

# PERMITTING & BUILDING POOLS/SPAS IN SANDY SPRINGS

Attend the next BUILD: SANDY SPRINGS seminar to learn everything that you need to know about building pools/spas and their surrounding decks in Sandy Springs. We will discuss the permitting process, zoning and design requirements, document submittal requirements, plan review process, inspections and ultimately issuing the Certificate of Completion.

This seminar is free and open to the public. It is strongly recommended for all pool and general contractors. This will be a live, in-person seminar. We will be socially distancing and masks will be required to attend. You don't want to miss this next great seminar!

When: Wednesday, May 26, 2021

9:00am to 10:30am

Where: Sandy Springs City Hall  
Terrace Meeting Room (3<sup>rd</sup> Floor)

1 Galambos Way

Sandy Springs, GA 30328

Cost: Free (you must register online to attend)

Register: [spr.gs/BuildSeminars](https://spr.gs/BuildSeminars)

**BUILD: SANDY SPRINGS**

Let's build something great together



**SANDY SPRINGS™**  
GEORGIA



The background is a detailed architectural floor plan in white lines on a dark blue background. It shows various rooms with labels and area measurements. Labels include 'QUARTO 2' (12.04 M²), 'HALL' (0.95 M²), 'SANIT.' (4.36 M², 5.02 M², 5.04 M²), 'SERVICO' (2.25 M²), and '3.18 M²'. There are also room numbers like 'P1', 'P2', 'P3' and a large area labeled '11.22 M²'. The plan includes furniture like beds, desks, and chairs, and architectural features like doors, windows, and stairs.

# BUILD: SANDY SPRINGS

Let's build something great together



# **BUILD: SANDY SPRINGS**

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Let's build something great together

- **“BUILD: SANDY SPRINGS”** is a series of seminars presented by the Community Development department of the City of Sandy Springs, GA.
- It is intended to educate the public on the current policies, procedures and expectations of the City of Sandy Springs, GA as it relates to construction within the jurisdiction.
- The information presented in these seminars is subject to change with new Code adoptions, changes in City ordinances and zoning, and changes in office policy as it relates to current construction trends.

# PERMITTING & BUILDING POOLS/SPAS IN SANDY SPRINGS

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**SANDY SPRINGS™**  
GEORGIA

May 26, 2021



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# Permitting & Plan Review



# When is a Permit Required?

- 2018 International Pool & Spa Code (SPSC)
  - When you “**construct**, enlarge, alter, repair, move, or demolish a pool or **spa**”.
  - When you “**erect**, install, enlarge, alter, repair, remove, convert or replace any (pool) system”.





# Why do you need a Permit?

- The purpose of the SPSC is code is to provide a reasonable level of safety and protection of health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location and maintenance or use of pools and spas.
- Ensure that the natural environment is not adversely affected by the construction of a pool or spa:
  - Chattahoochee River Corridor
  - Nancy Creek Sensitive Area
  - Stream Buffers
  - Soil Erosion





# Apply In-Person

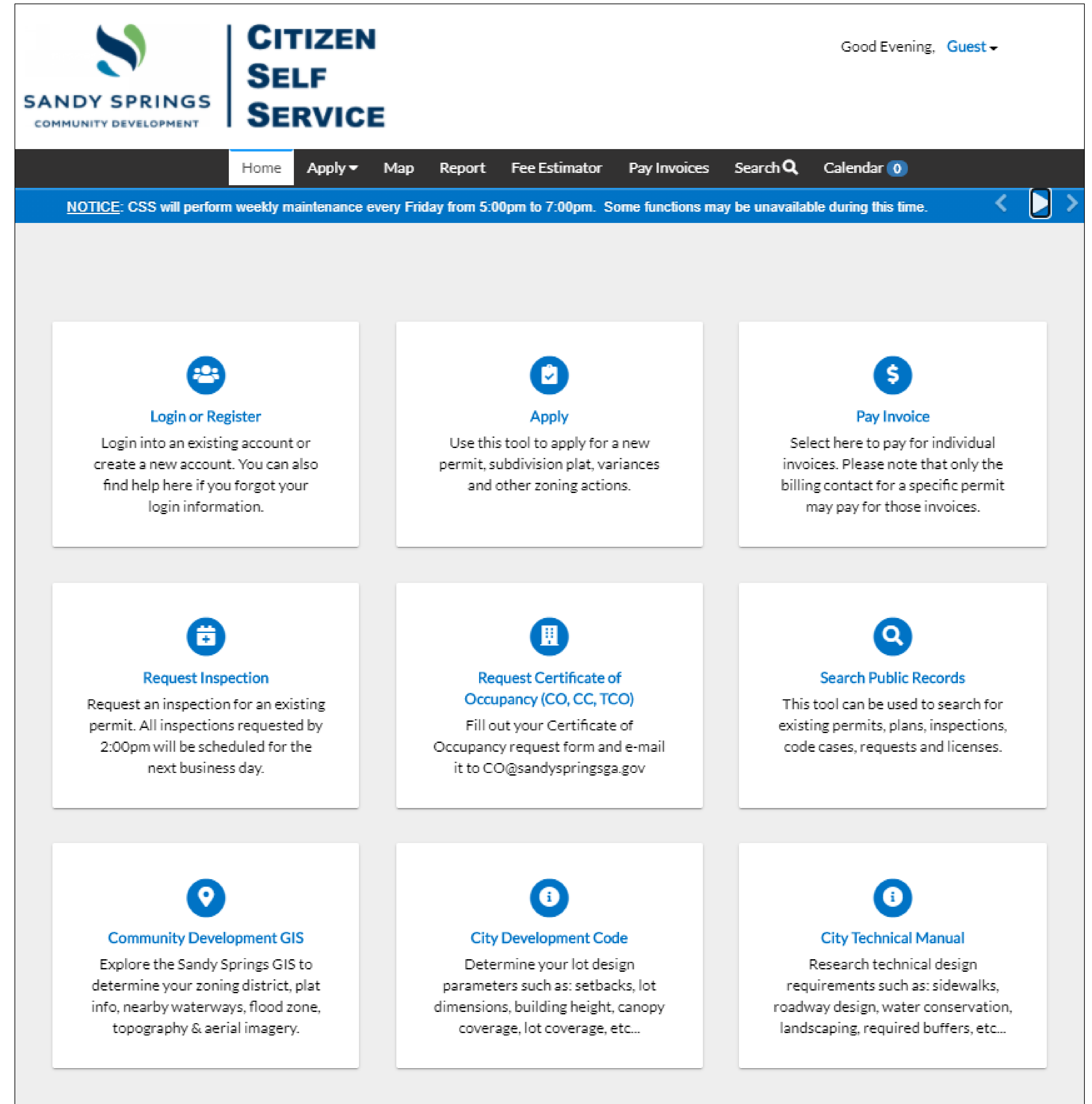
- You can apply for a permit in-person at City Hall located at:  
*1 Galambos Way  
Sandy Springs, GA 30328*
- All in-person applications are by **appointment only using the City's** online queue management system called Qless
- To schedule an appointment online, go to the following website to register:  
[spr.gs/chq](http://spr.gs/chq)
- The City only accepts electronic PDF files and all construction drawings shall be a single PDF file.

A screenshot of a web browser showing the registration page for the City of Sandy Springs' online appointment system. The page has a white background. In the top left corner is the Sandy Springs Georgia logo, and in the top right corner is the QLESS logo. The main text reads: "Welcome to the City of Sandy Springs' online appointment system. Please tell us about your self." Below this are three light grey input fields with labels: "First name:", "Last name:", and "Cell Phone:". Below the input fields, it says "Standard text messaging rates will apply." At the bottom, there are two dark grey buttons: "Back" with a left arrow and "Next" with a right arrow. A footer bar at the very bottom contains the text: "By entering your cellphone number, you agree to receive text messages and information about QLess services."








# Apply Online

- Customer Self Service (CSS) is the City's online permitting software that allows all applicants (such as homeowners, design professionals, contractors, etc.) to do the following:
  - Apply for all building permits
  - Upload construction documents
  - Download City review comments
  - Request inspections
  - Pay invoices
  - **and more...**
- Customer Self Service (CSS) is a replacement to the older Contractor Access Portal (CAP)

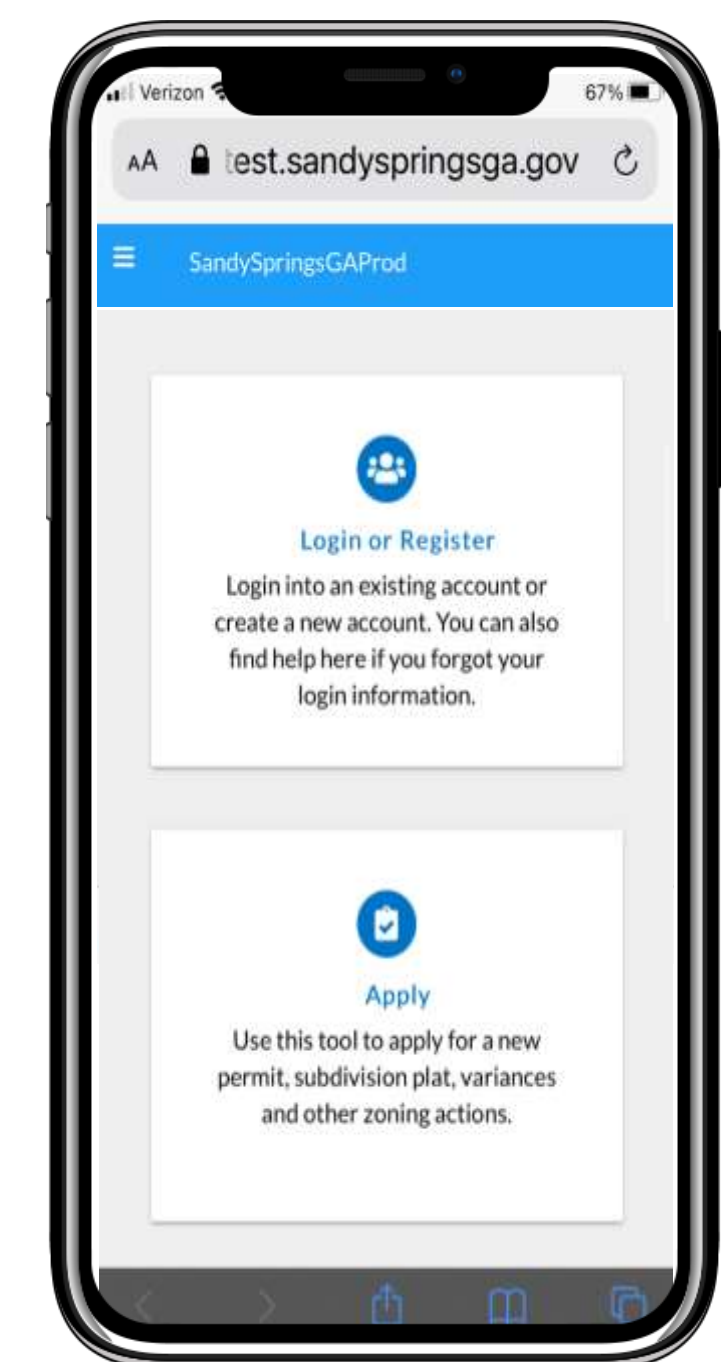
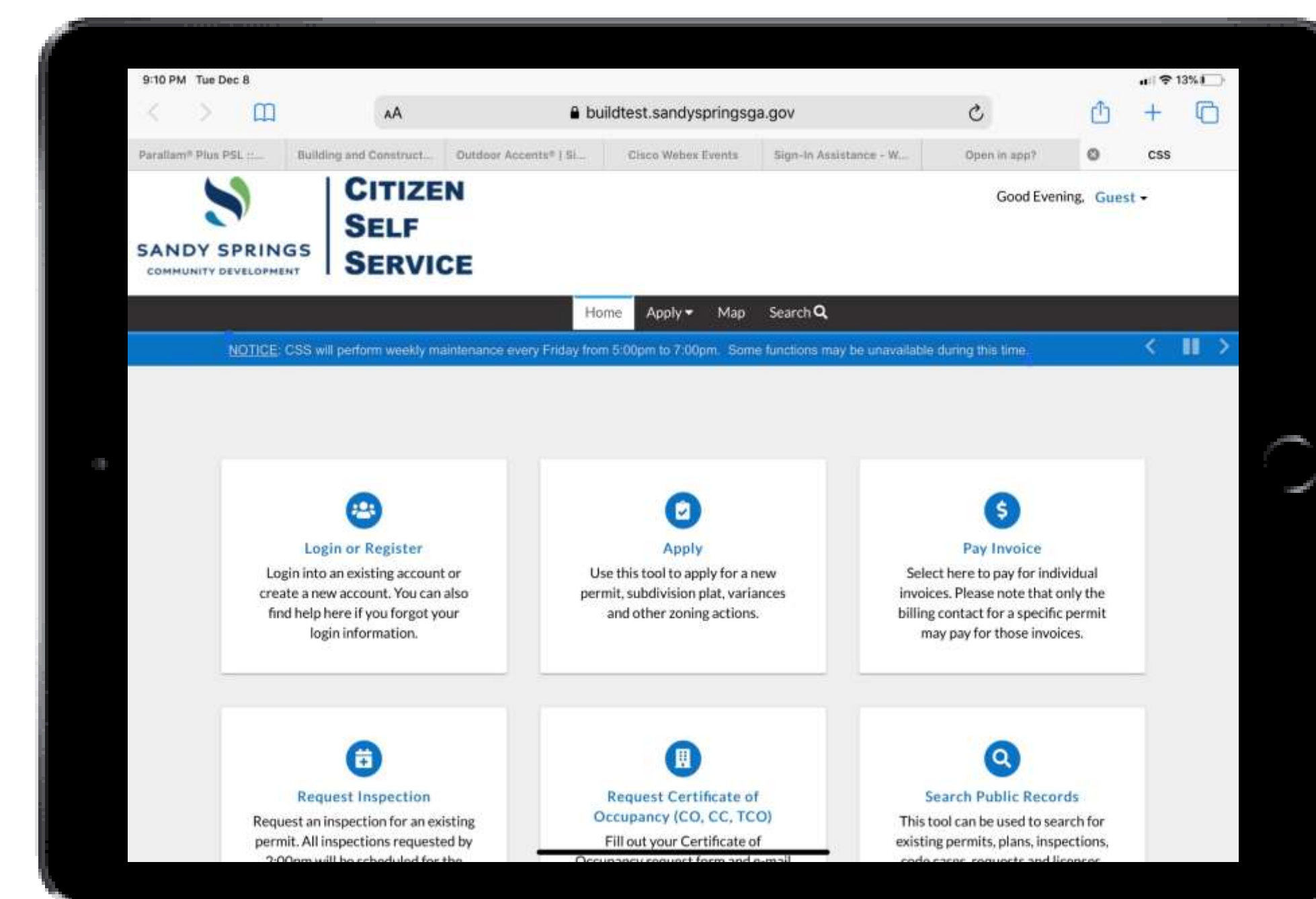
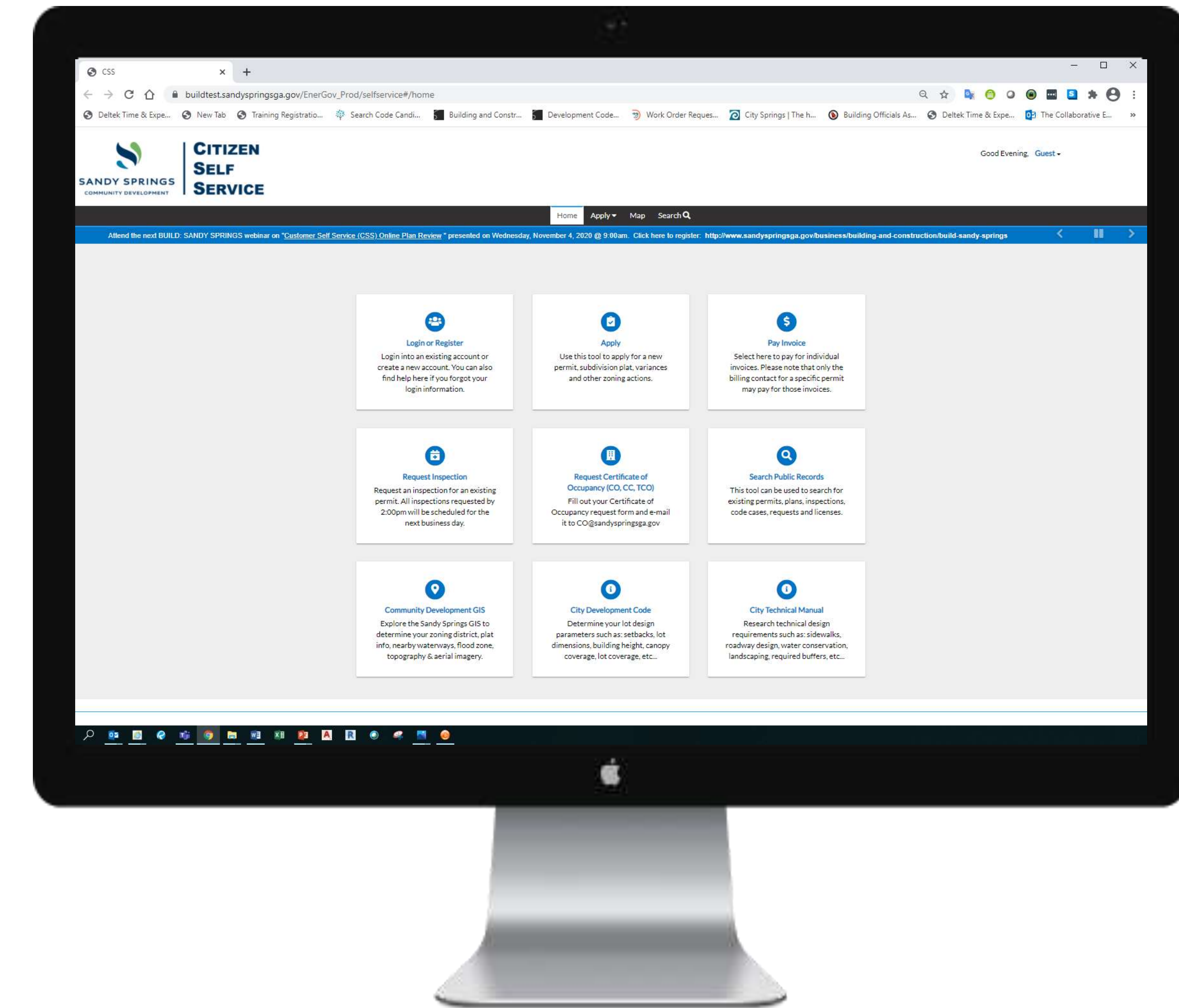




