



SANDY SPRINGS
COMMUNITY DEVELOPMENT

SINGLE FAMILY POOL PERMIT CHECKLIST

Building Permit Number: _____ Submittal Date: _____
Assigned by Staff

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

Please submit completed forms and request inspections at <https://build.sandyspringsga.gov/>.

THE FOLLOWING DOCUMENTS ARE REQUIRED PRIOR TO ISSUANCE OF PERMIT:

- Retaining Wall Permit, if any walls on Site exceed four (4') feet in height.
- Copy of Fulton County Health Department Approved Building Plans with location of primary and reserve septic, if applicable.

REQUIRED ITEMS:

Provide all items listed on checklist. If an item is "not applicable", applicant shall note this on the plans. An incomplete application will not be accepted for review.

- Submit completed application.
- Project description on plans.
- Submit (3) sets of plans
Plan must bear Professional Seal, signed and dated, of a Professional Engineer, Registered Land Surveyor or Landscape Architect having registration in the State of Georgia. The date on the Seal should be equivalent to the last revised date on the Plan.

PLAN REQUIRED:

- Maximum sheet size shall be 24" x 36" (All lettering shall be legible).
- Project name and address, subdivision name and lot number (if applicable), land lot, district, and zoning.
- Owner's name and complete address including zip code.

- Name and telephone number of a 24-hour contact.
- Plan Preparer name, address, and phone number.
- North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
- Boundary information including bearings and distances along all property lines and a Location Sketch. Provide Source.
- Street name and Lot address.
- Building setback lines shown & labeled.
- Names of Adjoining Property Owners and respective Zonings.
- Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines including reserve field, fences, etc.) with distances to property lines for all above ground structures.
- Provide existing Topography within the Limits of Disturbance and surrounding area, including appropriate Trees, all existing pipes with their appropriate Easements. Provide Source.
- Locations of all proposed structures (including driveways, houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to property lines for all above ground structures.
- Location of State Waters with applicable Buffers, zoning buffers, access easements, sewer easements, and drainage easements, etc.
- Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia. (Use September 18, 2013 map)."

If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.
- Provide a Grading Plan showing proposed contours, pipes, retaining walls, etc. within the Limits of Disturbance.
- If the site includes a storm water detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.
- Retaining Walls over four feet in height require a separate Retaining Wall permit in accordance with the City of Sandy Springs' Development Code.

STORMWATER:

- ARC approval, if required.
- If proposed impervious area is 1,000 square feet or greater, provide storm water management facilities that will provide storm water storage for 1.2 inches of runoff from all impervious surfaces within the site. Configure facility so that the designed discharge duration of the WQ_v exceeds 24 hours. Voids within stone infiltration trenches or similar shall be considered to be 40% of stone volume. Show on site plan the layout and details of the storm water management facilities. Provide supporting calculations with the site plan.
- Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.
- Provide calculations for Water Quality, if applicable.
- Provide Test Data to insure that the Soil underneath all Water Quality devices using infiltration has a minimum 0.5 Inches per Hour Infiltration Rate.
- Infiltration type BMPs should be a minimum of 10 Feet away from property Lines and/or Foundations and a minimum of 20 Feet away from Septic Systems, subject to Fulton County Health Department approval.
- The Modified Taft Method is not acceptable to determine Infiltration Rates. A Percolation Test may be used to obtain Infiltration rates provided it is performed using the "Porchet Method".
- Provide a GPS (Georgia State Plane Zone West) Coordinate for each Water Quality BMP on the Site Plan.
- If a Backflow Preventer does not exist between the pool water supply and the public water system, then one must be installed as part of the Pool Installation. If the Pool is not connected to the main water line, provide the following Note on the Pool Site Plan:
"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."

