



CHECK LIST FOR THE INSTALLATION OF SWIMMING POOLS AND SPAS

THIS CHECKLIST IS INTENDED TO ASSIST YOU IN KNOWING WHAT THIS OFFICE NEEDS BEFORE WE CAN ISSUE A PERMIT(S) FOR THE INSTALLATION OF SWIMMING POOLS, SPAS, AND HOT TUBS.

THE DEFINITION OF AN, ABOVE-GROUND/ON-GROUND POOL, IN-GROUND POOL, HOT TUB OR A SPA IS AS FOLLOWS: **(TAKEN FROM THE 2003 MICHIGAN RESIDENTIAL CODE)**

ANY STRUCTURE THAT CONTAINS WATER OVER 24" IN DEPTH AND WHICH IS USED, OR INTENDED TO BE USED, FOR SWIMMING OR RECREATIONAL BATHING IN CONNECTION WITH AN OCCUPANCY IN USE GROUP R-3 (ONE AND TWO FAMILY RESIDENTIAL), AND WHICH IS AVAILABLE ONLY TO THE FAMILY AND GUESTS OF THE HOUSEHOLDER. THIS INCLUDES IN-GROUND, ABOVE-GROUND AND ON-GROUND SWIMMING POOLS, HOT TUBS AND SPAS.

YOU MUST SUPPLY THIS OFFICE WITH ALL OF THE FOLLOWING:

- A. **SITE PLAN W/ZONING APPROVAL:** Show all lot lines and all buildings on the property. Show the desired location of the pool, spa or hot tub and show the distance between all buildings and between the buildings and the pool, spa or hot tub and the distance between all buildings, the pool, spa or hot tub and the property lines.
- B. **THE POOL MANUFACTURERS INSTALLATION INSTRUCTIONS FOR YOUR PROJECT.**
- C. **ALL POOLS** require a building permit to assure compliance with the code for installation as well as other code requirements for safety such as fencing.
- D. **ALL** underground and most aboveground pools, spas and hot tubs will require an electrical permit.
- E. **ALL POOLS** that are heated will require a mechanical permit.

AFTER ALL THE ABOVE INFORMATION HAS BEEN GIVEN TO THIS OFFICE, A PLAN REVIEW WILL BE DEVELOPED FOR YOUR INSTALLATION AND GIVEN TO THE BUILDING PERMIT APPLICANT AS A GUIDELINE FOR THE INSTALLATION OF YOUR POOL, SPA OR HOT-TUB.

COST OF PERMITS IS DETERMINED AS TO THE NUMBER OF INSPECTIONS THAT WILL HAVE TO OCCUR FOR YOUR PARTICULAR JOB. THE ESTIMATE OF COSTS IS AS FOLLOWS.

BUILDING PERMITS: TWO INSPECTIONS	\$180.00
PLAN REVIEW:	50.00
ELECTRICAL PERMITS: ONE INSPECTION	90.00
TWO INSPECTIONS	180.00
MECHANICAL PERMITS: ONE INSPECTION	90.00
TWO INSPECTIONS	180.00
ZONING PERMIT (IF APPLICABLE):	90.00

WE HOPE THIS WILL HELP YOU IN THE COMPLETION OF YOUR PROJECT AND WE LOOK FORWARD TO ASSISTING YOU.