

CHECKLIST FOR POOL PERMIT SUBMITTALS

- Zoning Review application + \$35 fee
- Site Work Folder – Walkway/Patio/Pad for equipment (if concrete)
 - Site Work Application
 - Survey showing location, dimensions & setbacks
- Pool Permit Application:
 - Small Construction, Building, Electric, Plumbing, Paramus Soil
- Check for:
 - Backflow Preventer
 - Fence & lock information
- On Site Survey:
 - Pool location dimensions, setbacks
 - Ladder location (if above-ground)
 - Walkway location, dimensions, setbacks
 - Patio location, dimensions, setbacks
 - Filter location, setbacks
 - Fence, height, gate locations (must be property owner's)
- Specification Sheets – 1 per Subcode:
 - Heater
 - Filter
 - Pump
 - Drains
 - Salt Water Sanitizer (if specified)
 - Fence & Lock
 - Gas Riser Diagram
 - Electrical Wiring Diagram & specifications (must comply with 2020 NEC 680)
 - Pool Specs plus diagram

CHECKLIST FOR POOL PERMIT SUBMITTALS

In-ground or above-ground pool

- Erect 10 ft. from the rear yard and side yard setbacks
- At least 5 ft from any structure (house, shed or garage)
- A walkway cannot exceed 4 ft. in width or it will be considered a patio and must meet patio required setbacks

Above-ground pool

- Erect 10 ft. from the rear yard and side yard setbacks
- At least 5 ft. from any structure (house, shed or garage)
- Can act as the barrier if:
 - Minimum of 48 inches above finished grade
 - Ladder to gain access to the pool protected by a 48 inch high barrier
 - Self-closing and latching gate
 - Must swing outward away from the pool

Fences for an in-ground pool

- Fence shall be owned by applicant and erected on said property
- Minimum of 4 ft. high
 - Self-closing and latching gate(s)
 - Must swing outward away from the pool – good side facing out

Pool permits:

- Small Construction, Building, Electric, Plumbing, Soil Moving Permit (if necessary)
- Site Work Permit
- Zoning Review Sheet plus \$35 Zoning Fee
- Site survey that is no more than 20 years old
- Handouts: Safety Barrier Guidelines for Home Pools; VGB-2008 compliant Round Pool Drains; Appendix G Swimming Pools, Spas and Hot Tubs
- Specs for pool

Survey with house drawn to scale: (Example: 1 in. = 20 ft.)

- Survey not to exceed 20 years
- Pool must be drawn to scale on the survey
 - Dimensions of pool and setbacks
 - At least 5 ft. from house, shed, garage, etc.
- Show location of ladder *if above-ground pool*
- Show filter location and setbacks for filter location on survey
 - Pool filter equipment – a minimum of 10 ft. from rear & side yards

Walkway around the in-ground pool – Site Work Permit (Separate Folder)

- All proposed work must be drawn to scale. Not the dimensions on the survey
- A walkway can encroach into any setback if it is only 4 ft. wide or less
 - Any area larger than 4 ft. wide is considered to be a patio area and must be 10 ft. from rear yard line
- Are you putting in a patio? If so, note the dimensions on the survey
 - All patios must comply with required setbacks

Inspections – In Order:

- Electric (bonding)
- Building (backfill, if in-ground pool)
- Electric & Plumbing Roughs including trench and pressure test
- Finals – Building, Electric, Plumbing (backflow preventer and heater if needed)