# Why apply online?

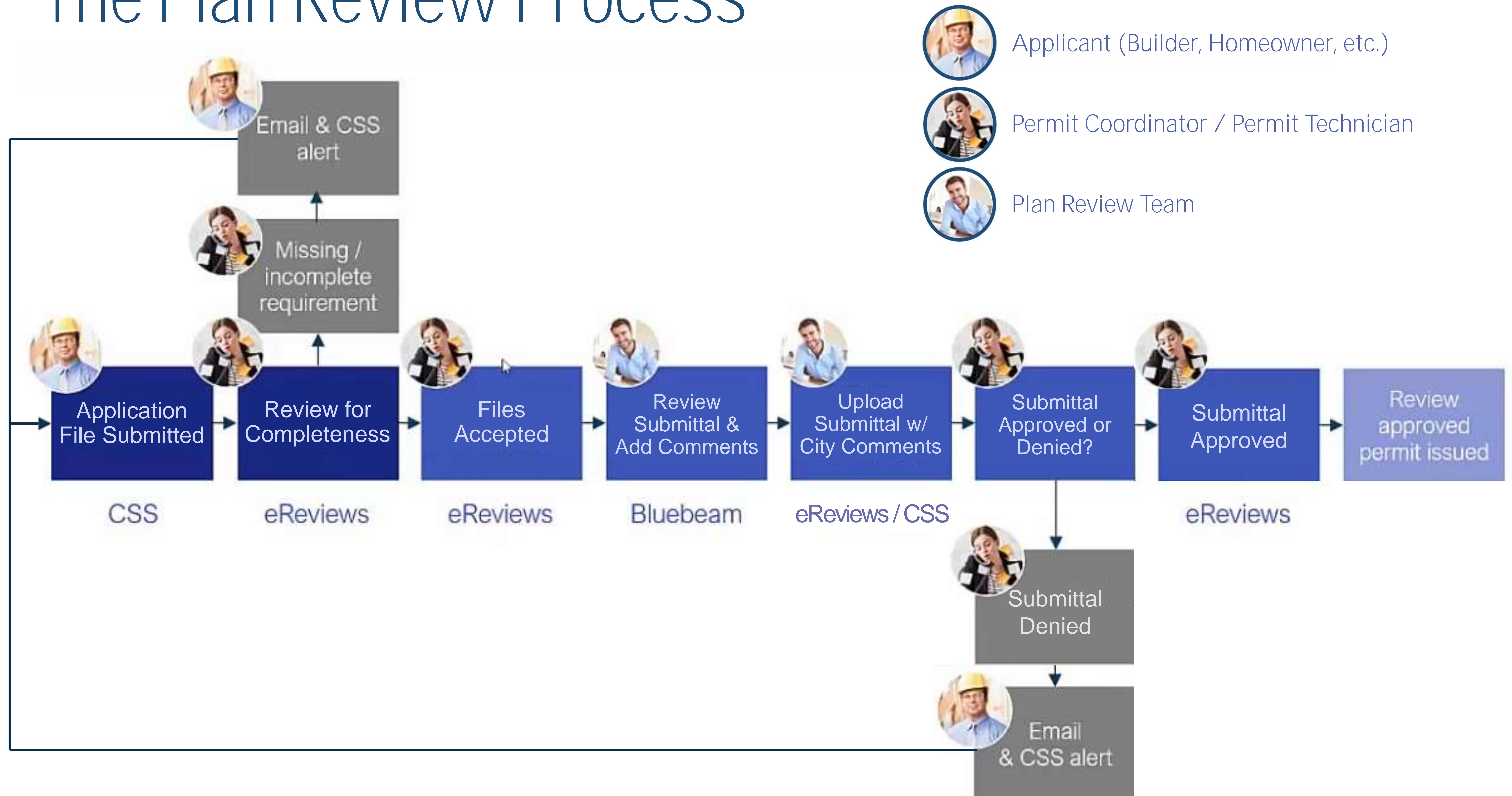
- Accessible from anywhere with an internet connection, 24 hours a day, 7 days a week.
- It is mobile device friendly!
- Can work on multiple web browsers:  
(    )
- Home screen is icon based
- Includes step by step data entry
- Easier project management
- Save your progress before finishing
- Create templates for repetitive permit types

<https://build.sandyspringsga.gov>





# The Plan Review Process





# Document Submittal Requirements



# Document Submittal Requirements

- At Permit Application:
  - Completed Pool Permit Application (separate PDF file)
    - Indicate the Billing Contact
    - Indicate the On-Site Contact (superintendent)
  - Contractor Affidavit (separate PDF file)
    - **Include a copy of the current State License, Business License and Driver's License**
  - Complete Set of Construction Documents (combined into a single PDF file)
    - Cover Page w/ referenced Building Codes, Design Criteria and Sheet Index
    - Site Plan w/ Lot Coverage Calculations
    - Grading Plan w/ Top & Bottom Wall Elevations
    - Erosion Control Plan & Details
    - Tree Canopy Plan w/ Minimum Tree Canopy Calculations
    - Landscape Plan w/ Pool Equipment Screening Indicated
    - Structural Drawings & Details



# Document Submittal Requirements

- At All Resubmittals & Revisions:
  - All Revisions shall be clouded, dated and clearly labeled
  - Every Resubmittal and Revision shall include ALL construction drawings saved in a single PDF file regardless if changes were made on a particular sheet or not.
  - If new sheets are submitted, the sheet index must be updated.
- City Policies
  - All submittals will be reviewed in the order they are received.
  - Incomplete construction documents will be returned to the customer and will not be reviewed resulting in a customer delay.
  - Resubmittals and Revisions that are not clouded will be returned to the customer and will not be reviewed resulting in a customer delay.
  - Every resubmittal after the first revision will be charged a \$200 resubmittal fee.
  - All drawings shall be coordinated across multiple permits

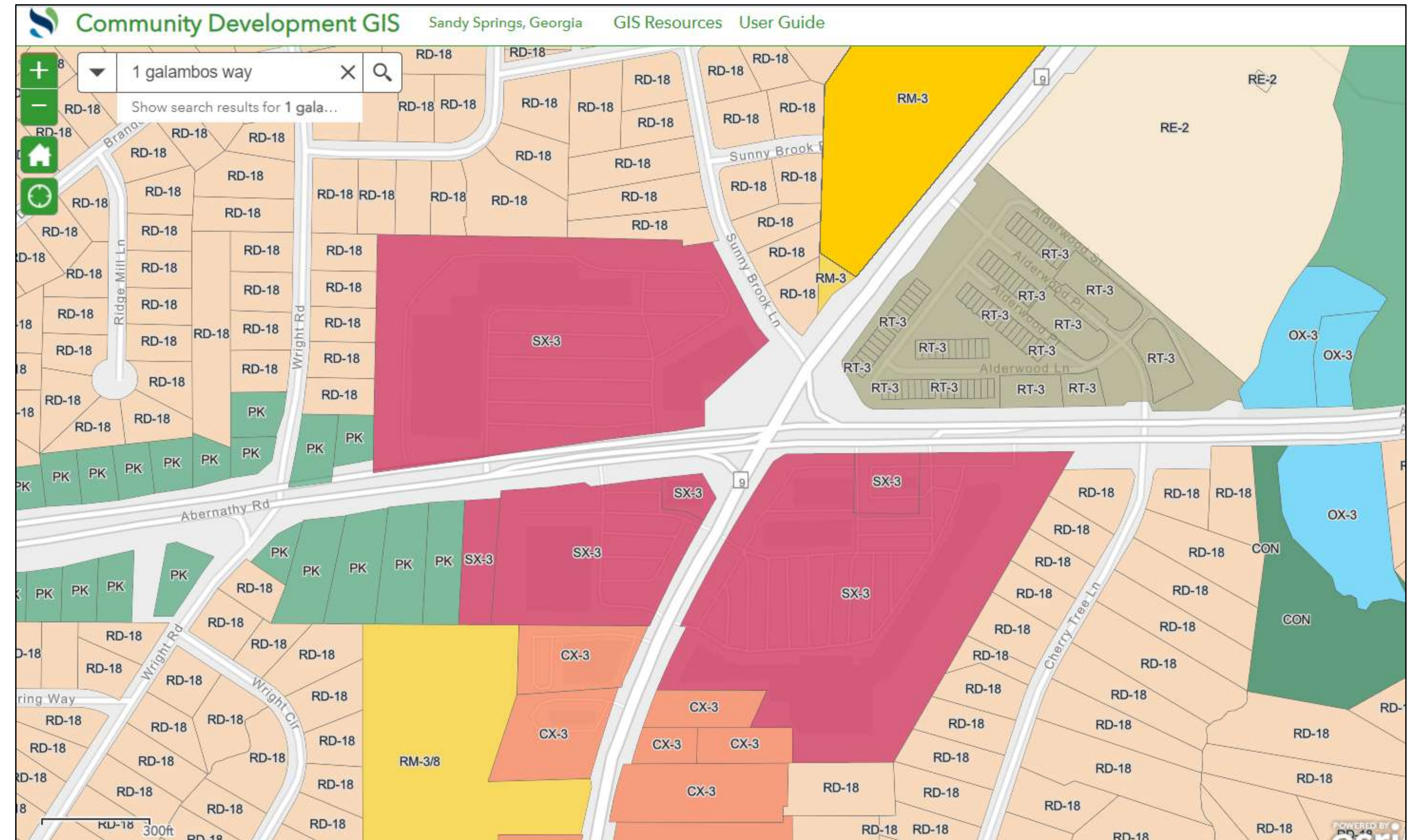


# Zoning & Design Requirements



# Step 1: Zoning District

- To begin any project, you must first determine what zoning district your property is zoned for.
- This can be determined on the **City's GIS website**. A link to the website can be found at [build.sandyspringsga.gov](http://build.sandyspringsga.gov).
- Simply enter your address at the top left and the zoning district will be the shaded region your property is located.

