installed into or on a hillside, the grade must be cut back so that no part of the grade is within 48 inches of the top of the pool. A compliant fence or guard must be installed around the perimeter of the pool if it is closer than 48 inches to grade. The opening between the barrier and top of the pool must not exceed inches. (IMAGE K).
 - Removable or locking stairs must be used for pool access (IMAGES A, B, & C) and must be labeled in accordance with section 705, which is attached at the end of this guide.
 - The pool pump and filter shall be set back a minimum of 3 feet from the pool walls.
- **Permit Application Notes** - Provide height of pool to top of walls and information of grade where pool will be installed (level or hillside), provide picture or pamphlet of ladder and stairs and indicate what label will be installed on them.

In Ground Swimming Pools

- A safety barrier (fence and/or building walls) must enclose the pool area completely (IMAGE D) and comply with the following:
 - Barrier must be a minimum of 4 feet in height measured from the outside.
 - When horizontal members of the barrier are greater than 45 inches apart, the maximum opening of vertical members may be 4 inches. When horizontal members are less than 45 inches apart, the maximum opening between vertical members may be 1 ¾ inches (IMAGE I).
 - Chain link fence openings shall be a maximum of 2 ¼ inch (IMAGE J).
 - The maximum opening between the bottom of the fence and the grade is 2 inches (IMAGE I).

- All gates shall swing in the direction away from the pool area (swing out), self-close, and self-latch.
- Gate release mechanisms shall comply with one of the following:
 - The release mechanism must be located a minimum of 54 inches in height measured from the grade below (IMAGE E) **or**
 - The release mechanism must be located on the inside part of the gate, a minimum of 3 inches down from the top. In addition, there must be a barrier with openings no greater than ½ inch within 18 inches in all directions from the release mechanism. Exception: the barrier does not have to continue past the top of the gate as shown in IMAGE F.
- The following requirements must be followed when a building wall is part of the safety barrier:
 - All door and window openings with a sill height less than 48 inches from the floor must be alarmed with a pool guard alarm listed and labeled in accordance with UL 2017 (IMAGE G).
 - The alarm deactivation switch must be located a minimum of 54 inches in height measured from the floor (IMAGE G). The pool guard alarm is **not** a typical motion or home security alarm.
- Barrier Exception: A safety barrier is not required if the swimming pool has a power safety cover complying with ASTM F1346.
- In most cases, an in-ground swimming pool will be filled with water prior to backfill. In some cases, the concrete around the pool and safety barrier (fence) cannot be installed until the backfill is complete. This creates a situation when the pool is filled without the required safety barrier. Strong consideration should be placed on installing the safety barrier before the pool is filled. If it is infeasible to install the permanent barrier without first filling the pool, a temporary safety barrier meeting all the above requirements shall be installed.
- **Permit Application Notes:** Provide the following information with your permit application to show that safety barrier requirements will be met:
 1. Property or survey of the pool area showing that it will be completely enclosed by a fence and/or building walls.
 2. Picture or pamphlet of the fence indicating the height and spacing of horizontal and vertical members and opening between the grade and bottom of the fence.
 3. Information regarding the gates and release mechanisms.
 4. Information regarding the doors and alarms at door and window openings in building walls.

Above Ground Swimming Pools with Decks

- A safety barrier (fence and/or building walls) must completely enclose the pool and/or deck area and comply with the following:
 - Safety barrier must be a minimum of 4 feet in height measured from the outside. When a gate at the top of stairs for a deck is part of the safety barrier, the measurement is taken from the last stair if the gate is flush with edge of the floor. If the gate is not flush with the edge of the floor the measurement is taken from the floor level (IMAGE H).
 - When horizontal members of the barrier are greater than 45 inches apart, the maximum opening of vertical members may be 4 inches. When horizontal members are less than 45 inches apart, the maximum opening between vertical members may be 1 ¾ inches. When the deck floor is less than 45 inches to grade, vertical openings may not be greater than 4 inches (IMAGE I).
 - The maximum opening between the bottom of a fence or gate and grade is 2 inches (IMAGE I).
- All gates shall swing in the direction away from the pool and/or deck area (swing out) and self-close and self-latch regardless if it is located at the top or bottom of stairs to a deck.
- Gate release mechanisms shall comply with one of the following:
 - The release mechanism must be located a minimum of 54 inches in height measured from the grade below (IMAGE E) **or**
 - The release mechanism must be located on inside part of the gate a minimum of 3 inches down from the top. In addition, there must be a barrier with openings no greater than ½ inch within 18 inches in all directions from the release mechanism. Exception: the barrier does not have to continue past the top of the gate (IMAGE F).
- When the gate for stairs leading to a pool deck are located at the bottom (grade level) it must comply with the following:
 - Guardrails along both sides of the stairs and gate itself must be a minimum of 48 inches in height measured on the outside (IMAGES E & F).
 - The gate must meet the safety barrier requirements for spacing of horizontal members and vertical openings (IMAGE I).
 - The gate must swing outward and meet the requirements for release mechanisms.
- The following requirements must be followed when a building wall is part of the safety barrier:
 - All door and window openings with a sill height less than 48 inches in height from the floor must be alarmed with a pool guard alarm listed and labeled in accordance with UL 2017 (IMAGE G).
 - The alarm deactivation switch must be located a minimum of 54 nches in height measured from the floor (IMAGE G). The pool guard alarm is **not** a typical motion or home security alarm. Exception: An alarm is not required at door openings when the pool is equipped with a power cover.

