

Guide To Swimming Pool Permits

Fees

- **\$166.25 In-Ground Pool** (\$125.00 pool fee and a \$40.00 zoning fee)
- **\$141.00 Above-Ground Pool** (\$100.00 pool fee and a \$40.00 zoning fee)
- **\$75.75 Electrical Permit Fees** (for associated pool wiring if needed)
- The above permit fees include a 1% State of Ohio Fee.
- These fees are collected once a permit has been issued and are not required at the time of the application.

Application Requirements

- Completion of an application form furnished by the building department.
- Two (2) sets of plans of sufficient clarity to indicate how the proposed pool will be constructed. (*see plan requirements*)
- Two (2) sets of drawings/literature on the fence/barrier required to enclose and protect the pool. (*see plan requirements*)
- Two (2) sets of literature on the alarm system that may be required, on doors from the dwelling that has direct access to the pool. (*see plan requirements*)
- Two (2) plot plans/site plans showing the location of the proposed pool, existing structures, and the distances from the property/lot lines. (*see plan requirements*)

Action on the Application

- The building and zoning departments will examine the application and plans of the proposed pool within two weeks or ten working days.
- If the application and plans of the proposed pool conform to the building and zoning codes, the applicant is notified and a pool permit is issued. The applicant shall pick up one set of the approved plans and pay the permit fees prior to the start of construction.
- If the application and plans of the proposed pool do not conform to the building and zoning codes, the applicant is notified and the reasons for the disapproval will be given in writing.

Inspections on In Ground Pools

- Footing – On In Ground pools a footing inspection is required after the excavation and installation of the structural elements of the pool walls. The concrete footing or bond beam shall be installed if required by the approved plans. This inspection shall be performed **prior** to covering and back filling of the pool walls.
- Underground Electric & Bonding – **Prior** to back filling of pool walls and electrical trenches. Bonding of metallic pool parts that will be covered by the backfill of the pool walls.
- Gas Piping – This will include any gas line run underground to a pool heating unit before covering.
- Upper Electrical Bonding – Bonding of all metallic pool parts that will be located beneath the concrete surfaces surrounding the pool.
- Final Electric – After the completion and installation of all electrical wiring, equipment, devices, and fixtures. This inspection occurs prior to the final inspection.
- Final Inspection – After the completion of all pool work and **prior** to the pool being utilized for swimming. The fences or barriers shall be complete and alarms installed on all doors of the dwelling that have direct access to the pool area

Inspections on Above Ground Pools

- Rough Electric – This will include inspection of underground electric to pool pumps, filtering systems, or other related equipment. Outlets, sub panels, and lighting fixtures if installed shall be inspected.
- Framing/Structural – After the installation and completion of the pool walls.
- Gas Piping – This will include any gas line run above ground to a pool heating unit.
- Final Electric – After the completion and installation of all electrical wiring, equipment, devices, and fixtures. This inspection occurs prior to the final inspection.
- Final Inspection – After the completion of all pool work and **prior** to the pool being utilized for swimming. The fences/barriers that will prevent unsupervised access to the pool shall be complete.

Time Limitations

- Work shall commence within twelve (12) months of the approval of the swimming pool construction documents. One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars. If in the course of construction, work is delayed or suspended for a time period of six (6) months, the approval of the plans or drawings is invalid. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension.

Plan Requirements

Plot Plan – The plot plan shall show the location of the proposed pool, electrical disconnects, existing structures, and the location of pool pumps, filtering devices and the pool heating equipment. Please keep in mind; all pool equipment shall be located ten (10) feet from all property lines, and not less than ten (10) feet from the building setback line. When deciding on a pool location, consideration must be given to existing electrical outlets, devices, and buried cables. Typically these items must be at least (5) five feet horizontally from the inside of the pool walls. Additionally, the plot plan shall show the location of the fence/barrier that will enclose the pool.

Standard Assembly Drawings – The standard assembly drawings can be obtained from the manufacture of the pool. These drawings show how the pool shall be assembled and the configuration or layout of the pool. These drawings must bear the seal of a registered engineer. See sheet #1 and #2 for examples of in ground pool, standard assembly drawings.

Fence/Barriers Sections (Above Ground Pools) – Often above ground pools utilize the pool walls as a fence/barrier if the pool walls are at least 48 inches high. If the pool walls are used as a barrier, and the means of access to the pool is a ladder or steps, then; the ladder or steps shall be capable of being secured, locked or removed to prevent access. The plan submittal shall include information on the means to prevent access to the pool.

Fence/Barrier Sections (In Ground Pools) – The fence/barrier sections shall show the height of the fence (4 feet minimum) and the size of openings in the fence (4 inch maximum). Please include a section of any pedestrian access gates that may be in the fence. Gates shall open outward away from the pool and be self-closing and self-latching. When the release mechanism of the gate is located less than 54 inches from the ground; the release mechanism shall be located on the pool side of the gate and a minimum of (3) inches below the top of the gate. Openings in the gate shall be no greater than ½” within (18) inches of the release mechanism. Fence/Barrier sections may be obtained from the manufacture of the fence or the applicant may draw a section of the proposed fence/barrier and pedestrian gates.

Door Alarms – Literature from the manufacture of a door alarm shall be included in the plan submittal when a wall of a dwelling unit serves as part of a fence/barrier. All doors that have direct access to the inside of the pool area, shall be equipped with an alarm which produces an audible warning when the door and it’s screen, if present, are opened. Literature from a typical door alarm manufacture has been included in this guide. Please Note: This Guide is to familiarize an applicant with the swimming pool permit process and some of the various code requirements. The information contained in this guide is a summary; please refer to the 2011 National Electric Code, 2012 International Residential Code – Appendix G, and The City of Westerville Codified Ordinances for a comprehensive and complete set of codes and standards.

Have Questions or Need Help

- If you have questions regarding zoning issues such as where the pool can be located and setback requirements, please contact Jeff Buehler at 901-6659 or Lisa LaMantia at 901-6661.
- If you need additional electrical information in greater detail or have specific electrical questions, please contact the electrical inspector Gary Turner at 901-6653.
- If you need additional information on fences/barriers, alarms, or other pool questions, please call 901-6650 and ask to speak with a building inspector.