

# Pool Permit Application Checklist

Use this checklist before submitting your pool permit application. A complete application is the single biggest factor in processing speed.

## Project Information

Property Address:	_____	Permit #:	_____
County / City:	_____	Date Submitted:	_____
Pool Type:	<input type="checkbox"/> Inground <input type="checkbox"/> Above-Ground <input type="checkbox"/> Hot Tub/Spa	Depth:	_____
Contractor:	_____	License #:	_____
HOA:	<input type="checkbox"/> Yes — approval obtained <input type="checkbox"/> No HOA	Flood Zone:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 1 — Permit Application Documents

- **Permit application form**

Download from your city or county building department website. Fill out completely — partial applications are returned without review.
- **Site plan / lot diagram**

Shows pool location with all distances to property lines, easements, and structures. Hand-drawn is acceptable in most jurisdictions.
- **Pool specifications sheet**

Manufacturer spec sheet (above-ground) or engineer-stamped drawings (inground). Must show dimensions, max depth, and water capacity.
- **Survey or plat map**

Shows lot boundaries and all recorded easements. Available from your county recorder or title company.
- **Contractor license copy**

State license number and local business tax receipt. Some jurisdictions also require a certificate of insurance.

## 2 — Safety, Barrier & Special Conditions

- **Barrier / fence compliance plan**

Shows how pool access is controlled: fence height, gate hardware, latch placement. For above-ground with lockable ladder: show ladder detail.
- **HOA approval letter**

Must be obtained BEFORE submitting your county permit. HOA review can take 30–60 days — start early.
- **Septic setback verification**

If septic system on property: show pool distance from tank and drain field. Most jurisdictions require 10–25 ft minimum setback.
- **Flood zone documentation**

If in a FEMA flood zone: may require elevation certificate or environmental department review before permit can be issued.

## 3 — Electrical Permit (Filed Separately by Your Licensed Electrician)

- **Electrical permit application**

Separate from the building permit — filed by your licensed electrician. Covers pump wiring, lighting, bonding, and GFCI protection.

- **Bonding plan / diagram** Shows how all metal components (rebar, rails, ladders, equipment) are bonded together per NEC Article 680.
- **Load calculation** Confirms panel capacity and dedicated circuit size for pump, heater, and lighting.

#### 4 — Inspection Milestones — Schedule Each Before the Next Construction Stage

- **Excavation / pre-pour** Before concrete is poured. Inspector verifies dimensions, soil conditions, and setback compliance.
- **Steel / rebar inspection** After rebar placement, before gunite or concrete. Required for all inground pool construction.
- **Rough plumbing** After pipes are set, before backfill. Verifies drain placement and anti-entrapment drain covers are in place.
- **Rough electrical / bonding** Before plastering or decking. Verifies bonding wire continuity and GFCI placement.
- **Pool barrier / fence** After fence is fully installed. Barrier must pass inspection before pool is filled with water.
- **FINAL INSPECTION** All work complete. DO NOT fill pool until final inspection passes and certificate of completion is issued.

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**Note:** Requirements vary by jurisdiction — your building department may require additional documents. Always verify current rules with your local building department. This checklist is for informational purposes only.

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