

Checklist/Instructions for Pools - Residential

Above Ground Pool Requirements:

- Required Application(s):
 - Building Permit: Pools – Residential**
 - Zoning Permit: Pools – Residential**
 - Plumbing Permit: New – Residential** or **Retrofit/Replacement - Residential** (only required if running water directly from the house to the pool)
 - **Please Note:** the Plumbing Permit must be obtained by a Licensed Plumber
- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the pool will be on the property. You will need to include the dimensions of the pool and the distance between the pool and the property lines. You also need to show the location of all existing structures on the property.

In-Ground Pool Requirements:

- Required Application(s):
 - Building Permit: Pools – Residential**
 - Zoning Permit: Pools – Residential**
 - Plumbing Permit: New – Residential** or **Retrofit/Replacement - Residential**
 - **Please Note:** the Plumbing Permit must be obtained by a Licensed Plumber
- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the pool will be on the property. You will need to include the dimensions of the pool and the distance between the pool and the property lines. You also need to show the location of all existing structures on the property.
 - Construction Plans/Drawings:** submit plans with the Building Permit application.
- Additional Information/Requirements:
 - Plan Review:** your applications and documents will be reviewed by Permit Center Staff and then submitted to Plan Review. Plan Review occurs every Friday. Once reviewed, you will receive notification by email if your plans have been approved or if additional information is needed.