

Guide to Swimming Pool Permits

Fees

- **In-Ground Pool Permit** **\$126.25** (includes a 1% State of Ohio fee).
- **Above-Ground Pool Permit** **\$101.00** (includes a 1% State of Ohio fee).
- **Zoning Permit** **\$ 40.00**
- **Electrical Permit Fees** **\$ 75.75** (includes a 1% State of Ohio fee).
- These fees are collected once a 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.
- Provide two (2) sets of plans of sufficient clarity to indicate how the proposed pool will be constructed (see plan requirements).

Action on the Application

- The building and zoning departments will examine the application and plans of the proposed pool within two weeks or ten working days.
- If the application and plans of the proposed pool conform to the building and zoning codes, the applicant is notified and a pool 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 pool 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 swimming pool 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 setback distances from the property lines, lot coverage, or landscaping requirements, please call the Zoning Department at 614.901.6650, option 3.

- If you have questions pertaining to the electrical requirements, please call the Building Department at 614.901.6650, option 4, and ask to speak with an electrical inspector.
- If you have questions pertaining to the pool installation, please call 614.901.6650, option 4, and ask to speak with a building inspector.

Plan Requirements

Plot Plan – The survey based plot plan shall show the location of the proposed pool, existing structures on the lot, all improved surfaces, the location of pool pumps, electrical disconnects, filtering devices and the pool heating equipment. Additionally, the plot plan shall show the location of the fence/barrier that will enclose the pool.

Standard Assembly Drawings – The standard assembly drawings can be obtained from the manufacturer of the pool. These drawings shall show how the pool walls will be assembled, and the configuration or layout of the pool.

Fence/Barrier Sections (In Ground Pools) – The fence/barrier sections shall show the height of the fence (4 feet minimum) and the size of openings in the fence (4 inch maximum). Please include a section of any pedestrian access gates that may be in the fence. Gates shall open outward away from the pool and be self-closing and self-latching. When the release mechanism of the gate is located less than 54 inches from the ground, the release mechanism shall be located on the pool side of the gate and a minimum of (3) inches below the top of the gate. Openings in the gate shall be no greater than ½” within (18) inches of the release mechanism. Fence/Barrier sections may be obtained from the manufacturer of the fence, or the applicant may draw a section of the proposed fence/barrier and pedestrian gates.

Fence/Barriers Sections (Above Ground Pools) – Above ground pools often utilize the pool walls as a fence/barrier when the pool walls are at least 48 inches high. Lift and locking ladders or stairs can be used, and even removable stairs can be utilized. The ladder or steps shall be capable of being secured and locked, or removed to prevent access. The plan submittal shall include information on the means to prevent access to the pool.

Electrical plan - The electrical plans shall list all electrical pool equipment, outlets, lighting, cable sizes, low voltage wiring, conduits, and bonding around the pool.

Door Alarms – The battery operated door alarm shall be in compliance with UL 2017. Literature from the manufacturer of a door alarm shall be included in the plan submittal. All doors that have direct access to the inside of the pool area shall be equipped with an alarm which produces an audible warning when opened.

Plan considerations

- When deciding on a pool location, consideration must be given to existing electrical outlets, devices, and buried cables. Typically these items must be at least (5) five feet horizontally from the inside walls of the pool.
- All pool equipment shall be located ten (10) feet from all property lines.

Inspections on In Ground Pools

Footing – A footing inspection is required after the excavation, and after the installation of the structural pool walls, prior to pouring concrete. This inspection shall be performed prior to covering and back filling of the pool walls.

Underground Electrical & Bonding – Bonding of all metallic pool parts and all underground electrical equipment associated with the pool. The listing and installation instructions for all pool lighting (including low voltage controlled) and equipment shall be available on the job site. This inspection shall occur prior to backfilling of pool walls, all conduits (including conduits for pool covers), and electrical trenches.

Gas Piping – This will include any gas line run to a pool heating unit before covering.

Final Electrical – After the completion and installation of all electrical wiring, equipment, devices, and fixtures. This inspection occurs prior to the final inspection.

Final Grade - After all site work, landscaping, and grading are complete.

Final Inspection – After the completion of all pool work prior to the pool being utilized for swimming. The fences or barriers shall be complete and alarms installed on all doors of the dwelling that have direct access to the pool area.

Inspections on Above Ground Pools

Rough Electrical – This will include inspection of underground electrical to pool pumps, filtering systems, or other related equipment. If any outlets, sub panels, or lighting fixtures are installed they shall be inspected.

Framing/Structural – After the installation and completion of the pool walls.

Gas Piping – This will include any gas line run to a pool heating unit.

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 all pool work and prior to the pool being utilized for swimming. The fences or barriers shall be complete and alarms installed on all doors of the dwelling that have direct access to the pool area.

The purpose of this Guide is to familiarize an applicant with the swimming pool permit process and some of the various code requirements. The information contained in this guide is a summary; please refer to the most current edition of the National Electric Code Section 680, 2012 International Residential Code – Appendix G, and The City of Westerville Codified Ordinances for a comprehensive and complete set of codes and standards.