



POOL & SPA APPLICATION HANDBOOK

APPLICATIONS, CHECKLISTS & REVIEW MATERIALS

APPROVED: JULY 25, 2022



BUILDING DEPARTMENT

POOL SPA CHECKLIST

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office
linda@lakewoodvillagetx.us

REVISED: 07/03/2022

PROPERTY ADDRESS AND LEGAL DESCRIPTION

CONTENTS

| Document | Signed Copy on File | Date Filed |
|---|---|------------|
| Pool Spa Application | <input type="checkbox"/> Yes | |
| Pool Spa Procedures | <input type="checkbox"/> Yes | |
| Pool Protection Device – Required at Pre-Plaster Inspection | <input type="checkbox"/> Yes | |
| U.S. Army Corp of Engineers Consent Letter | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | |

Town Ordinances – Available for Download from the Town Website @ www.lakewoodvillagetx.us

| | |
|---------------------------------|-----------------|
| Swimming Pool and Spa Ordinance | Electrical Code |
| Zoning Ordinance | Mechanical Code |
| Subdivision Ordinance | Plumbing Code |
| Residential Code | Gas Code |

NOTICE

I hereby certify that I have been provided with the documents listed above in the Builders Packet and it is my responsibility to file all required forms with the Town, comply with all applicable building codes and Town Ordinances including but not limited to the ordinances listed above. All fees shall be paid in full prior to issuance of a permit(s).

| | | |
|--------------|-------------------|------|
| Company Name | Builder Signature | Date |
| | | |



POOL – SPA PERMIT

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office
inspections@lakewoodvillagetx.us

BUILDING DEPARTMENT

REVISED: 10/09/2014

PERMIT TYPE

☐ POOL – IN GROUND ☐ POOL – ABOVE GROUND ☐ POOL / SPA COMBINATION ☐ SPA ONLY

Heater? ☐ Yes If Yes: ☐ Gas ☐ Other Diving Board? ☐ Yes P-Trap? ☐ Yes
☐ No ☐ Electric ☐ No ☐ No

PROPERTY OWNER INFORMATION

| | |
|------------------------|-------|
| Property Owner | Notes |
| Property Owner Address | |
| | |
| | |

GENERAL CONTRACTOR INFORMATION

| | |
|--|------------------|
| Contact Name | Business Address |
| Company Name Registered with Town? <input type="checkbox"/> Yes | |
| Office Number Mobile Number | |

SUBCONTRACTOR INFORMATION - ELECTRIC

| | |
|--|------------------|
| Contact Name | Business Address |
| Company Name Registered with Town? <input type="checkbox"/> Yes | |
| Office Number Mobile Number | |

SUBCONTRACTOR INFORMATION - PLUMBING

| | |
|--|------------------|
| Contact Name | Business Address |
| Company Name Registered with Town? <input type="checkbox"/> Yes | |
| Office Number Mobile Number | |



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SUBCONTRACTOR INFORMATION – BARRIER FENCE (COMPLETE IF DIFFERENT THAN GENERAL CONTRACTOR)

| | | |
|---------------|--|------------------|
| Contact Name | | Business Address |
| Company Name | Registered with Town? <input type="checkbox"/> Yes | |
| Office Number | Mobile Number | |

NOTICE

This permit shall become null and void if work or construction authorized is not commenced within one hundred eighty (180) days, or if work or construction is suspended or abandoned for a period of one hundred eighty (180) days at any time work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions and laws and ordinances governing this type of work will be complied with whether specified herein or not the granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or performance of construction.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

TOWN USE ONLY

| | | | |
|-------------------|-----------|---|-----|
| Permit Expiration | Date Paid | <input type="checkbox"/> Check # <input type="checkbox"/> Money Order | Fee |
|-------------------|-----------|---|-----|



POOL / SPA PROCEDURES

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BUILDING DEPARTMENT

REVISED: 06/29/2022

GOAL

The focus of the pool / spa procedures and building inspections is to ensure quality construction. As the pool contractor, you shall require your designer, engineer, and subcontractors to draw, specify, and build structures that reflect the code requirements and other regulations adopted by the Town. **Our** best effort will achieve the goals of safety, energy efficiency, and quality construction.

