

Pools and Spas

Minimum Permit Application Requirements

Note: Please keep in mind that a complete application with all required information will help expedite the application process. The following information is provided to assist in preparing a complete application package but in no way guarantees application approval or compliance with all applicable code requirements. It is the responsibility of the applicant to provide a complete and code compliant building permit application with supporting documentation.

General Requirements

- Completed building permit application form (available in permitting office)
- Submission of two sets of all drawings and information is required. One set will be returned with comments and/or conditions of approval and is to be left at the job site during construction.
- Zoning approval is required prior to issuance of the building permit.
- Building permit application(s) will not be accepted if taxes or utility commission fees are owed on the property.
- If the applicant is not the homeowner, a "Letter of Authorization" from the homeowner shall be submitted with the application.
- A certificate of insurance for workers' compensation coverage must be provided by contractors or a sworn notarized affidavit provided, stating that the homeowner / agent will require proof of workers' compensation insurance for all those employed on the job site.
- All contractors that perform pool maintenance or repair work must have a SP-1 license issued by DCP.
- Electrical, Plumbing and other trades are required to be licensed in Connecticut. A copy of their license and proof of insurance will be required at the time of application for a permit.

Minimum Plan Requirements

- Plans shall be drawn to scale (1/4" per ft. preferred) and shall include the following:
 - Site plan(s) 1"=20'
 - Pool plan and details
 - Dimensions, specifications and details as required to convey the scope of work.
- Plans shall show all retaining walls, decks, porches, overhangs, stairs or other similar features along with all construction details, dimensions and material call-outs. Retaining walls may require engineered plans.
- Plans shall show the proposed pool barrier, access gates and details if pool is in-ground.

Special Requirements

- If the existing property is serviced by a private septic system and/or a private well, the plans will need to be reviewed [by Ledge Light Health District](#). The plans will be forwarded to Ledge Light by this office prior to building department review.

Other Requirements

___ Contractor / Owner shall keep one set of the approved plans readily available on the job site at all times during the construction.

___ A separate electrical permit will need to be secured for this project.

___ The pool pump must be provided with a time clock so the pump can run during off-peak hours for energy conservation.

___ A GFIC receptacle in addition to the dedicated pump receptacle shall be provided between 10' and 20' of the pool edge.

___ If any decks or stairs are proposed around the pool, separate plans will need to be submitted for review and approval.

___ Installation shall be in strict accordance with all manufacturers' installation requirements, building codes and the "Pool Installation Guide" that you can receive from this office. Should there be any conflict in requirements, please consult this office for clarification.

___ The owner / contractor is responsible for contacting this office for the required inspections including the final inspection. A schedule of inspections form can be obtained in the permitting office.

___ A cost estimate as described in the [Permit Fees](#) page shall be provided.