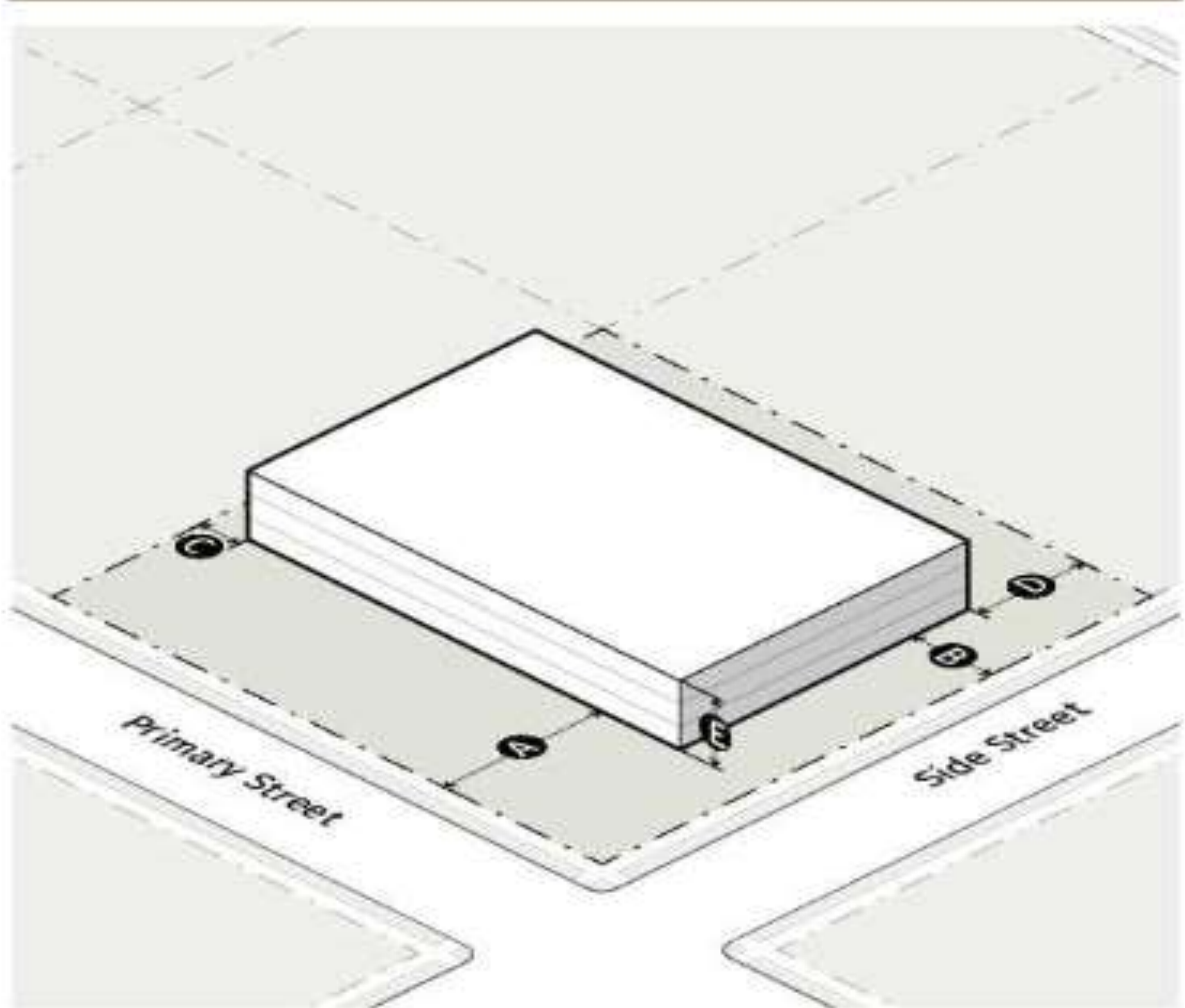




# Step 2: Building Setbacks

- After determining the Zoning District, refer to the development code to determine your building setbacks.
- Building set-backs are located in the Development Code:
  - Article 2 – Protected Neighborhoods
  - Article 3 – Urban Neighborhoods
  - Article 4 – Corridors & Nodes
  - Article 5 – Perimeter Center
  - Article 6 – Rules for all Districts
- Locate the corresponding zoning chart to determine the Building Setbacks

SEC. 2.2.2. PLACEMENT AND HEIGHT

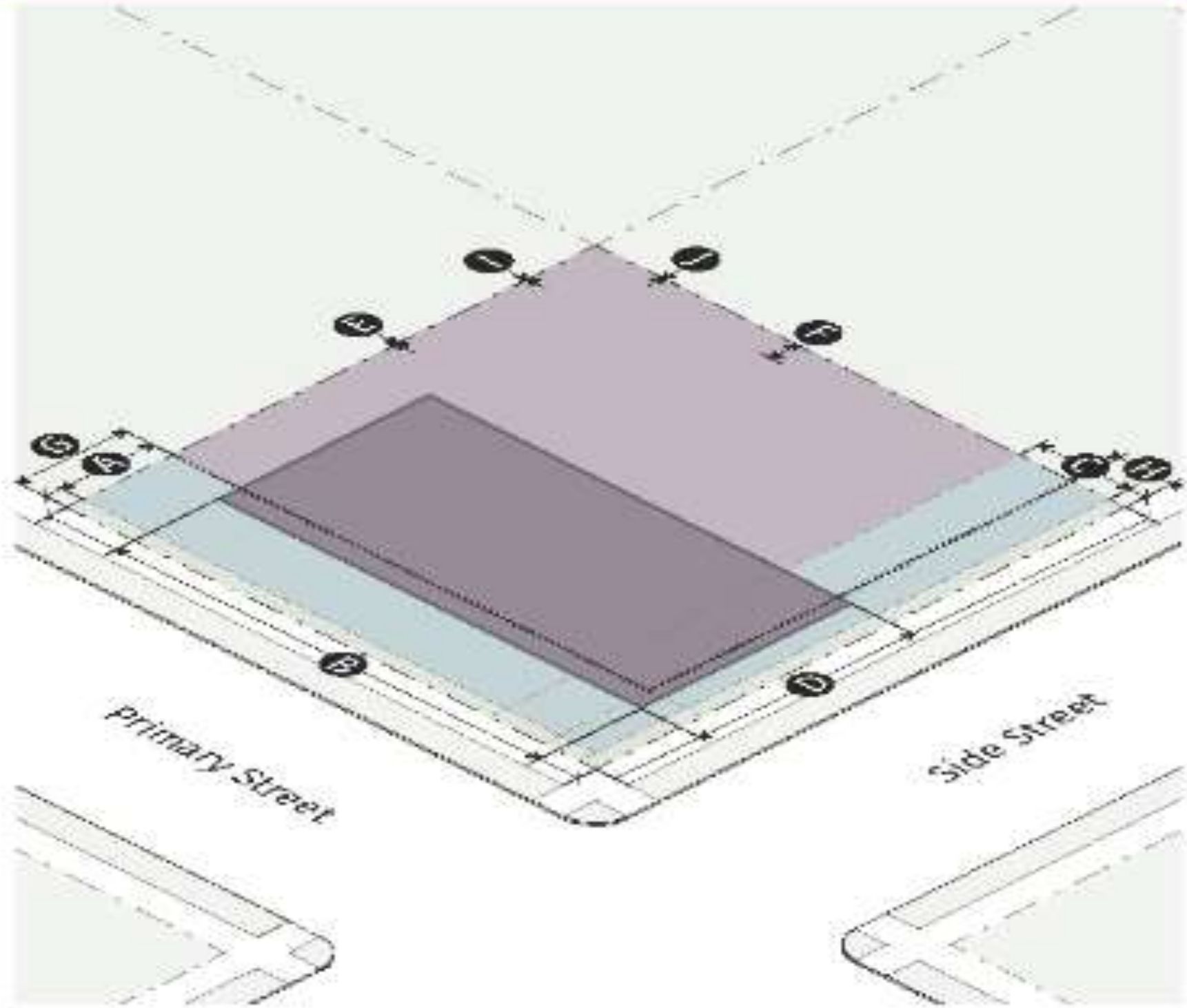


	RE-2	RE-1
<b>Building Setbacks</b>		
<b>A</b> Primary street	60' min	60' min
<b>B</b> Side street	40' min	30' min
<b>C</b> Side: common lot line	25' min	15' min
<b>D</b> Rear: common lot line	50' min	40' min

<b>Building Height</b>		
<b>E</b> Single-unit detached dwelling	3 stories/40' max	
All other principal uses	By use permit	

(Ord. of 4-17-2018(3), §§ 2-4, 2-5)

SEC. 4.4.2. BUILDING PLACEMENT



<b>Build-to Zone</b>		
<b>A</b> Primary street	3' min/20' max	
<b>B</b> % of building facade in primary street build-to zone	80% min	
<b>C</b> Side street	3' min/20' max	
<b>D</b> % of building facade in side street build-to zone	40% min	

<b>Side and Rear Building Setbacks</b>		
<b>E</b> Side: common lot line	0' min	
Side: alley	5' min	
<b>F</b> Rear: common lot line	0' min	
Rear: alley	5' min	
Abutting a Protected Neighborhood	see Div. 6.4	

<b>Parking Setbacks</b>		
<b>G</b> Primary street	20' min	
<b>H</b> Side street	10' min	
<b>I</b> Side: common lot line/alley	0' min	
<b>J</b> Rear: common lot line/alley	0' min	
Abutting a Protected Neighborhood	see Div. 6.4	

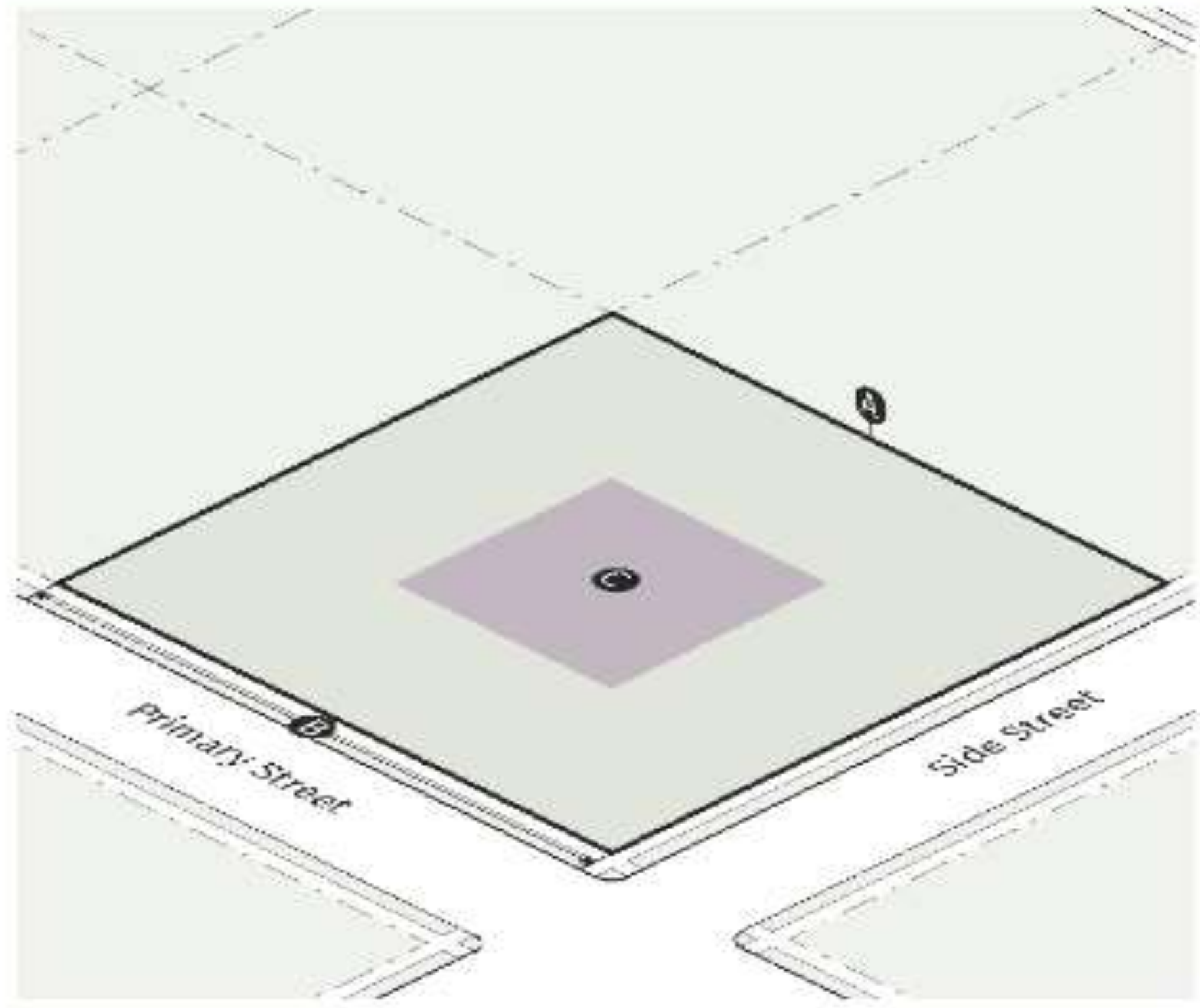


# Step 3: Maximum Lot Coverage

- Maximum Lot Coverages are located in the Development Code:
  - Article 2 – Protected Neighborhoods
  - Article 3 – Urban Neighborhoods
  - Article 4 – Corridors & Nodes
  - Article 5 – Perimeter Center
  - Article 6 – Rules for all Districts
- Locate the corresponding zoning chart to determine the Maximum Lot Coverage

