

# Swimming Pool Permit Procedures



City of Peachtree Corners

# Swimming Pool Permit Procedures

January 1, 2014

The purpose of this document is to provide guidance in obtaining a Building Permit for a Residential Swimming Pool on a one or two family lot. A residential swimming pool is defined as “any structure intended for noncommercial swimming or recreational bathing that contains water over 24 inches deep including in ground, aboveground, and on ground swimming pools, hot tubs, and spas. A Building Permit must be obtained prior to any land disturbance, installation or construction.

### **Obtaining Approval from Gwinnett Environmental Health for Homes Served by a Private Septic System.**

If the home is served by a private septic tank system, Gwinnett Environmental Health must approve the location of **in ground** or **above ground** swimming pools on a lot before a permit can be issued. The purpose of this review is to ensure that the existing septic tank & drain field is not affected by the pool’s location. Proof of approval by Environmental Health must be attached to the Building Permit Application. Information and forms can be obtained by calling Gwinnett Environmental Health at 770.963.5132.

### **Submit a “Swimming Pool Location Plan” for Approval by the City of Peachtree Corners.**

**Location Plan.** The purpose of this plan is to verify compliance with county regulations regarding rear yard location, setbacks, clearance from utility easements, zoning buffers, clearing limits or impervious setbacks from the Chattahoochee River. This plan must be drawn to scale (i.e. 1”=10’, 1”=20’) and must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, clearing and impervious square footage within the Chattahoochee River Corridor and the location of the proposed pool, its protective barriers, decking and pumps, all with distances labeled to property lines. A copy of the Final Subdivision Plat showing lot dimensions is available from the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville, GA. Pools and associated structures such as decking (wood, concrete, etc.), pumps, and diving boards cannot be located on vacant lots or in easements. They must be located in the rear yard, at least 5 feet from any side or rear property line. Encroachments into buffers are not allowed.

### **Protective Barriers/Enclosures:**

**In ground** pools must have at least a 4-foot high protective barrier surrounding the pool.

**Walls of a Dwelling:** These may serve as part of the required barrier as follows: 1) if all doors accessing the pool from the wall are equipped with an audible warning device, sounding for at least 30 seconds, that is activated when the door and its screen are opened; or, 2) if the pool is equipped with a power safety cover that complies with ASTM F 1346-1991.

**Barrier Openings & Access Protection:** Openings in any barrier shall not allow passage of a 4 inch diameter sphere. All access gates to the pool shall be self-closing & self-latching & shall be equipped with a locking device.

**Complete the Building Permit Application and the Residential Swimming Pool Owner Affidavit:** All of the above forms may be obtained from the Building Permits Counter at the City of Peachtree Corners or by visiting our website at [www.peachtreecornersga.com](http://www.peachtreecornersga.com).

## Obtaining a Building Permit

To obtain a pool building permit, the homeowner, pool builder, or their authorized agent must provide the following information to City building officials at 310 Technology Parkway, Peachtree Corners, GA. 30092 between 9:00am – 3:30pm Monday -Thursday, and 8:00am – 3:30pm Friday. After the Pool permit is issued, subcontractor permits may be obtained during these hours. Submit the following documents:

1. Swimming Pool Permit application form.
2. Pool site plan, 2 copies, approved by Community Development Department.
3. Development Permit, signed by Land Disturbance Inspector.
4. Pool building plan, 2 copies. (*See Pool Building Plan Requirements herein.*)
5. Copy of pool contractor's business license.
6. Swimming Pool Owner Affidavit form. (*Attached herein.*)

The submittal will be checked for completeness. If the permit application and supporting documents are complete, the application will be accepted.

When the Community Development Department has completed review of the pool building plans, the Pool Permit may be obtained. Fees will be paid when the permit is picked up.

When the pool permit card is posted onsite, and the reviewed plans are on site, pool construction may begin.

### **Permit Fees:**

The fee, rounded to the nearest dollar, is calculated as follows: \$8 per \$1,000 of estimated construction cost (minimum fee is \$30) plus \$25 for the Certificate of Occupancy. Fees must be paid at time of permit issuance.

### **Inspections:**

The Building Permit for the new swimming pool will typically include electrical & plumbing inspection (if required). State licensed electrical & mechanical subcontractors must submit a Subcontractor Affidavit form to Building Department at least two (2) days prior to requesting inspections.

