

PROCEDURES FOR SUBMISSION OF PLANS AND INSTALLATION OF SWIMMING POOLS

The Planning Commission and Architectural Board of Review (PC/ABR) meets on the first and third Thursday of each month at 7:00 p.m. Deadline for submissions is 3:00 p.m. on the Friday preceding the meeting. Building Department business hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

ALL PLANS FOR SWIMMING POOLS (OVER 24" DEEP) MUST INCLUDE:

- 1) Any electrical or plumbing equipment and connections to be installed.
- 2) Plans for protective barrier for pool in compliance with IRC Section AG105 as adopted by the City of Willoughby Hills.
- 3) Site plan, drawn to scale of 1" = 10' or 20', of property showing:
 - Proposed location of pool.
 - Proposed location of protective barrier or fence.
 - Location of all existing structures on property.
 - Distances to property lines (15 feet minimum distance to lot line) and all structures within 50' of property lines measured from existing structures on property and proposed location of pool.
 - Existing landscaping or new landscaping to be installed.
 - **Site plans for in-ground pools must be prepared and stamped by a registered surveyor or engineer, and requires a deposit for plan review and final site grade inspection from the City Engineer's office.**

ABOVE-GROUND, ON-GROUND POOLS, SPAS, HOT TUBS – Must be reviewed by the PC/ABR and the following must be provided:

- 1) TEN (10) copies of the manufacturer's specifications including photographs and/or drawings of the pool model, which include the protective barrier specifications. Specifications must indicate that pool is built to ANSI/NSPI-4-99 standards as noted in IRC Section AG108.
- 2) TEN (10) copies of site plan (to scale) as noted in *Guidelines*, except that no topography plan is required unless the there will be a change in any grade on the site of more than six inches (6"). In that case, the site plan must be approved by the City Engineer before submission to PC/ABR can be accepted. There may be an additional fee for this.
- 3) A code review fee must be paid at the time of application. This fee is not refundable.

IN-GROUND POOLS – Must be reviewed by the PC/ABR and the following must be provided:

- 1) TEN (10) copies of plans for pool construction must be submitted to Building Department which include the items noted above. Plans should indicate pool is designed and constructed in conformance with NSPI-5 standards as noted in IRC Section AG108.
- 2) TEN (10) copies of site plan (to scale) as noted in *Guidelines*. **Site plans for in-ground pools must be prepared and stamped by a registered surveyor or engineer, and requires a deposit for plan review and final site grade inspection from the City Engineer's office.**
- 3) A code review fee must be paid at the time of application. This fee is not refundable.

Following approval by the PC/ABR, permits must be obtained before any work may begin on installation of pool. Permits must be obtained by the company or individual doing the work. An electrical or plumbing permit must be obtained for any and all such work. Such permits are issued ONLY to persons holding an electrical or plumbing license or certificate issued by the State of Ohio, an Ohio county or a testing municipality, and who have registered as a contractor with the Building Department.

Permit holder is responsible for scheduling any and all required inspections.