Div. 2.2. Residential Estate (RE-2, -1)\*

SEC. 2.2.1. LOT PARAMETERS

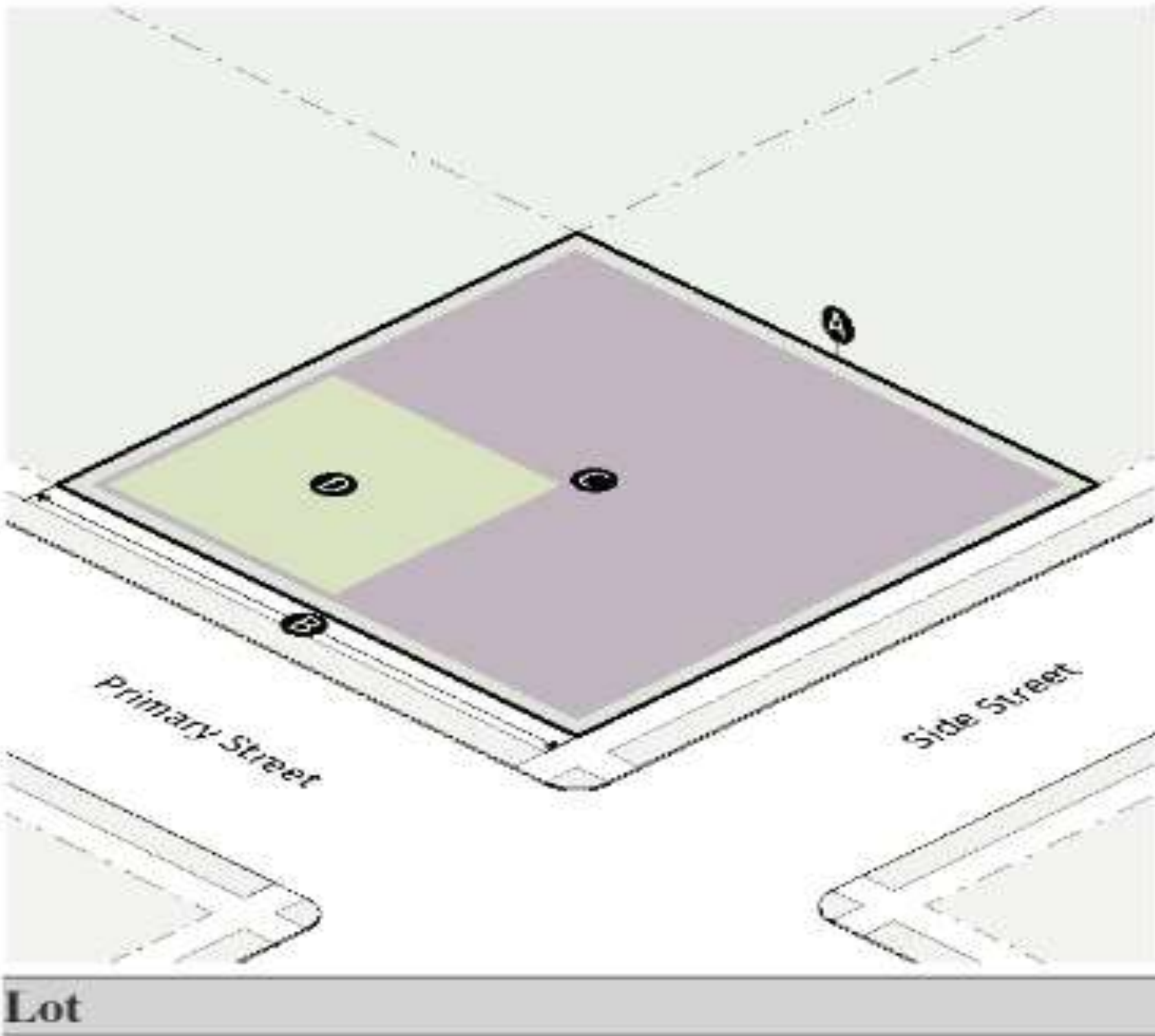


		RE-2	RE-1
Lot			
A	Area		
	Single unit detached	2 acre min	1 acre min
	All other allowed uses	10,000 SF min	10,000 SF min
B	Width		
	Single unit detached	200' min	150' min
	All other allowed uses	100' min	100' min
Coverage			
C	Lot coverage		
	Residential use	25% max	25% max
	All other principal uses	By use permit	
D	Canopy coverage		
	Residential use	35% min	35% min
	All other uses	40% min	40% min

(Ord. of 4-17-2018(3), § 2-3)

Div. 4.4. Commercial Mixed Use (CX-)

SEC. 4.4.1. LOT PARAMETERS

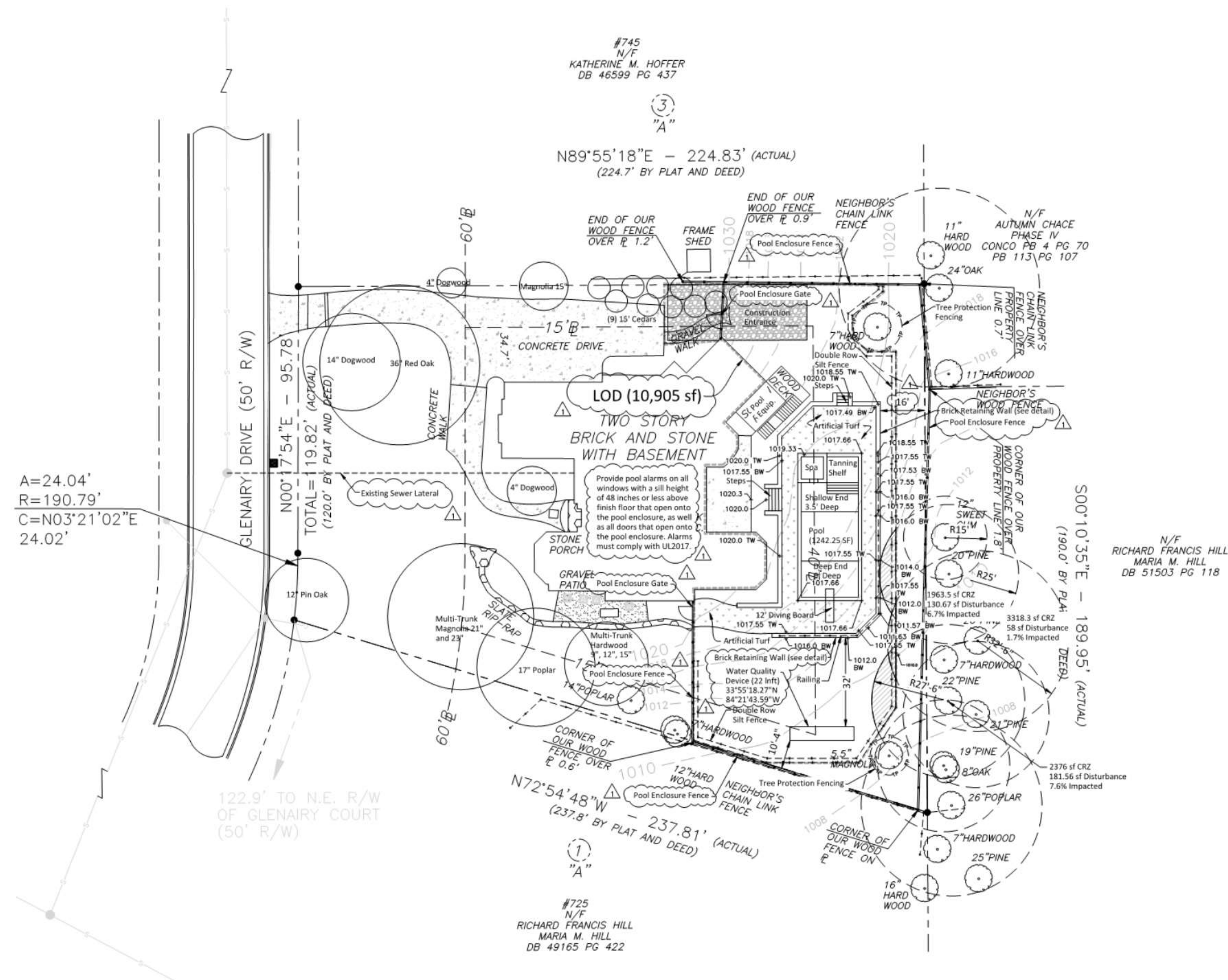


Lot		
A Area		
Single unit attached		1,300 SF min
Multi-unit		7,500 SF min
All other allowed uses		7,500 SF min
B Width		
Single unit attached		16' min
Multi-unit		75' min
All other allowed uses		75' min
Coverage		
C Lot coverage		
		85% max
D Outdoor amenity space		
		Required
E Canopy coverage		
Residential use		35% min
All other uses		40% min

(Ord. of 4-17-2018(3), § 4-5; Ord. No. 2019-01-04, § 1, 1-15-2019)



## Step 3 - Impervious Calculations



Sandy Springs requires a **BUILDING** Pre-Construction Meeting for all swimming pools -- with a Building Inspector -- which should be requested through the online portal. This is in addition to the **SITE** Pre-construction meeting. Contractors who skip their Building Pre-construction meeting (or other required inspections) will be fined for doing so. See IRC Sections R109.3 and R109.4

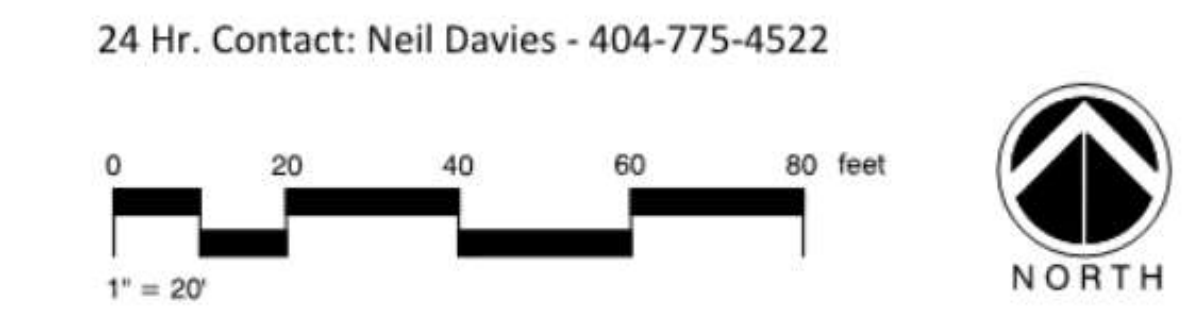
Total Site Area	34964	sf
Current Ex. Impervious	10719	sf
Gravel Removed	-430	sf
Ex. Impervious	10289	sf
Added Impervious		
Pool	1219	sf
Retaining Wall and Steps	413.59	sf
Proposed Impervious sf	11921.59	sf
Increase in Impervious sf	1632.59	sf
Current Impervious %	30.66%	
Post Impervious %	34.10%	
<u>Water Quality Calculations</u>		
New Impervious	1632.59	sf
Required RRV	163	cuft
Lot Coverage Mitigation	1432.39	sf
Required RRV	143	cuft
Total cuft	306	cuft
Lnft of Trench (14.23 Lnft/cuft)	22	Lnft
<u>Canopy Requirements</u>		
Canopy Req. (Residential 35%)	12237.4	sf
Existing Canopy to Remain		
Large Canopy Tree (1000 sf ea.)	8	8000
Medium Canopy Tree (500 sf ea.)	3	1500
Small Canopy Tree (250 sf ea.)	12	3000
Proposed Canopy to be Planted		
Large Canopy Tree (1000 sf ea.)	0	
Medium Canopy Tree (500 sf ea.)	0	
Small Canopy Tree (250 sf ea.)	0	
Canopy Provided:		12500

Notes:

The proposed Pool is not connected to the main water line and is to be filled by hose. A Backflow Preventer is to be provided on the hose bib.

Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate "Stop Work" Order

Sandy Springs is currently enforcing the International Swimming Pool and Spa Code, 2018 Edition, with Georgia Amendments (2020).



