

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

**SWIMMING POOLS (IN-GROUND OR ABOVE-GROUND)
SPAS AND HOT TUBS (CONTAINS WATER OVER 24 INCHES DEEP)**

- Please read all of the following information.
- The following is a check list. You must have a “checklist” in all the sections listed below prior to submitting your application.

____ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your pool, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the pool, the attached form must be completed and notarized.

____ A site plan showing the proposed pool, hot tub or spa location including the distances in feet, to the front, sides and rear property lines.

____ Three (3) sets of complete construction documents that show in detail code compliance for all of the work proposed to be included but not limited to the following information;

- ____ Safety barrier – show type for your specific pool installation, (fence, walls, etc.) including height. (Barrier requirements attached).
- ____ If installing deck at pool – take submittal requirements for deck also.
- ____ Electrical service (pump, filter, receptacles, etc.) show location and type of wiring method. (Electrical requirements attached).

____ Complete building permit application

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.