



POOLS, SPAS & HOT TUBS GUIDELINES

PERMITS AND FEES:

- A Building permit is required for pools that:
 - Are more than 150 square feet.
 - Hold over 5,000 gallons.
 - Are 24 inches deep.
- In addition, plumbing, mechanical, and electrical permits are required for associated equipment such as heaters, pumps, and electrical equipment.
- Portable self-contained spa or hot tub on a slab typically only require an electrical permit.
- Fees for residential pools are \$50.00 for the building permit + \$50.00 for each additional trade permit required.
- Fees for commercial pools are based on the cost to install the pool which is \$4.00 per \$1000.
- Who should apply for the permit?
 - **Homeowners may obtain permits in their own name. However, it is strongly recommended a properly licensed contractor pull the permits as the responsible party so the town can better assist in gaining compliance for defective work.**

DOCUMENTS REQUIRED

- Permit application(s)
- Building plans for in ground pools 11x17 minimum.
- Manufacturers installation guide for above ground pools.
- Plat of property.

PERMIT PROCESS:

1. Submit permit application and associated documents.
2. Review by building and zoning departments.
3. Notification of approval
4. Payment
5. Permit issuance.



INSPECTIONS:

- You are required to obtain inspections from the town for your project. The town must be notified when the stages of construction are reached that require an inspection. It is the permit applicant's responsibility to ensure all inspections are requested and completed.

Electrical / Steel and Bonding	<ul style="list-style-type: none"><input type="checkbox"/> Framework must be in place and bonded (Typical; vinyl liner pools).<input type="checkbox"/> All required reinforcing steel must be in place and properly bonded. Any decking with metal reinforcement must be prepared and properly bonded. Any other equipment requiring bonding must be in its roughed in location.<input type="checkbox"/> If problem soil, inspection must be made by engineer.
Site Trenching and Piping	<ul style="list-style-type: none"><input type="checkbox"/> All conduit must be installed at proper depth(s).
Electrical Rough-in	<ul style="list-style-type: none"><input type="checkbox"/> Wiring rough-in completed including rough in for heaters, etc.
Mechanical / Gas	<ul style="list-style-type: none"><input type="checkbox"/> Gas / Oil pool heater line installation; proper materials & depth with pressure test, prior to concealment.
Mechanical / Tanks / Propane	<ul style="list-style-type: none"><input type="checkbox"/> New tank installation associated with pool heater. Anode placement (Propane), prior to concealment.
Mechanical / Rough-in	<ul style="list-style-type: none"><input type="checkbox"/> Pool Heater; PTR valve & piping & connections. (manufacturer's instructions to be on site).
Final	<ul style="list-style-type: none"><input type="checkbox"/> Pool heater must be completely installed (as applicable).<input type="checkbox"/> Appliances, slides, motors, pumps, receptacle outlets, lighting, panels, switches, etc. must be properly installed, secured and operational.<input type="checkbox"/> All permanent barriers, safety covers, removable / fold up ladders must be in place and operational including door alarms, etc.<input type="checkbox"/> All work as indicated on the permit must be completed including final inspections on any retaining walls issued on associated permits.

This is a list of inspections for typical pools; other inspections may be required in special circumstances. If work is being performed requires other inspections as required by the USBC, then it is the responsibility of the contractor to schedule for the appropriate inspections.



POOL BARRIER REQUIREMENTS:

All outdoor pools, spas and hot tubs must be protected with a barrier (fence) as listed below. Powered safety covers for pools and lockable safety covers for spas and hot tubs can be substituted for barriers if designed to meet the ASTM 1346.

- Minimum height measured from outside face grade shall be 48 inches.
- The clearance from the bottom of the barrier shall be:
 - 2 inches to grass, gravel or mulch.
 - 4 inches to concrete, wood or other hard surface.
 - 4 inches maximum between the top of an above-ground pool and bottom of the barrier.
- Openings:
 - Minimum size shall be to 1¼ inches (measured horizontally).
 - If horizontal elements are more than 45 inches apart, vertical elements can be space less than 4 inches.
- Barriers shall not be climbable such that:
 - Brick or stone walls must have no protrusions or indentations.
 - Horizontal elements less than 45 inches apart must be on inside face.
- Barriers must be a minimum of 20 inches from the edge of the pool.
- Equipment such as pumps, filters and heaters shall not be within 36 inches of the barrier on the same property.
- Barriers must be a minimum 3 feet from the property line.
- Access gate:
 - Must meet barrier requirements.
 - Must be self-closing/latching and swing away from pool.
 - Latches must be 54 inches from bottom and at least 3 inches from top of gate on pool side.
 - There shall be no openings ½ inch or greater within 18 inches of the latch.
- Mesh fences such as Protect-A-Child or Life Saver Pool Fence are permitted provided such barriers meet the requirements of the International Swimming Pool and Spa Code.
- Door and windows with sill heights less and 48 inches high that open into the pool area shall be alarmed. Alarms shall be in accordance with UL 2017 with a reset switch 48 to 54 inches above the door threshold or floor.



OTHER REQUIREMENTS

Swimming pools, spas and hot tubs must also meet the highlighted requirements listed below. All other requirements and design standards can be found in the International Swimming Pool and Spa Code.

- Energy Conservation:
 - Heaters shall have an accessible on-off switch that can be activated without adjusting the thermostat.
 - Gas heaters shall not be equipped with a continuous pilot burner.
 - Heaters and pumps serving swimming pools shall be controlled by timers that can automatically turn equipment on and off.
 - Heated pools and spas must be equipped with a vapor retardant cover.
- Pool areas, patios and decks:
 - Areas around pools, spas and hot tubs shall have surfaces that are slip resistant.
 - Surfaces shall be sloped to prevent the standing water. Typical slopes are 1/8- to 1/2-inch per foot depending on the type of surface.
 - Edges of decks and patio shall be rounded or tapered with no sharp corners.
 - Decks and patios shall have access to an outdoor hose for rinsing operations.
- Safety:
 - Pool filtering and circulation systems shall be designed to prevent suction entrapment.
 - Pools with depths greater than 42 inches shall have handholds located a maximum of 12 inches above the waterline and no more than 4 feet apart.
 - Pools shall not have obstructions that can cause entrapments by pinching or wedging.
 - Pools with varying depth shall have a rope float in the shallow end within 1 to 2 feet of the slope-break.
- Recreation Equipment:
 - Pools equipped with diving equipment shall have a clear area free of obstructions and a depth as required by the International Swimming Pool and Spa Code.
 - Diving equipment shall be labeled by the manufacturer and slip resistant.
 - Slides are permitted and shall be installed in accordance with the manufacturer's instructions.