

# Pool Project Timeline Worksheet

Fill in your project dates at each milestone — from HOA review through final inspection and certificate of completion.

## Project Information

**Property Address:** \_\_\_\_\_

**Pool Type:**  Inground — Concrete  Inground — Fiberglass  Above-Ground  Spa

**Pool Contractor:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_ **Permit Expires:** \_\_\_\_\_

**County / City:** \_\_\_\_\_ **Building Dept. Phone:** \_\_\_\_\_

## PRE-PERMIT PHASE

Milestone	Target Date	Actual Date	Notes / Passed
<b>HOA application submitted</b>	Target date	Actual date	HOA approval received
Site plan / documents prepared			
Pool contractor confirmed + licensed			
Permit application submitted			
Permit fee paid	Amount: \$		

## PERMIT REVIEW PHASE

Milestone	Target Date	Actual Date	Notes / Passed
<b>Plan review complete / permit approved</b>	Expected date	Actual date	Permit posted on site
Comments / correction letter received			Response submitted
Permit issued			

## CONSTRUCTION PHASE

Milestone	Target Date	Actual Date	Notes / Passed
<b>Excavation begins</b>	Target	Actual	Excavation inspection passed
Steel / rebar set			Steel inspection passed
Gunite / shell / concrete poured			
Rough plumbing set			Plumbing inspection passed

Rough electrical / bonding

Electrical inspection passed

Decking / coping complete

Plaster / finish applied

Pool fence / barrier installed

Barrier inspection passed

Equipment installed

Equipment electrical inspection passed

## FINAL & COMPLETION PHASE

Milestone	Target Date	Actual Date	Notes / Passed
<b>Final inspection scheduled</b>	Date requested	Inspector name	
Final inspection completed		Pass / Fail	
Certificate of completion issued			
Pool filled	Start fill date	Fill complete	
Water balanced and pool ready to swim			■