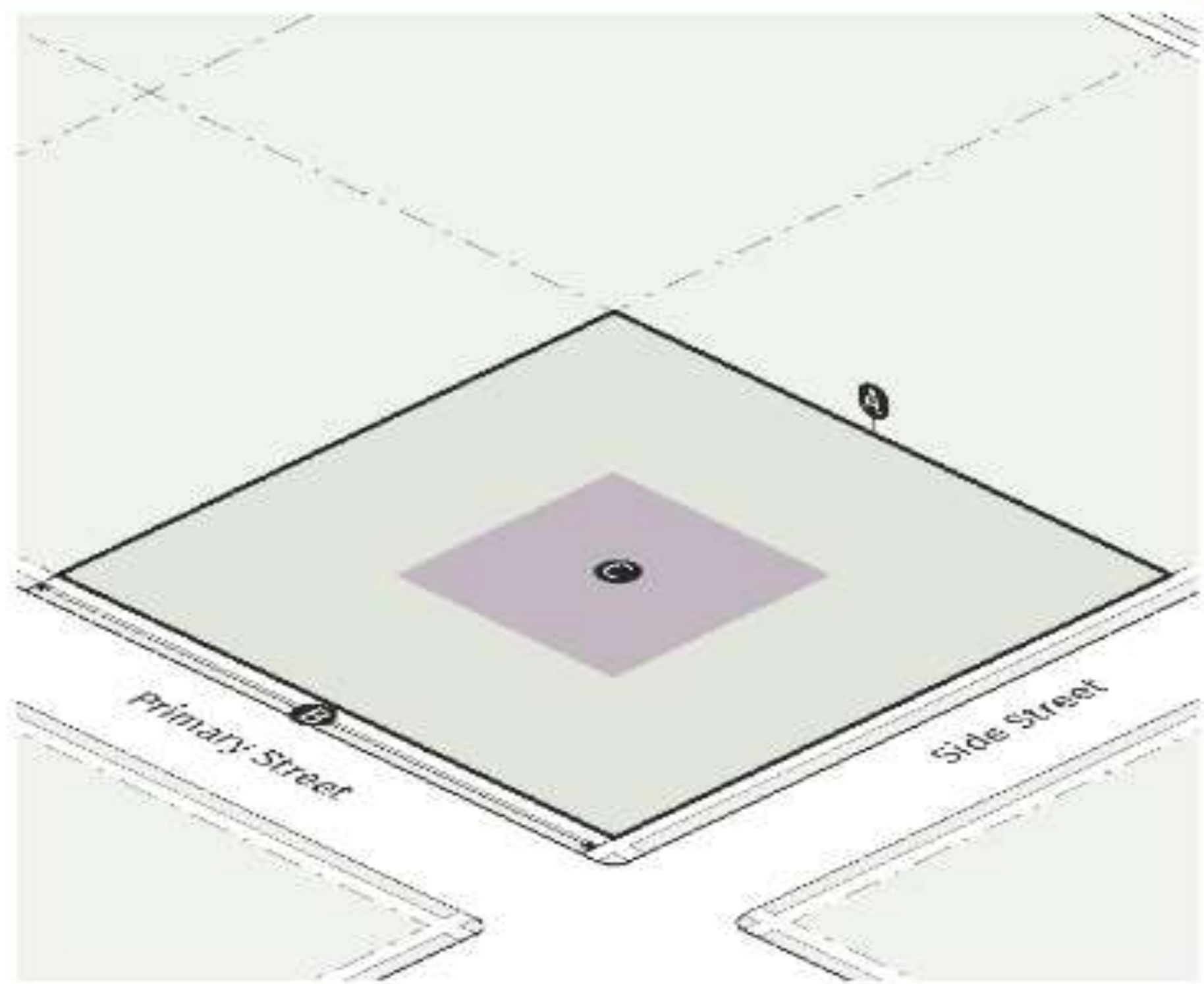


# Step 4: Minimum Tree Canopy Coverage

- Minimum Tree Canopy Coverages are located in the Development Code:
  - Article 2 – Protected Neighborhoods
  - Article 3 – Urban Neighborhoods
  - Article 4 – Corridors & Nodes
  - Article 5 – Perimeter Center
  - Article 6 – Rules for all Districts
- Locate the corresponding zoning chart to determine the Minimum Tree Canopy Coverage

## Div. 2.2. Residential Estate (RE-2, -1)\*

### SEC. 2.2.1. LOT PARAMETERS

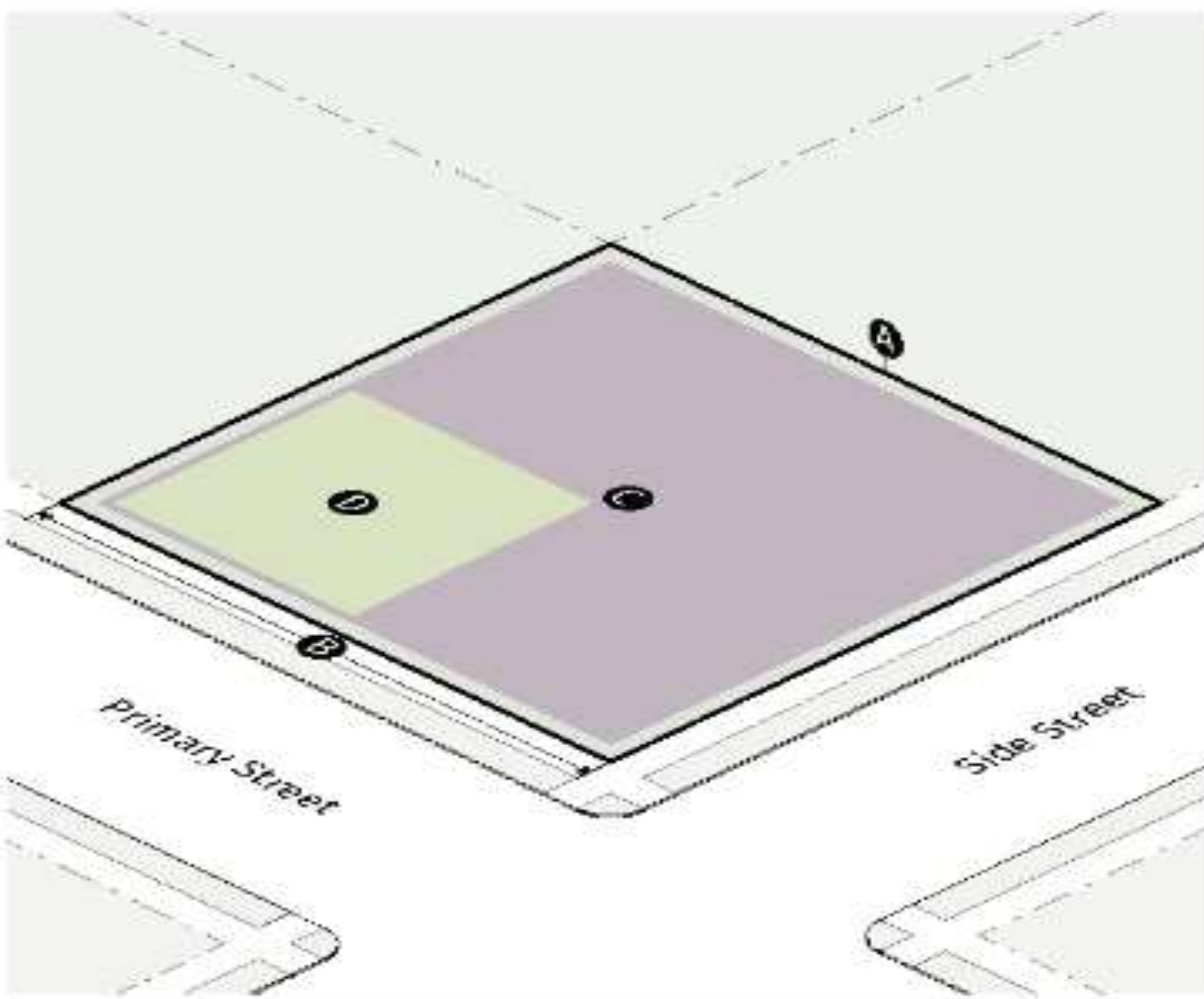


Lot		RE-2	RE-1
<b>A</b>	Area		
	Single unit detached	2 acre min	1 acre min
	All other allowed uses	10,000 SF min	10,000 SF min
<b>B</b>	Width		
	Single unit detached	200' min	150' min
	All other allowed uses	100' min	100' min
Coverage			
<b>C</b>	Lot coverage		
	Residential use	25% max	25% max
	All other principal uses	By use permit	
<b>D</b>	Canopy coverage		
	Residential use	35% min	35% min
	All other uses	40% min	40% min

(Ord. of 4-17-2018(3), § 2-3)

## Div. 4.4. Commercial Mixed Use (CX-)

### SEC. 4.4.1. LOT PARAMETERS

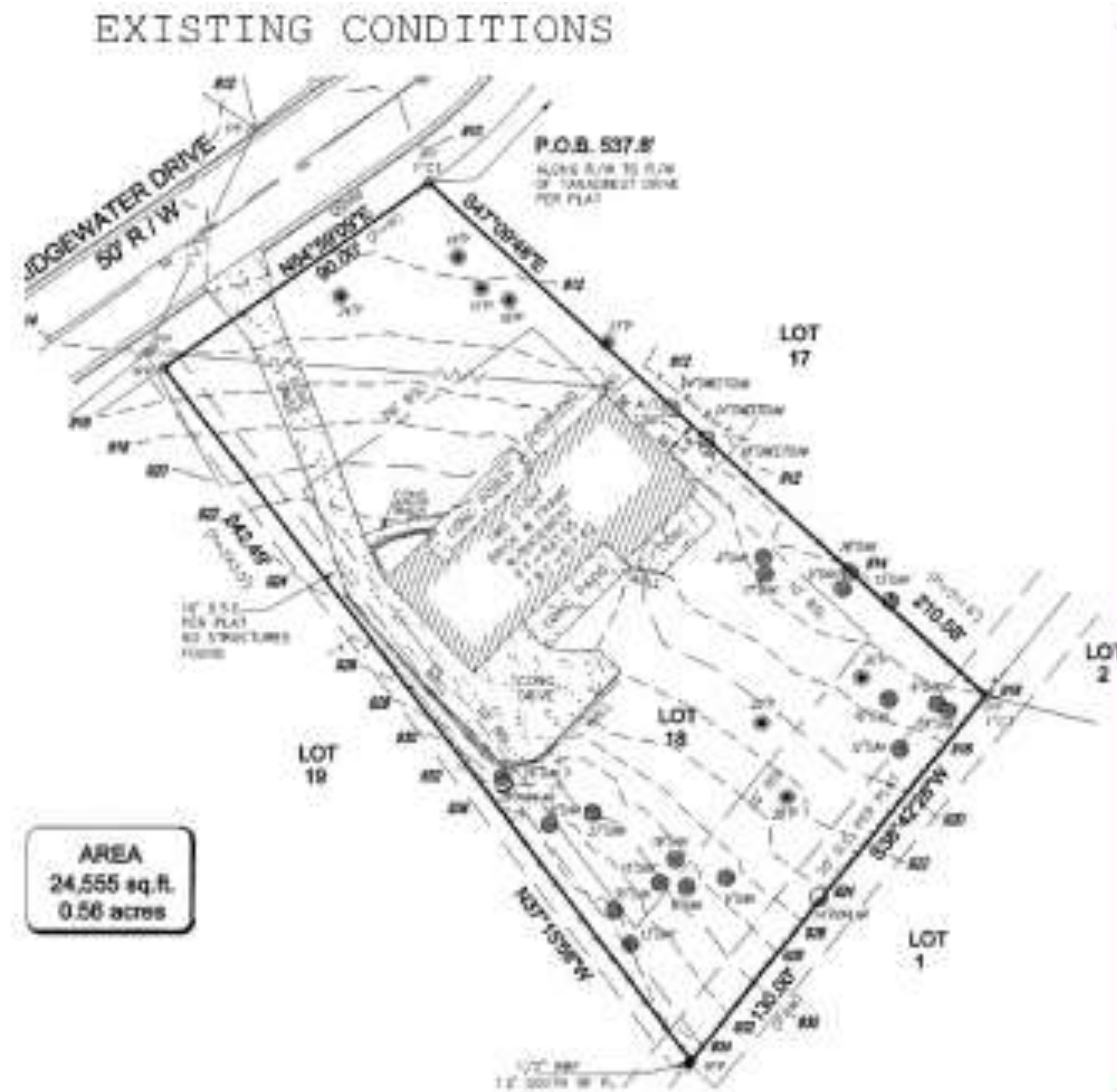


Lot		
A Area		
Single unit attached	1,300	SF min
Multi-unit	7,500	SF min
All other allowed uses	7,500	SF min
B Width		
Single unit attached	16' min	
Multi-unit	75' min	
All other allowed uses	75' min	
Coverage		
C Lot coverage		
	85% max	
D Outdoor amenity space		
	Required	
E Canopy coverage		
Residential use	35% min	
All other uses	40% min	

(Ord. of 4-17-2018(3), § 4-5; Ord. No. 2019-01-04, § 1, 1-15-2019)



# Step 4 - Tree Canopy Calculations





# Step 4 - Tree Canopy Calculations

Canopy Coverage Calculations:

24,555 sf (lot size) x 0.35 (canopy requirements) = 8,594 sf of required canopy

Tree	Status	Impact%	Canopy Credit
24" pine	Saved	0%	1,000 sf
19" pine	Saved	0%	1,000 sf
16" pine	Saved	0%	0 sf (doesn't meet size requirement)
18" pine	Saved	0%	1,000 sf
24" sgum	Saved	0%	1,000 sf
24" sgum	Saved	0%	1,000 sf
18" sgum	Saved	0%	1,000 sf
8" oak	Remove	100%	0 sf
7" oak	Remove	100%	0 sf
9" oak	Saved	3%	0 sf
30" pine	Remove	100%	0 sf LM Mitigation Required
16" oak	Saved	1%	0 sf
9" oak	Saved	0%	0 sf
18" oak	Saved	0%	1,000 sf
12" oak	Saved	0%	0 sf
20" pine	Remove	100%	0 sf
27" oak	Remove	100%	0 sf LM Mitigation Required
19" oak	Remove	100%	0 sf
15" oak	Remove	100%	0 sf
6" oak	Remove	100%	0 sf
9" oak	Saved	0%	0 sf
30" oak	Saved	15%	1,250 sf
13" oak	Saved	0%	0 sf
14" pop	Saved	0%	0 sf
19" pop	Remove	100%	0 sf
8" oak	Remove	100%	0 sf

Remaining Canopy: 8,250 sf

Boundary Tree	Impact%
23" pine	0%
26" oak	15%
13" oak	0%

Required 8,594 sf  
 Remaining 8,250 sf  
 $8,594 - 8,250 = 344$  sf canopy deficit  
 \$1,200 is owed per 1,000 sf deficit  
 $344 \times 1.2 = \$412.80$  to Tree Fund  
 1 new tree

2 Landmark Trees removed  
 1.5 tree per 1 LM tree removal  
 $2 \times 1.5 = 3$  new trees

Total Mitigation:  
 (4) 3" Nuttal Oaks



Proposed Canopy:  
 $8,250 \text{ sf} + 4,000 \text{ sf} = 12,250 \text{ sf}$   
 Canopy Satisfied



# Step 5: Grading Limits

- Grading restrictions are intended to protect trees and vegetation on sites, and to protect the character of the neighborhood.
- Grading Requirements are located in Article 9.4.2 – Environmental Protection of the Development Code.
  - In the side building setbacks:
    - In all RE- districts, grading may encroach up to 10 feet into the required side building setbacks.
    - In all RD- and RU- districts, grading may encroach into the required side building setbacks.
  - In the rear building setbacks:
    - In all RE- districts, no grading is allowed within 20 feet of the rear lot line.
    - In the RD-27, RD-18, and RD-15 districts, no grading is allowed within 15 feet of the rear lot line.
    - In the RD-12, RD-9, RD-7.5, and RU- districts, no grading is allowed within 10 feet of the rear lot line.