BUILDING CODES

- 2018 International Swimming Pool Code
- 2018 International Energy Conservation Code
- 2017 National Electrical Code
- 2018 International Residential Code
- 2018 International Mechanical Code
- 2018 International Plumbing Code
- 2018 International Fuel Gas Code

PERMIT APPLICATION SUBMITTAL REQUIREMENTS

A pool permit shall be obtained from the Town prior to construction or installation of a pool and/or spa in the Town or Extraterritorial Jurisdiction (ETJ). Permit applications deemed incomplete shall not be approved and/or processed. Permit applications shall contain the following information:

- 1) Two (2) construction plans, on drawing sheet size 11" X 17", drawn to scale, and stamped by the electrical service provider (CoServ). The plans shall include equipment specifications indicating equipment size and type and pool/spa volume (square foot size and gallon capacity). All deck and area drains, gutter downspouts or other means of capturing water shall be shown. Existing drainage on the lot shall not be modified where it will create a nuisance to an adjacent property or right-of-way. Depth dimensions shall be marked on the water envelope and a sectional drawing showing pool depths.
- 2) All drawings must be prepared, signed and sealed by an engineer if piers and/or retaining walls are over forty-eight (48) inches in depth or height.
- 3) Two (2) site plans, on drawing sheet size 11" X 17", indicating the location of the pool and/or spa in relation to property lines, the distance to the pool and/or spa will be from any structures, and the pool barrier location. Waterfront lots must include the actual 537' msl line on the survey. An approximated 537' msl line will not be accepted. Only the most current survey will be accepted as a site plan. Builder plot plans or other conceptual drawings provided by the property owner will not be accepted.

Measurements will be made to the pool and/or spa structure (back of beam) itself, not the water's edge. Location and setback requirements include:

REAR AND SIDE YARD

The pool and/or spa shall be located per zoning requirements for the district.

EASEMENTS

The pool and/or spa, including decks and associated equipment shall not be located within any easement.



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BUILDING DEPARTMENT

WATERFRONT

Permission must be obtained from the U.S. Army Corp of Engineers when constructing a pool in the floodplain.

BUILDINGS

All pools and/or spas shall be located no less than three (3) feet from buildings with foundations and at minimum one (1) foot from the foundation for everyone (1) foot of depth as measured to any point of excavation. For example, purposes only, if a portion of a pool is five (5) feet in depth, that portion of the pool shall be located a minimum of five (5) feet from a building that utilizes a foundation.

The measurement shall be from the point at which the natural grade touches the foundation and any area excavated for the pool and/or spa construction. If the setback from the building foundation is less than the 1:1 ratio, an original prepared, signed and sealed engineer design shall accompany the construction plans.

POOL EQUIPMENT

Pool and/or spa equipment shall not be located within the front yard of a lot or within an easement. Pool and/or spa equipment shall not be attached to a common fence separating an adjoining property. Pool and/or spa equipment shall not be installed in drainage swales and/or designated drainage flows or easement of any type or designation. Pool and/or spa equipment must be screened from street view as described by the Town's adopted Zoning Ordinance.

DIVING POOLS

Require compliance with ANSI/NSPI-5 2012.

INSPECTIONS

Inspection Scheduling

Online requests will be accepted until 12:00 pm for an inspection within 48 hours.

<http://building.lakewoodvillagetx.us>

INSPECTION RESULTS

Inspector will leave the inspection tag on site in a designated water-tight box that is provided by the builder.



TERMS AND CONDITIONS

GENERAL INFORMATION

The Residential Code adopted by the Town defines the procedures for general contractors and subcontractors. The information below is provided as a reference and has been identified as the most relevant to pool and/or spa construction and installation.

- A. Construction work times are 7:00 a.m. – 7:00 p.m. Monday through Saturday. Work during other hours shall not be allowed without the written consent of the Building Official except for work in connection with the care, maintenance or protection of equipment or already completed work or to correct conditions that are unsafe to the public.



