

Guide to Hot Tub Permits

Fees

- **Building Permit** **\$50.50** (this includes a 1% State of Ohio Fee)
- **Zoning** **\$40.00**
- **Electric Permit** **\$75.75** (this includes a 1% State of Ohio Fee)
- These fees are collected once a building permit has been issued and are not required at the time of the application.

Application Requirements

- Completion of an application form furnished by the building department.
- Two (2) sets of plans of sufficient clarity to indicate how the proposed hot tub will be supported, on brick pavers, concrete slab, or if installed on a wood deck see our Guide to Deck Permits.
- Two (2) sets of plans of sufficient clarity showing all associated electrical work for the proposed hot tub, including existing electrical work around and near the proposed hot tub (see plan requirements).
- Two (2) sets of literature from the manufacture of the hot tub, demonstrating the hot tub has been designed and constructed in accordance with ANSI/NSPI-3.
- Two (2) survey based plot plans/site plans, to scale, showing the location of the proposed hot tub, existing structures, and the distances from the house and the property/lot lines.

Action on the Application

- The building and zoning departments will examine the application and plans of the proposed hot tub within two weeks or ten working days.
- If the application and plans of the proposed hot tub conform to the building and zoning codes, the applicant is notified and a hot tub permit is issued. The applicant shall pick up one set of the approved plans and pay the permit fees prior to the start of construction.
- If the application and plans of the proposed hot tub do not conform to the building and zoning codes, the applicant is notified and the reasons for the disapproval will be given in writing.

Time Limitations

- Work shall commence within twelve (12) months of the approval of the residential construction documents. One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars. If in the course of construction, work is delayed or suspended for a time period of six (6) months, the approval of the plans or drawings is invalid. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension.

Have Questions or Need Help

- If you have questions regarding zoning issues such as where the hot tub can be located and setback requirements, please contact City Planner Tom Lodge at 614.901.6661, or City Planner Chelsea Nichols at 614.901.6662.
- If you need additional electrical information in greater detail or have specific electrical questions, please contact Electrical Safety Inspector Michael Neff at 614.901.6654, or Electrical safety Inspector Joseph Nimon at 614.901.6653.
- If you need additional information on the hot tub installation, deck construction, or other questions, please call 614.901.6650 and ask to speak with a building inspector.

Plan Requirements

- **Hot Tubs Supported on a Concrete Slab or Brick Pavers** – Please show the base material depth; and the depth of the pavers or concrete slab.
- **Hot Tubs Supported on a Wood Deck** – Please see our Guide to Deck Permits for additional details and requirements. A design professional such as an architect or engineer will need to ensure the deck frame and supporting footings are designed for the additional weight of the hot tub.
- **Electrical Plans** - When deciding on a hot tub location, consideration must be given to existing electrical outlets, electrical fixtures, and the electrical service to the dwelling (overhead or underground). Typically these items must be at least (5) five feet horizontally from the inside of the hot tub walls. The electrical drawings shall show the location of the electrical disconnect for the hot tub, location of the electrical service cables to the house (these can be overhead or underground), and any new or existing electrical lighting fixtures or outlets near the hot tub. Additionally, a layout of the proposed equipotential bonding grid, all electrical conduit, equipment, and wiring type and size of conductors supplying power to the hot tub is required.
- **Plot Plan** – The plot plan shall show the location of the proposed hot tub, existing structures, and the distances of the hot tub from the house and the property/lot lines. Please keep in mind; the hot tub shall be located ten (10) feet from all property lines, and not less than ten (10) feet from the building setback line. A site survey of the property is the preferred type of plot plan.

Inspections on Hot Tubs

- **Footing** –After the excavation of the post holes (if applicable). Prior to placement of concrete and the start of the framing.
- **Slab** – After the forms are installed and prior to the placement of concrete.
- **Underground Electrical & Equipotential Bonding** – Prior to back filling of electrical trenches. Bonding **prior** to the placement of the concrete slab.
- **Final Electrical** – After the completion and installation of all electrical wiring, equipment, devices, and fixtures. This inspection occurs prior to the final inspection.
- **Final Inspection** – After the completion of the hot tub and prior to the hot tub being utilized.