UTILITIES & OTHER STRUCTURES (NOT INCLUDING POOL):

- Heights of all retaining walls with spot elevations along wall at top and bottom. Assumed elevations will not be accepted. Elevations must be field verified.
 - Wall heights between 4 and 6 feet will require an executed OWNER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS.
 - For wall heights 6 feet and over, plans must bear a State of Georgia Professional Engineer Seal signed and dated, and an executed ENGINEER CERTIFICATION/INDEMNIFICATION FOR RETAINING WALLS.
- If a Pool House is proposed, the location must be shown on the plan. Provide dimensions for the proposed the structure to the existing house, other structures, and the property lines. **(Note: Separate Building Permit is required prior to Pool Permit approval).**

TREES:

- Location, size, and species of all Protected, Landmark, and Boundary trees as defined by the City of Sandy Springs' Tree Conservation Ordinance.
- Location of all landscape strips and tree save areas.
- Location of any "Waters of the State" and associated Buffers.
- Show critical root zone (1.25 feet/inch (DBH)) of all trees in 1 above.
- Indicate all trees proposed for protection/removal.
- Landmark Trees:
 - Sandy Springs Arborist determines the survivability of Landmark Trees.
 - Landmark replacement of comparable species and size.
 - Provide canopy mitigation.
- Funds placed in escrow for removal and replacement costs, if required for all impacted Boundary Trees.
- Show location, species, and caliper size of all trees proposed to be planted.
- Provide location of Tree Protection Fencing and appropriate Detail.
- Provide Tree Canopy calculations which includes:
 - Protected Canopy (measured)
 - Replacement Canopy (attributed by species); and
 - Sandy Springs Tree Bank contribution.

SEDIMENT & EROSION CONTROL:

All Erosion Control BMPs shall be labeled using Symbols from the Manual for Erosion and Sediment Control in Georgia Sixth Edition. Provide Details for all BMPs from the Manual for Erosion and Sediment Control in Georgia Sixth Edition.

- Show, label and quantify the Limits of Disturbance.
- Provide Structural BMPs in accordance with the Manual. Note that some Structural BMPs require worksheets or specifications to be shown on the Plans.
- The following Note should be on the Site Plan or the Erosion Control Plan:
Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate "Stop Work" Order.
- Direction of existing and proposed storm water or drainage flow by use of arrows.
- At the sole discretion of the City of Sandy Springs' Staff, the existing driveway may be used as a Construction exit provided it is labeled with the appropriate Symbol and the Site Disturbance is minimal and the following Note appears on the Pool Site Plan:
"The existing driveway may be used as a Construction Exit provided that all construction vehicles are confined to existing paved areas on Site. Any tracking of Dirt, Silt, Mud, etc.

onto street will result in an immediate 'Stop Work' Order. The 'Stop Work' Order will not be lifted until a Construction Exit is constructed in accordance with the current Detail.”

POOL FENCE:

Per the City of Sandy Springs' Development Code, permanent enclosures are required for all Pools in the City.

- Fences intended to provide all or part of the required enclosure for a swimming pool and/or spa shall conform to the Barrier Requirements of the International Pool & Spa Code, currently adopted edition
- Provide location of Pool Fence/Barrier on the Pool Site Plan, clearly delineated.
- Provide Pool Fence and Gate Details, with dimensioning for all code-critical dimensions.
- Fence or Wall design shall conform to the requirements for Fences & Walls in the Sandy Springs Development Code.

ADD GENERAL NOTES:

- Gates not intended for pedestrian use shall be locked when the Pool is not in use.
- For all cases where a building footprint penetrates through a Pool Fence perimeter, all doors and operable windows with a sill height lower than 48” on the building(s) which have direct access to the Pool area must be equipped with an alarm which produces an audible warning when the door or its screen or window is opened.
- The escape of sediment from the Site shall be prevented by the installation of Erosion and Sediment Control measures and practices prior to land disturbing activities.
- Erosion and Sediment Control measures shall be maintained at all times. If full implementation of the approved Plan does not provide for effective erosion control, additional Erosion and Sediment Control measures shall be implemented to control or treat the sediment source.
- Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.
- The Plan Preparer affirms that the Site was visited prior to the preparation of this Site Plan by (himself / herself).
- An As-Built Drawing, containing a Boundary Survey, Site Improvements, Top and Bottom of Walls, Finished Floor Elevations of Buildings, Decks, and Pool, Utilities, Easements, pertinent Site Development Data, and any other requirements of the Community Development Director, shall be submitted to and approved by the Department of Community Development prior to the issuance of a Certificate of Occupancy or a Certificate of Completion.
- Contact the Department of Community Development through the portal to schedule a Pre-Construction Meeting with the site inspector prior to any land disturbance.
(The cut-off time for next day inspections is 2pm.)