# Step 6a - Residential Pool Placement

- Residential swimming pools are considered an minor accessory structure similar to a pergola, trellis, gazebo or outdoor kitchen in the Development Code (Section 7.8.22)
  - Minor residential accessory structures may not be located between the main building and a primary street.
  - Minor residential accessory structures may be located between the main building and an interior side, side street, or rear lot line.
  - Minor residential accessory structures must be a minimum of 10 feet or the required setback, from any property line, whichever is less restrictive.
  - All swimming pools must be completely surrounded by an enclosure that meets the requirements of the International Swimming Pool and Spa Code as well as the requirements in Sec. 8.2.10. The enclosure must be in place prior to pool completion.





# Step 6b - Commercial Pool Placement

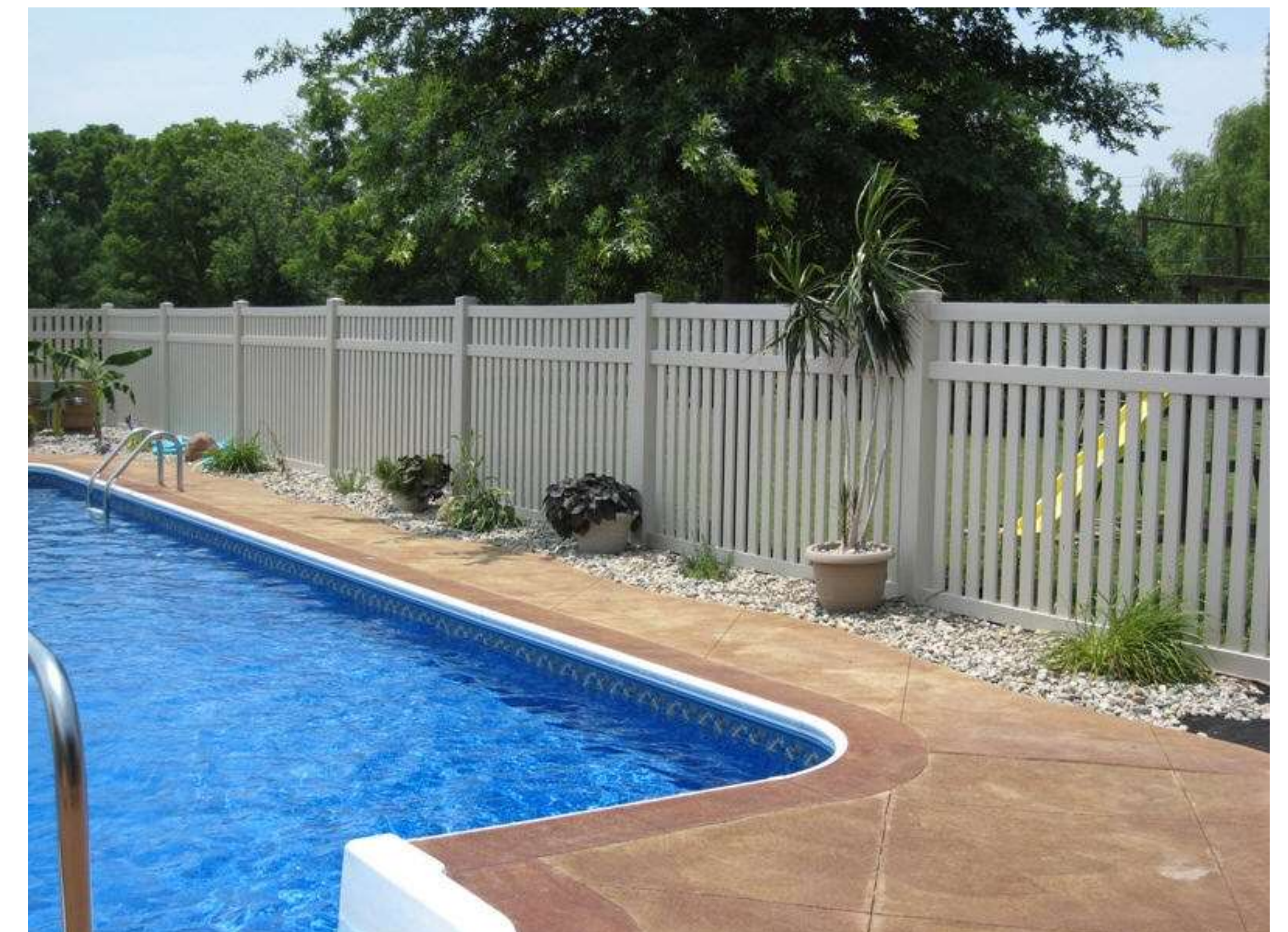
- Commercial swimming pools (including multi-family pools) must meet the building setback requirements.
- All swimming pools must be completely surrounded by an enclosure that meets the requirements of the International Swimming Pool and Spa Code as well as the requirements in Sec. 8.2.10. The enclosure must be in place prior to pool completion.





