



This application is for a **Pool - Commercial Indoor Permit**. Other types of pool permits include [Commercial Outdoor](#), [Residential Indoor](#), and [Residential Outdoor](#).

A separate Commercial [Accessory Structure Permit](#), [Additions and Alterations Permit](#), or [New Building Permit](#) will be required for all new structures or modifications to existing structures that enclose the pool.

“Hotel/Business Name – new 12 ft pool enclosed on ground floor.”

- 1. Description:** Please provide a scope of work for the project such as “Johnson Family – new 12 ft pool in backyard.”
- 2. Square Feet:** Please include the total square feet of the pool.
- 3. Valuation:** Please include the total cost of construction materials and labor.

Required Attachments

1. [Pool Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Pool Construction Drawings**, clearly labeled and including:
 - Pool depths
 - Vertical pool feature elevations such as an infinity edge, if applicable
 - Pool enclosure locations including walls

3. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit](#):** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.



This application is for a **Pool - Commercial Outdoor Permit**. Other types of pool permits include [Commercial Indoor](#), [Residential Indoor](#), and [Residential Outdoor](#).

This application includes any associated pool enclosures such as fences, walls, or gates. However, if the scope of the project includes any retaining walls, a separate [Retaining Wall - Commercial Permit](#) will be required.

“Hotel/Business Name– new 12 ft pool to south of building.”

- 1. Description:** Please provide a scope of work for the project such as “Johnson Family – new 12 ft pool in backyard.”
- 2. Square Feet:** Please include the total square feet of the pool and surrounding decking.
- 3. Valuation:** Please include the total cost of construction materials and labor.

Required Attachments

1. [Pool Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans**, clearly labeled and including:
 - Pool depths
 - Vertical pool feature elevations such as an infinity edge, if applicable
 - Retaining wall locations and elevations
 - Pool enclosure locations including fences and gates
 - Setbacks, buffers, and easements
 - Lot coverage calculations
 - Utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

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- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit](#):** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.



This application is for a **Pool - Residential Indoor Permit**. Other types of pool permits include [Commercial Indoor](#), [Commercial Outdoor](#), and [Residential Outdoor](#).

A separate Residential [Accessory Structure Permit](#), [Additions and Alterations Permit](#), or [Single Family House Permit](#) will be required for all new structures or modifications to existing structures that enclose the pool.

“Johnson Family – new 8 ft pool fully enclosed.”

- 1. Description:** Please provide a scope of work for the project such as “Johnson Family – new 12 ft pool in backyard.”
- 2. Square Feet:** Please include the total square feet of the pool.
- 3. Valuation:** Please include the total cost of construction materials and labor.

Required Attachments

1. [Pool Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Pool Construction Drawings**, clearly labeled and including:
 - Pool depths
 - Vertical pool feature elevations such as an infinity edge, if applicable
 - Pool enclosure locations including walls

3. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.



This application is for a **Pool - Residential Outdoor Permit**. Other types of pool permits include [Commercial Indoor](#), [Commercial Outdoor](#), and [Residential Indoor](#).

This permit includes any associated pool enclosures such as fences, walls, or gates. If the scope of the project includes any retaining walls, a separate [Retaining Wall – Residential Permit](#) will be required.

“Johnson Family – new 8 ft pool fully enclosed.”

- 1. Description:** Please provide a scope of work for the project such as “Johnson Family – new 12 ft pool in backyard.”
- 2. Square Feet:** Please include the total square feet of the pool and surrounding decking.
- 3. Valuation:** Please include the total cost of construction materials and labor.

Required Attachments

1. [Pool Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
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 - **Site Plans**, clearly labeled and including:
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 - Vertical pool feature elevations such as an infinity edge, if applicable
 - Retaining wall locations and elevations
 - Pool enclosure locations including fences and gates
 - Setbacks, buffers, and easements
 - Lot coverage calculations
 - Utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.