- **Permit Application Notes:** Provide the following information with your permit application to show that safety barrier requirements will be met:
 1. Property or survey of the pool area showing that it will be completely enclosed by a protected deck, fence, and/or building walls.
 2. Picture or detail of the fence and guardrails (when required to meet safety barrier opening requirements) indicating the height and spacing of horizontal and vertical members and opening between the gate and deck floor and/or grade and bottom of the fence.
 3. Information regarding the gates and release mechanisms.
 4. Information regarding the doors and alarms at door and window openings in building walls.
 5. Deck construction details. See "Residential Deck and Deck Roof Guide" for deck requirements.

Hot Tubs

- All hot tubs must have a safety cover that complies with ASTM F 1346.
- **Permit Application Notes:** Provide copy of hot tub and cover pamphlet(s) indicating compliance with ASTM F 1346.

Swimming Pools with Heaters

- Heaters shall be equipped with a readily available on-off switch and shall not have continuously burning pilot lights.
- Pools heated to temperatures greater than 90 degrees shall have pool cover with a minimum insulation value of R-12.
- **Permit Application Notes:** Provide copy of pamphlet indicating compliance with heater and covers.



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Swimming Pool, Spa, and Hot Tub Permit Packet - Example Images



IMAGE A

A permit is required for a portable framed swimming pool with PVC piping; however, the pool walls may be used as the safety barrier if the following requirements are met:

1. Pool walls are a minimum of 48 inches in height from grade to the top of pool rail.
2. Ladder is removeable or capable of being folded and locked in the up position. Include label on ladder.



IMAGE B

A permit and safety barrier are required for an inflatable or portable swimming pool. The pool walls cannot be used as the safety barrier. The safety barrier for these types of pools must comply with those requirements for an in-ground swimming pool.



IMAGE C

Ladder/stairs that are capable of being swung up and locked into position so that the safety barrier is in place while the pool is not in use. Include label on ladder.



IMAGE D

In-Ground swimming pool completely enclosed by fencing.



IMAGE E

Release mechanism located at 54 inches above grade. Gate and handrails are a minimum of 48 inches in height at all locations. Maximum of 2 inches between bottom of gate and stair.



IMAGE F

Gate at bottom of stairs. Release mechanism located on inside of gate a minimum of 3-inches down from the top (release mechanism in photo is actually 12 inches from the top). Safety barrier with maximum ½ inch openings is within 18-inches of all directions of the release mechanism (see different spacing along guardrail and gate).

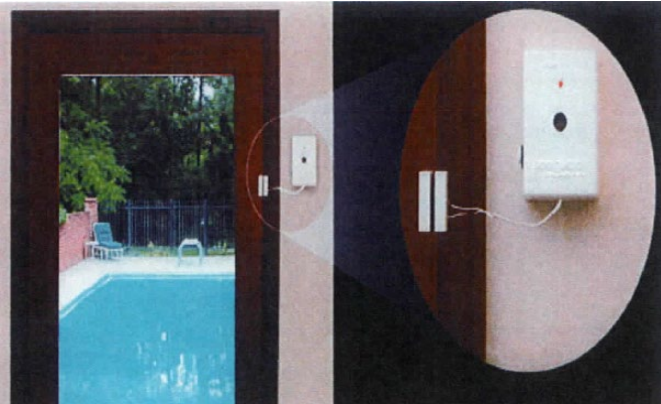


IMAGE G

Pool guard alarm listed and labeled in accordance with UL 2017. Minimum 54 inches in height. Must be on all doors and windows with a sill height less than 48 inches above the floor in exterior walls used as part of the barrier to pool areas.