# Step 7 - Pool Barriers

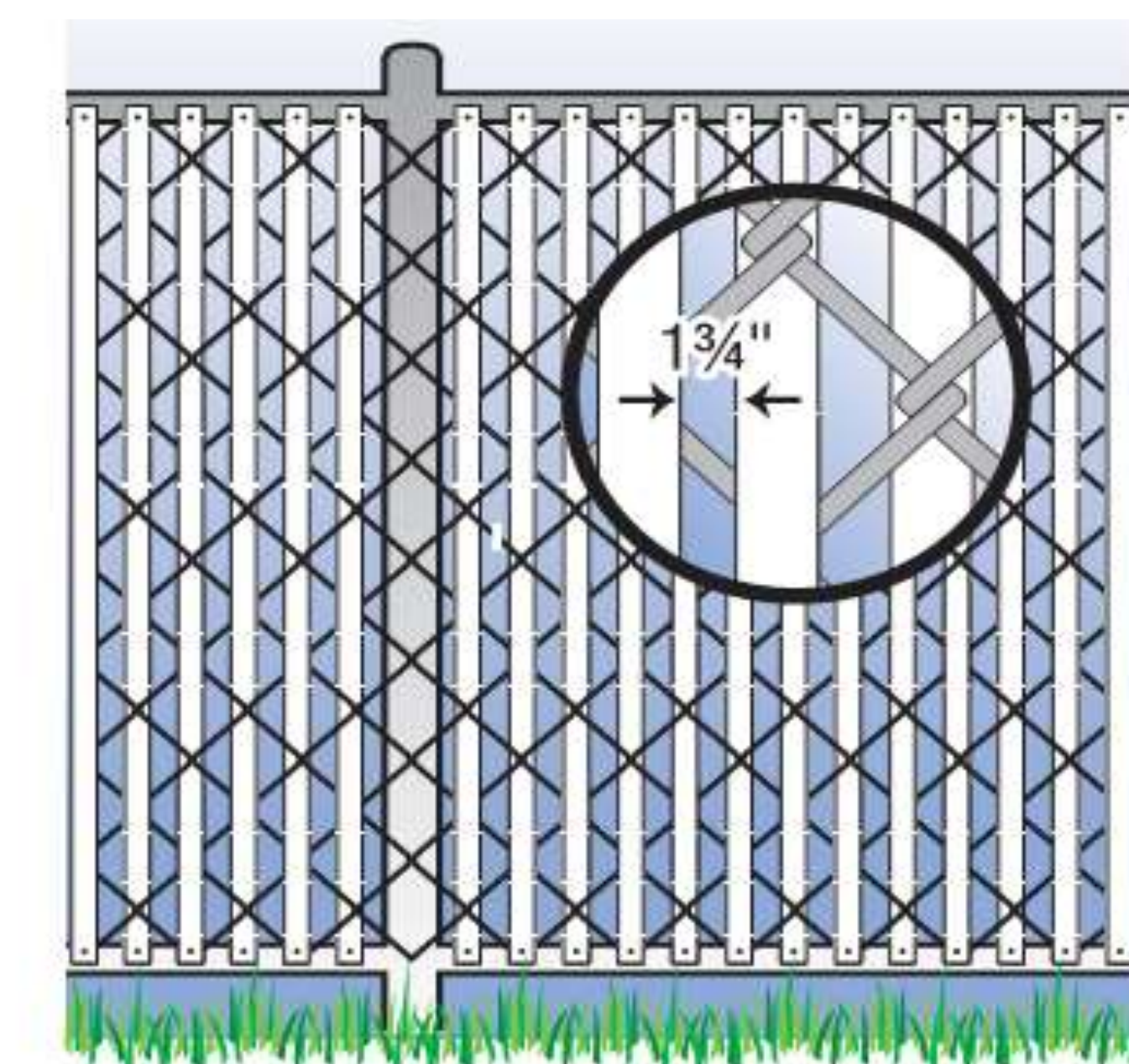
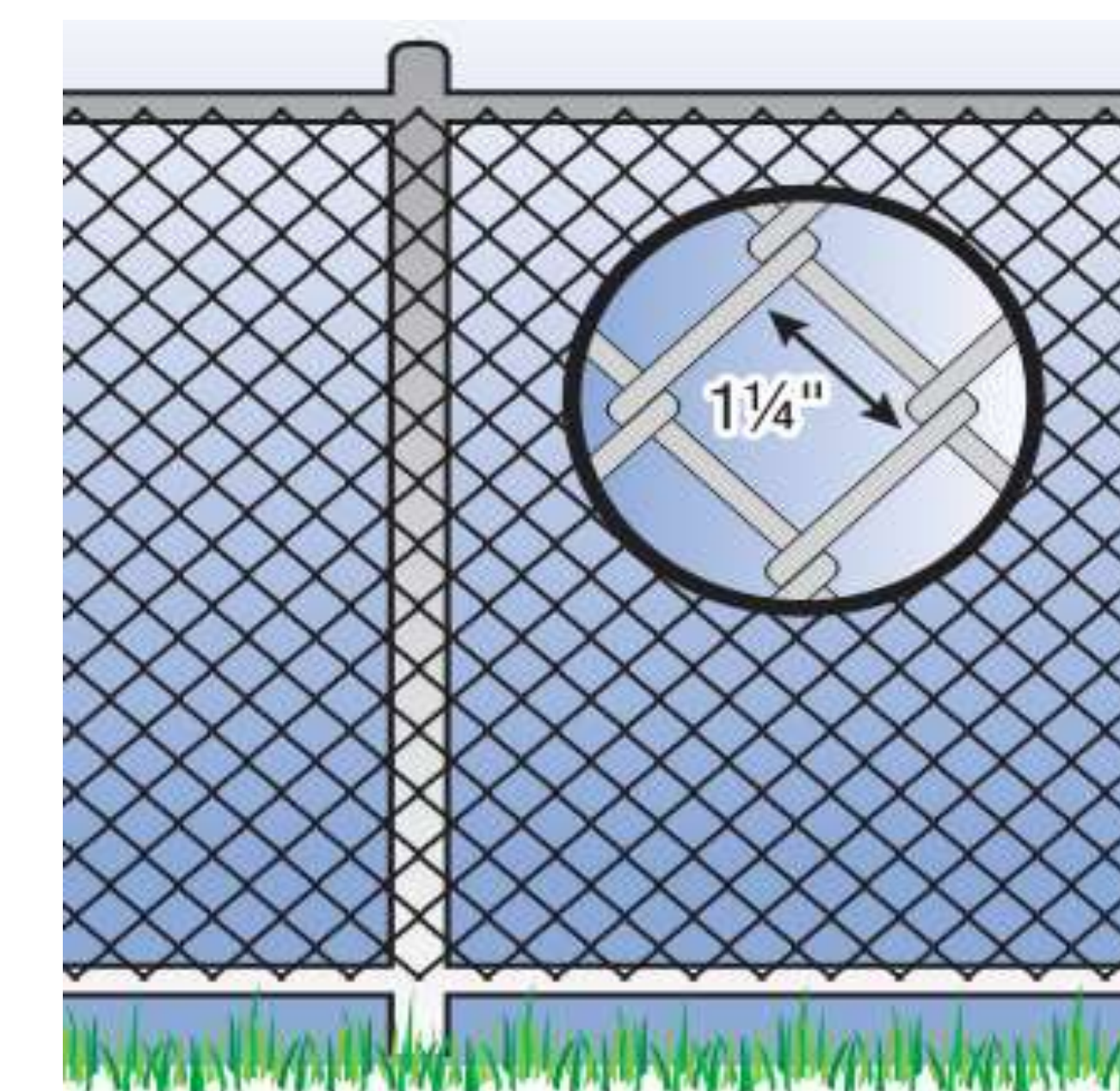
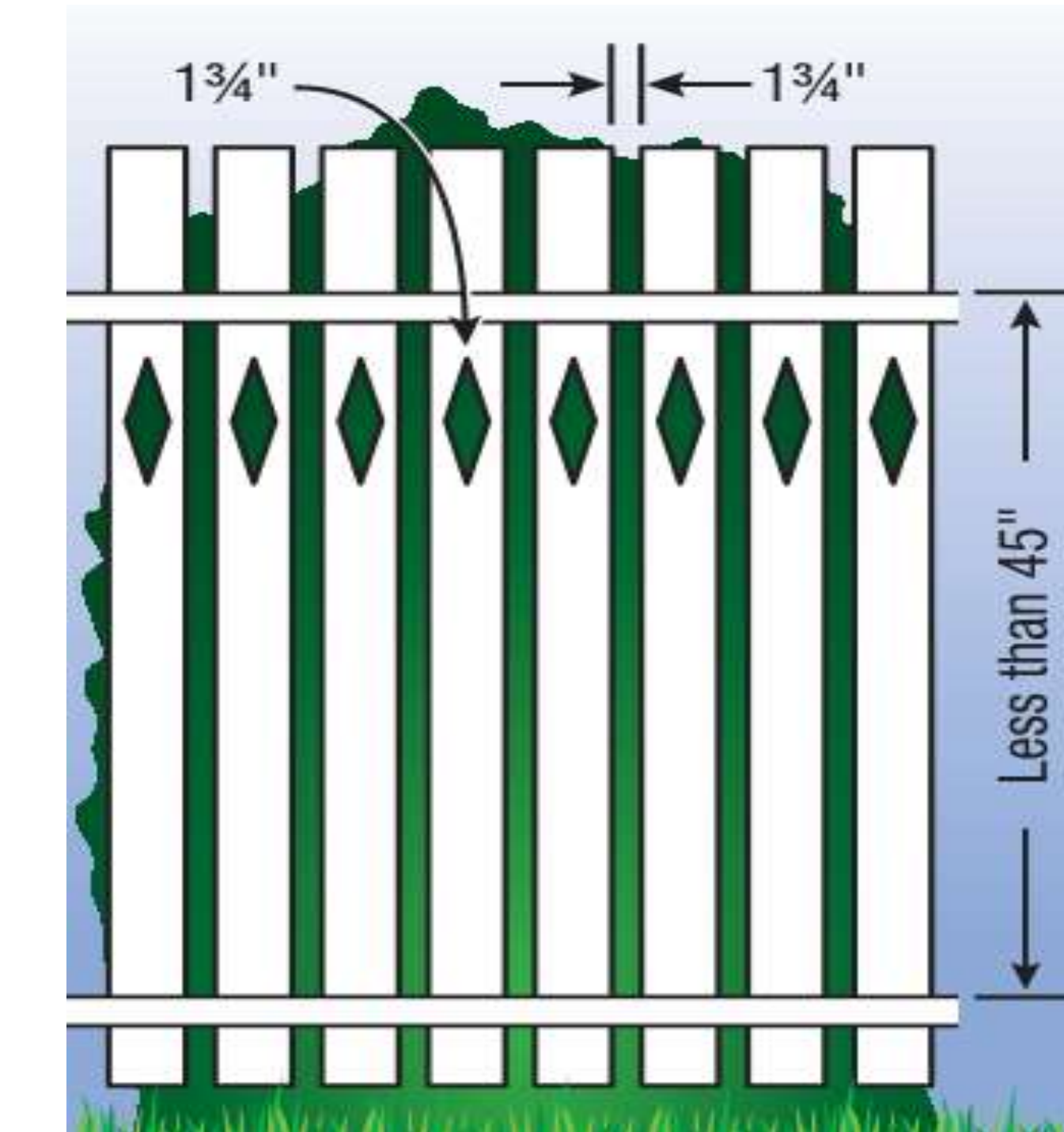
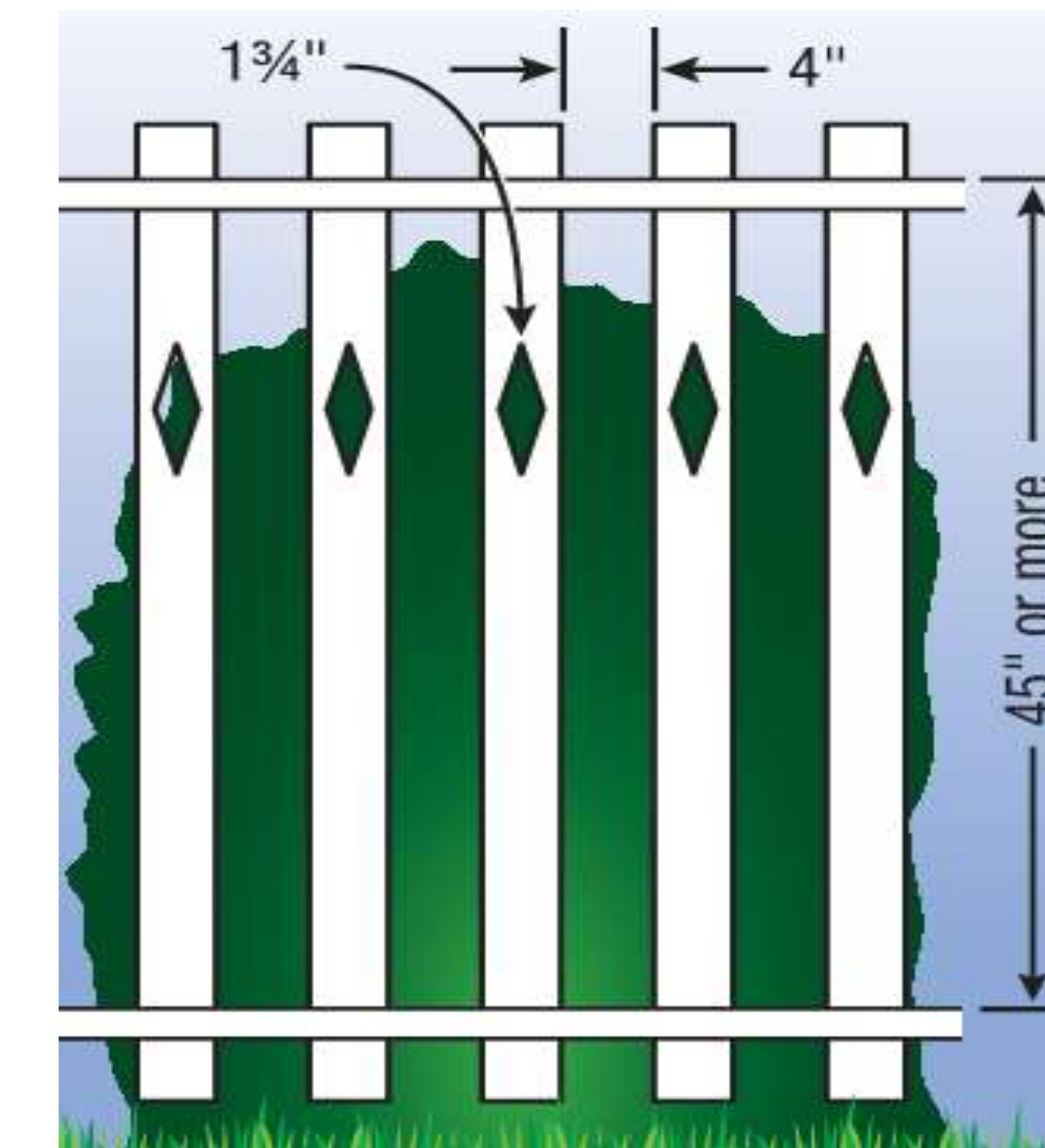
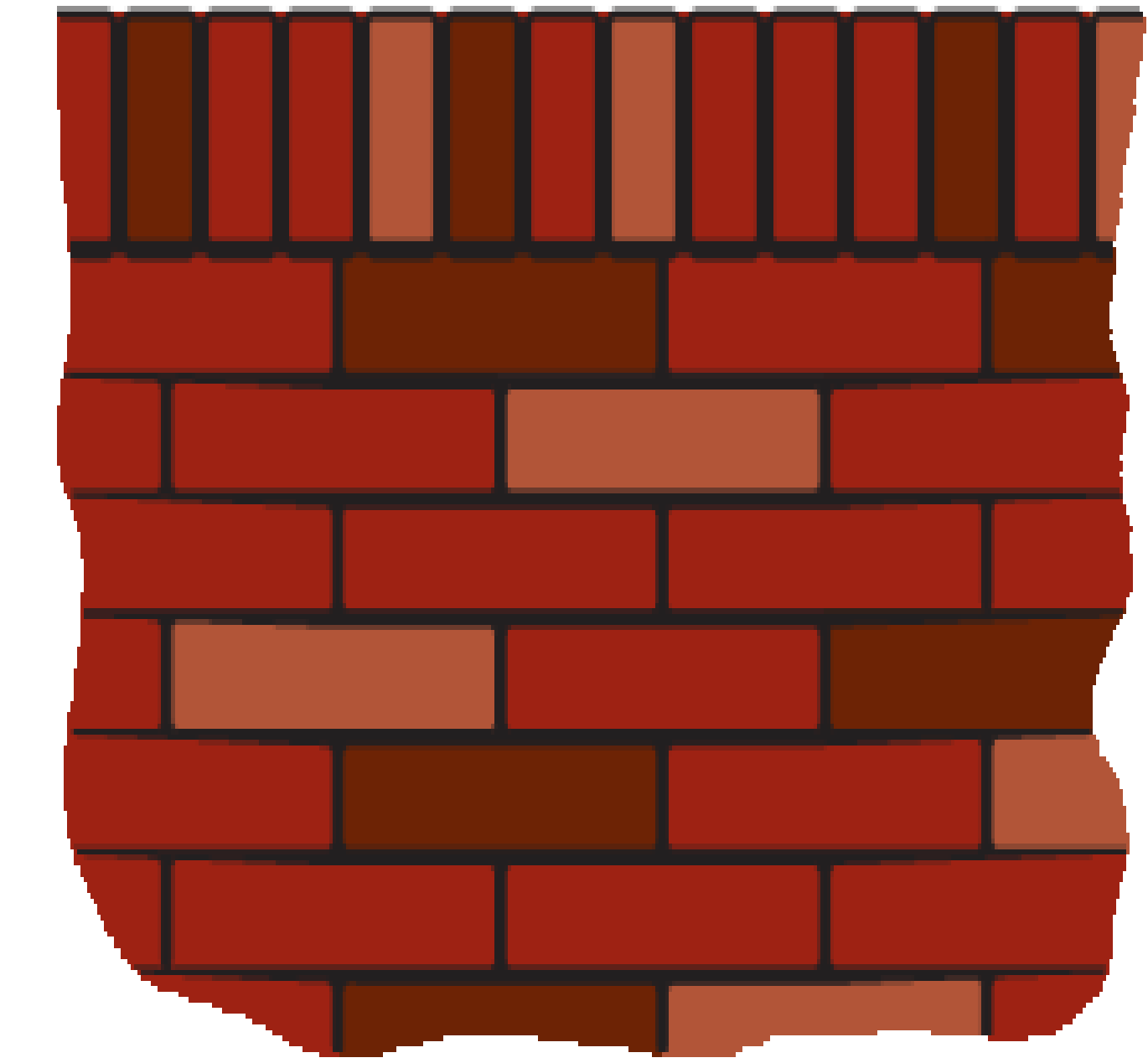
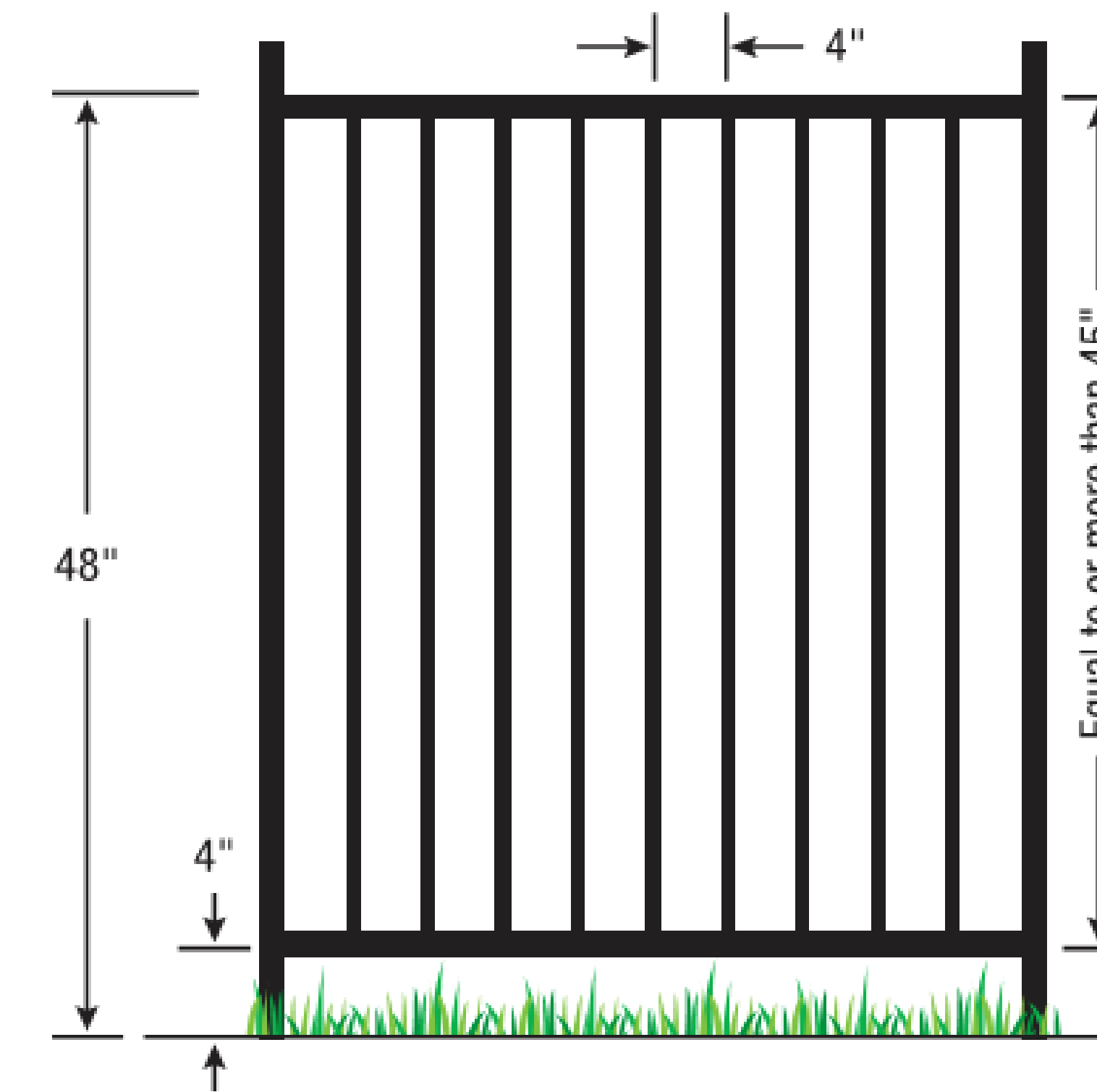
- Barriers are not child proof, but they provide layers of protection for a child when there is a lapse in adult supervision. Barriers give parents additional time to find a child before the unexpected can occur.
- A young child can get over a pool barrier if the barrier is too low or if the barrier has handholds or footholds to use when climbing.
- 2018 Swimming Pool & Spa Code
  - Section 305 - Barrier Requirements





