



Permits & Inspections  
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# PERMITS & INSPECTIONS

Permits & Inspections is a Division of the Department of Planning & Development Services

## SWIMMING POOLS

### *Will I need a permit to install a swimming pool?*

- Residential – A permit is required for *above-ground* pools 24 inches deep or greater, and for all *in-ground* pools.
- Commercial – A permit is required for *above-ground* pools that are 24 inches deep or greater, that exceed 5,000 gallons, and are not accessory to a Group R-3 occupancy; and for all *in-ground* pools.

### *Is my pool required to be enclosed or fenced?*

Yes. All pools shall be completely surrounded by a fence or a wall not less than four (4) feet in height. Any openings in the barrier shall not be large enough to allow passage of a 4-inch diameter sphere. Any access gates shall open outward (away from the pool) and be self-closing and equipped with a self-latching device. If the self-latching device is less than 54 inches from the bottom of the gate it shall be installed on the pool side. Furthermore, all doors with direct access to the pool through a barrier wall shall be equipped with an alarm which produces an audible warning when the door and its screen, if present, are open.

### *What regulations apply to the covering or draining of my pool?*

The City Code of Ordinances states that it is unlawful to “permit to exist on any such lot, tract or parcel of land stagnant water or any collection of water that may allow the breeding of insects” (Sec. 7.02.065). In addition, when the city is in Drought Stage III, the use of treated or raw city water to fill, refill, or maintain the level of any fountain or swimming pool is prohibited (Sec. 11.05.003). When draining your pool, keep in mind that it is unlawful to allow treated or raw city water, greywater, reclaimed water or well water to run off property to a gutter, street, alley, ditch, or drainage facility and drain for more than 150 feet downgrade of the point of entry into such gutter, street, alley, ditch, or drainage facility (Sec. 11.02.002).

### *What should I keep in mind about electrical work associated with my pool?*

Any electrical work done will require a separate permit. If you do not have the knowledge to do the electrical work or are not eligible for a homeowners permit, you will need to hire a licensed electrician. Also know that no electrical equipment shall be placed within 5 feet and all overhead conductors shall not be closer than 22.5 feet from the water of a swimming pool in any direction.

### *Are there any additional regulations I should be aware of?*

Yes, there are additional regulations that you need to keep in mind. They include, but are not limited to, the following:

- In no case shall any part of the pool structure, including the pool deck, be located in an easement. Ensure that you are aware of any utility easements on your lot.
- All design, construction, and workmanship shall be in conformity with “Minimum Standards for Public Swimming Pools”, published by the National Swimming Pool Institute or other accepted engineering practices and shall meet the minimum standards of Section 3109 of the 2009 International Building Code.\*
- All piping, equipment and materials used in the plumbing system of swimming pools that are built in place shall conform to the 2009 International Plumbing Code.\* It is also prohibited by Ordinance to waste water by allowing it to discharge onto streets, alleys, curbs or gutters. All plumbing work must be inspected before concealment.
- Any water supply, which in the judgment of the Administrative Authority may be used to fill the pool, shall be equipped with backflow protection.
- Gas piping shall comply with the 2009 International Fuel Gas Code.\*
- Electrical wiring and equipment shall comply with the 2008 National Electrical Code.\* The pool must be inspected before pouring concrete to insure proper pool grounding.
- All mechanical installations (including boilers) shall comply with the 2009 International Mechanical Code\* and the State Boiler Law.
- Separate plumbing, electrical, mechanical, and gas service permits may be required and must be obtained by licensed and insured contractors, or by homeowners who are eligible to obtain a homeowner’s permit.

If you have any further questions regarding pool regulations, please contact us.

***What is the process to obtain a swimming pool permit?***

1. Bring a completed pool permit application (which can also be found on our website under Departments and Services – Building Permits and Inspections – Information, Handouts, and Forms) and a site plan of the property.
2. It generally takes 2-3 days to issue this permit. Work may commence once the permit has been issued.
3. Inspections may be needed during construction of the pool and vary depending on the type of pool. For all pools, a final inspection of the pool is required after installation is completed but BEFORE the pool is filled with water. It is the responsibility of the permit holder to request inspections. Inspections can be requested by calling our office with the permit number and street address.
4. Refer to our Fee Schedule for fees applicable to residential – above ground, residential – in ground, and commercial pools. Additional fees for plumbing, electrical, mechanical and gas permits may also apply.

\*Or latest adopted codes