IMAGE H

Gate at top of stairs. Safety barrier measurement for the gate (48-inches minimum height) is taken from the last stair if gate is flush with edge of deck floor or is taken from the floor if gate is not flush with the edge.

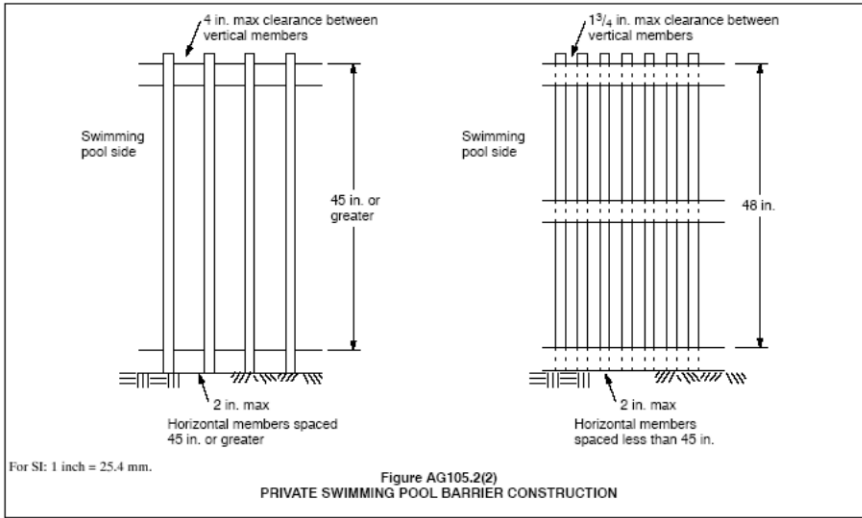


IMAGE I

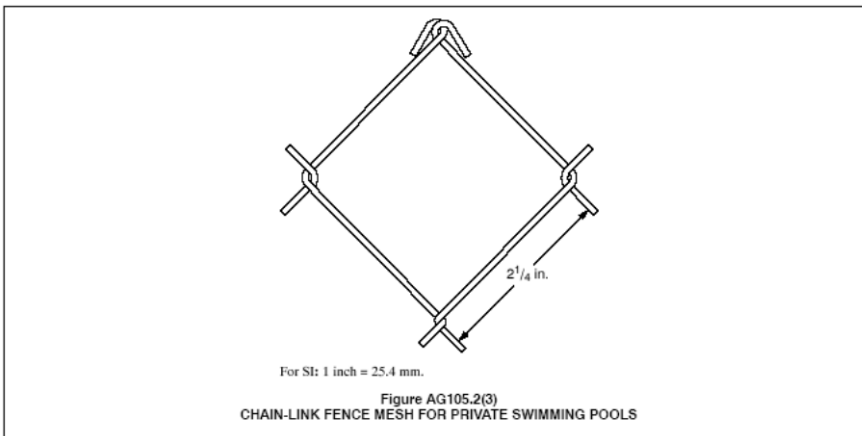


IMAGE J

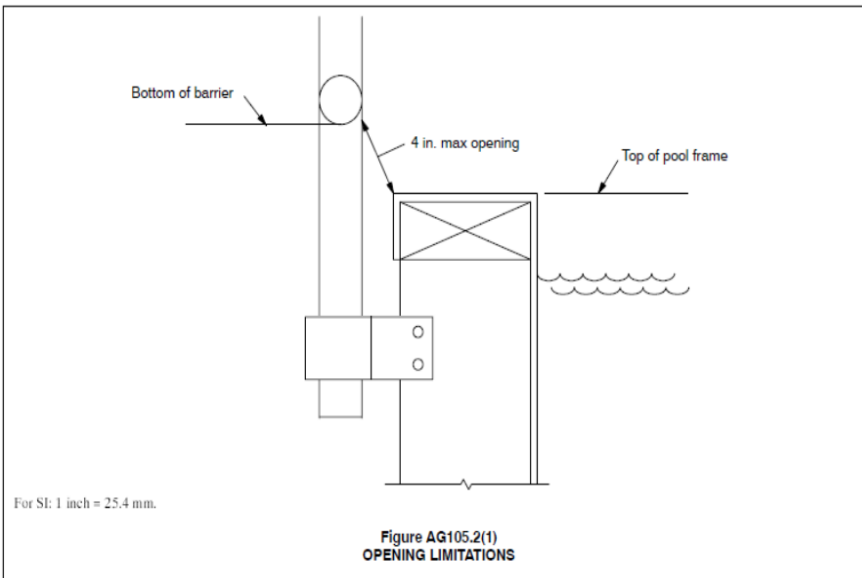


IMAGE K