# Step 7a - Pool Barriers - Fencing

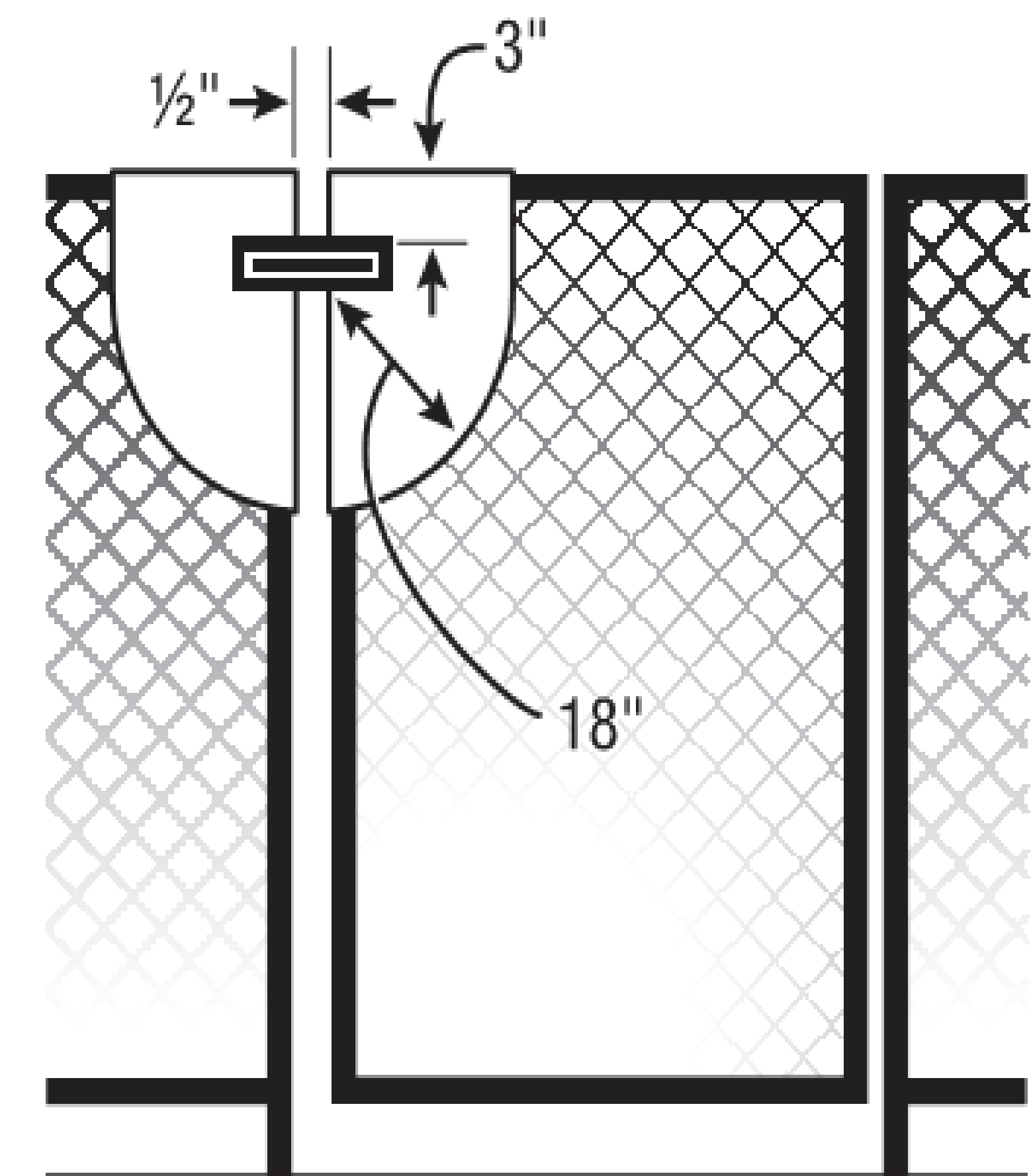
- Fences should be a minimum of 4 feet high
- Only vertical pickets are allowed for open fencing (to prevent climbing).
- Solid privacy fences must face away from the pool (to prevent climbing).
- For a solid wall, no indentations or protrusions are allowed other than normal construction tolerances and masonry joints.
- No opening greater than 4 inches; except:
  - Picket fences as shown in the details to the right
  - Chain link fence mesh size should not exceed 1-1/4 inches square unless slats, fastened at the top or bottom of the fence, are used to reduce mesh openings to no more than 1-3/4 inches.





# Step 7a - Pool Barriers - Gates

- Should open out from the pool
- Should be self-closing and self latching
- When the release mechanism of the self-latching device on the gate is less than 54 inches from the bottom of the gate, the release mechanism for the gate should be at least 3 inches below the top of the gate on the side facing the pool.
- The gate and barrier should have no opening greater than 1/2 inch within 18 inches of the latch release mechanism.





# Step 7b - Pool Barriers - Alarm

- Where a wall of a dwelling or structure serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall:
  - All doors and operable windows having a sill height less than 48" above the indoor finished floor shall have an alarm that produces an audible warning when the window, door or their screens are opened.
  - The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017. (Note: Not all alarms are the same. At the time of inspection, you must provide literature on all pool alarms verifying the UL2017 certification.)





# Step 7c - Pool Barriers – Automatic Pool Covers

- Where a wall of a dwelling or structure serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall:
  - All doors and operable windows having a **sill height less than 48"** above the indoor finished floor shall have an alarm that produces an audible warning when the window, door or their screens are opened.
  - The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.





# Step 8 – Equipment Screening

- The screening requirements are located in Section 8.2.9 of the Development Code
- All ground-mounted mechanical equipment shall be screened as follows:
  - Screening must be as high as the highest point of the equipment being screened.
  - Screening must consist of landscaping or an opaque screen (fence) compatible with the principal building in terms of texture, quality, material and color.
- In Urban Neighborhoods, may encroach up to **5' into rear setback, if at least 5' from lot line; can't encroach into side setback**
- May not be located between primary building and street





# Step 9 – Locate All Other Items on the Site Plan

- Utility & Access Easements
- State Waters
  - Questionable areas must be determined by James Sanders (Chief Environmental Compliance Officer)
- Show the Stream Buffers
  - **Undisturbed natural vegetative buffer for 50'** as measured from point of wrested vegetation
  - City of Sandy Springs has an additional Impervious Setback of 25'
- Locate all retaining walls on the plans and indicate the top of wall and bottom of wall elevations (Max height = 6 feet for residential and 8 feet for commercial)
- Locate all impervious items (Accessory Structures, Driveways, Sidewalks, Steps, Decks, etc.) on the plans



# Pool Inspections



# Pool Inspections

## Preconstruction Inspections:

1. Site Preconstruction Meeting – On-site inspection to verify that all sediment and erosion control measures, construction drives and tree save fences are installed per the approved erosion control plan. The permit card must be posted in a weatherproof enclosure, visible from the street, with a copy of the approved construction drawings and the allowable City work hours clearly posted. This inspection is required prior to any of the following inspections.
2. Pool Preconstruction Meeting – The builder shall schedule a pool preconstruction meeting with the City of Sandy Springs to review the required pool inspections and OSHA safety compliance. Please note that if you deviate from your approved plans, you are required to submit a plan revision for City for review and approval. Failure to submit plan revisions will result in a Stop Work Order until the plan revisions are approved by the City.
3. Temporary Power Pole – This electrical inspection is only required if a temporary power pole is required for the project. Please note that this inspection is required prior to City of **Sandy Springs' approval to the applicable power company. This inspection must occur prior to the Temporary to Permanent Power inspection**



# Pool Inspections (cont.)

## Pool Inspections:

4. Pool Rebar Cage – All pool cages dimensions, reinforcement, embeds, etc. shall be approved prior to the placement of concrete. Note: Pool Bonding and Pool Rough Plumbing inspections will be performed separately but can be scheduled at the same time as the Pool Rebar Cage inspection.
5. Pool Bonding – All Bonding for the pool shall be installed with at least four points of contact.
6. Pool Rough Plumbing – All rough plumbing shall be installed with a pressure gage and pressure tested to check for leaks.
7. Pool Under Ground Utility – This inspection is for the electrical underground, lights etc.
8. Pool Rough Gas – All underground gas lines shall be installed with a pressure gage and pressure tested to check for leaks.
9. Pool Rough Electrical – All rough electrical installed from the pool equipment to the main electrical panel located at the house shall be inspected for code compliance.



# Pool Inspections (cont.)

## Final Inspections:

10. Final Site Inspection – The pool final site inspection may be requested at any time once all final landscaping, screening, guardrails and water quality measures are installed. An as-built survey signed by a surveyor licensed in the State of Georgia shall be e-mailed to [asbuilt@sandyspringsga.gov](mailto:asbuilt@sandyspringsga.gov). Any As-Built Water Quality Certificate, Tree Letter, Engineering Certifications, Elevation Certificates or any other required documentation must also be e-mailed to the site inspector at the time of the inspection.
11. Final Pool Inspection - This inspection is required to verify that the pool equipment is installed per code and operational. This inspection also verifies that the pool enclosure is installed with proper code compliant gates and UL2017 pool alarms on all doors and windows that lead directly out to the pool enclosure. Pool alarm literature is required to be on-site to verify code compliance.
12. Final Zoning Inspection – This inspection is only required to verify compliance with any conditional variances to the zoning regulations that have been agreed upon during the permit review process.



# As-Built Drawing



# As-Built Drawing Requirements

- As-Built Drawings shall be submitted via email to: [asbuilts@sandyspringsga.gov](mailto:asbuilts@sandyspringsga.gov)
  - They are uploaded into the permit file and assigned for review
  - The reviews are completed within 3 business days of submittal
  - Comments/deficiencies will be sent via email to all contacts within the permit
- As-Built Drawings must match the approved site plans
  - No new work or significant deviations from the approved construction documents should be discovered in the as-built drawing.
  - Deviations will require a plan revision with updated calculations and will incur a \$200 resubmittal fee.
- As-built approval is required prior to issuance of Certificate of Occupancy/Completion.
- As-built drawings must include the following:
  - The updated as-built Lot Coverage Calculations
  - The updated Tree Canopy calculations
  - **Dimensions from all “pinch points” to the property line to verify placement**







# Certificate of Completion



# Certificate of Completion

- The permittee must email an electronic PDF file of the completed Request for Certificate of Completion (CC) application to the City at: [CO@sandyspringsga.gov](mailto:CO@sandyspringsga.gov)
- Before a CC can be issued, the following items must be completed:
  - Pass the Final Pool Inspection
  - Pass the Final Site Inspection
  - Pass the Final Zoning Inspection (if applicable)
  - All maintenance agreements must be signed
  - As-built Drawings must be approved by the City
  - All outstanding invoices must be paid



# Certificate of Completion



**SANDY SPRINGS™**  
GEORGIA

Permit Numbers:	POOL21-00999	Building Code:	2018 International Swimming Pool & Spa Code
Project Address:	1 Galambos Way Sandy Springs, GA 30328	Automatic Sprinkler System:	No
Description:	Residential Pool	Special Conditions:	None
Owner:	City of Sandy Springs		
Owner Address:	1 Galambos Way Sandy Springs, GA 30328		

This Certificate of Completion certifies that at the time of issuance, the permitted construction was inspected for compliance with the various building codes, or their intent, as enforced and adopted by the City of Sandy Springs, Georgia at the time the permit was issued.

  
Jonathan Livingston, Building Official

05/26/21  
Date

1 GALAMBOS WAY, SANDY SPRINGS, FULTON COUNTY, GEORGIA 30328



# Future Seminar Topics



# Future Seminar Topics

- Wednesday, June 30, 2021: Site Plan Requirements for Design Professionals
- Wednesday, July 21, 2021: Build.SandySpringsGa.gov – Your Online Resource for Sandy Springs
- Wednesday, August 18, 2021: How to Pass Your Inspections the First Time
- Wednesday, September 22, 2021: Proper Wood Connector Design and Installation
- Wednesday, October 20, 2021: Citizen Self Service (CSS) – Your Gateway to Online Permitting
- Wednesday, November 17, 2021: City Stormwater Management & Tree Ordinance Requirements





Questions