## Swimming Pool Site Plan

Community Development requires a Swimming Pool Site Plan to be submitted in order to obtain a Building Permit for swimming pools on residential lots. The Site Plan must be approved prior to the issuance of a Building Permit for the pool. A Site Plan is submitted to the Development Review Section for review and approval to ensure that the rear yard location and accessory structure setback requirements are met and that easements are kept free & clear of encroachments. A Site Plan does not have to be drawn by a surveyor or an engineer. However, it must be drawn "to scale" using either an engineer or architect's scale. A Site Plan can be drawn by anyone as long as it is legible and is drawn at a measurable scale. Approval of a Site Plan makes the property owner & contractor aware of location constraints on a lot.

A Site Plan should show the following (as applicable) on the plan:

- a. Boundary lines of the lot with distances & bearings.
- b. Location & names of all abutting streets or other street rights-of-way.
- c. Minimum required front building setback lines with dimensions.
- d. Minimum required 5-foot accessory structure setback from side and rear property lines.
- e. Self-closing & self-latching gate equipped with a locking device.
- f. Pump, equipment structures and decking.
- g. Septic tank & drain field (if applicable).
- h. Height, type and location of required pool fencing.
- i. The approximate outline of all buildings, driveways, swimming pools, recreational courts, patios, accessory structures and other improvements, existing or proposed, on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
- j. Location & dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tank, and septic tank drain field located on the lot.
- k. Subdivision name, lot & block designation.
- l. North arrow & scale.
- m. 100-year floodplain limits, any applicable stream buffers or other special building setback lines.
- n. Any other applicable requirements of the Zoning Resolution or conditions of zoning approval.

Note: Swimming Pools & their appurtenant structures (pump equipment, decking, etc.) must be located in the rear yard and setback at least 5 feet from side & rear property lines. Pool must be at least 10 feet from any septic tank and its drain field.

## **Pool Building Plan Requirements:**

Pool permit applications shall include at least two (2) pool building plans, drawn to a minimum 1/8" scale.

The City shall retain one pool building plan copy. The second pool building plan copy must be on the construction site, weather protected and readily available to inspectors at all times.

Building plans shall be of sufficient clarity to show at least the following information:

1. An overhead plan view showing the size and shape of the pool, location of all steps and ladders, skimmers, circulation inlets, drains, overflow drains, lights, diving boards, spas, water falls, slides, or other pool related features to be installed.
2. A side elevation plan view showing the pool's depth profile to include above and below water views of all appurtenances incorporated into the pool's construction, such as spas, water falls, etc.
3. Provide construction details necessary to show code compliance.
4. A listing of all equipment included in the pool's construction to include operating capacities, etc.
5. Include any notes or statements on the plan that clarify what work is to be provided by the pool contractor and what work is to be provided by the property owner or other contractors.
6. Provide details of required fencing and enclosures.

In addition, for above-ground pools in kit form, the following information must be provided:

1. Pool manufacturer's printed product literature.
2. Pool manufacturer's printed installation instructions.
3. Pool deck and access stair construction details, if an elevated deck or access stairs are to be installed at the pool's edge. Method of providing pool enclosure.

**CITY OF PEACHTREE CORNERS**  
**AFFADAVIT OF SWIMMING POOL OWNER**

I, \_\_\_\_\_, am the owner of the property at  
(StreetAddress)\_\_\_\_\_

My Pool Contractor is applying to construct a pool on this property. The following information is furnished for the processing of this pool building permit.

Pool Contractor Company Name\_\_\_\_\_

Contact Person\_\_\_\_\_

Street Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_

PROPERTY OWNER'S COST OF POOL \$ \_\_\_\_\_

This cost includes the pool, equipment, plumbing, attached at-grade paving, fencing and (as applicable), gas lines, heater, waterfalls, grottos, etc. Detached at-grade paving and landscaping are not included in this cost.

I understand that retaining walls, decks not attached to the pool, pergolas, pool houses, and other accessory structures will be permitted separately from the pool.

If necessary, I will provide documentation for the above cost if requested by the City of Peachtree Corners.

**I have reviewed the City of Peachtree Corners Pool Permitting Procedures, including enclosure and fencing requirements, and, by signature below, do hereby agree to abide by same. I will not allow the pool to be filled until the enclosure is in place. I will not allow the pool to be used until the City of Peachtree Corners has issued a Certificate of Completion, under penalty of law.**

Owner Signature\_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary Public\_\_\_\_\_

Seal