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- B. Vehicles are prohibited from parking on or accessing a construction site from an easement. Damage to utilities from unauthorized access shall be repaired by the Town's Contractor at the expense of the builder or general contractor.
- C. A roll off dumpster from the Town's contracted garbage collection service shall be in place at the time construction begins and remain onsite until the Pool Final inspection.
- D. Concrete pouring shall adhere to the requirements set forth in Residential Code.
- E. Once construction plans are approved, **NO** changes to the plans or specifications will be accepted unless approved by the Town of Lakewood Village.
- F. If applicable, the engineering letter or other required documents shall be placed with the permit packet on the jobsite. The original document shall be submitted to the Town.
- G. The Town shall periodically update the procedures above to reflect building code changes, newly adopted ordinances and/or any other information pertinent to construction. It is the responsibility of the builder or general contractor to ensure no updates have occurred before a new construction project is initiated.

POOL BARRIERS

Design and erection of the pool barrier shall be in strict accordance the adopted International Swimming Pool and Spa Code, as amended by the Town. Allowable construction materials shall be in strict accordance with the adopted Fence Ordinance.

LESSONS LEARNED

The intent of this section is to provide guidance for general contractors regarding the deficiencies commonly found during inspections. As the general contractor, you shall require subcontractors to build structures that reflect the code requirements and other regulations adopted by the Town. **Our** best effort will achieve the goals of safety, energy efficiency, and quality construction.

The following information is **provided as reference** and shall **not** be considered all inclusive:

ITEMS COMMON TO EVERY INSPECTION

- ☐ Permit packet and approved plans not posted as required.
- ☐ Fees due and/or no receipt in permit packet.
- ☐ Incomplete construction when inspection requested.
- ☐ Temporary and/or permanent barrier not in place.

BELLY STEEL AND POOL PLACEMENT INSPECTION

Belly steel and placement of the pool and/or spa shall be inspected and approved by the Building Official prior to the pouring of concrete and/or the installation of gunite.

- ☐ Rebar shall be a minimum size of three-eighths (3/8) inch and shall be located no more than twelve (12) inches on center each direction with a minimum of twelve (12) inch overlap.



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- ☐ All breaks in the swimming pool floor (depth change) shall have rebar doubled up and shall be located no more than twelve (12) inches on center each direction with a minimum of twelve (12) inch overlap.
- ☐ All metal parts of the pool and/or spa, including metal of the pool and/or spa shell, metal fittings within or attached to the pool and/or spa structure, metal conduit and electrical equipment and motors associated with the pool and/or spa water circulating system must be connected to a common bonding grid with a solid bond conductor not smaller than #8 AWG.
- ☐ A minimum of four (4) approved ground clamps evenly spaced around the pool shall be required to electrically bond the pool and/or spa from stray ground current. One (1) additional approved ground clamp shall be required on the spa.

DECK STEEL, ELECTRICAL BOND, ELECTRICAL UNDERGROUND AND PLUMBING

The placement of steel and the electrical bond shall be inspected and approved by the Building Official prior to the pouring of concrete.

- ☐ The concrete deck shall be a minimum thickness of four (4) inches with a maximum of two (2) inches of cushion sand under the deck.
- ☐ Rebar shall be a minimum size of three-eighths (3/8) inch and shall be located no more than eighteen (18) inches on center each direction.
- ☐ All metal parts of the pool and/or spa, including metal of the pool and/or spa shell, metal fittings within or attached to the pool and/or spa structure, metal conduit and electrical equipment and motors associated with the pool and/or spa water circulating system must be connected to a common bonding grid with a solid bond conductor not smaller than #8 AWG. The solid bond conductor shall run back to the equipment location.
- ☐ A minimum of four (4) ground clamps evenly spaced around the pool and/or spa shall be required to electrically bond the pool and/or spa from stray ground current.
- ☐ All electrical conductors buried in the ground shall be inspected and approved by the Building Official prior to burial. The following depth requirements shall apply per NEC Table 300.5:
 - ☐ Rigid metal conduit: six (6) inches.
 - ☐ Rigid metal conduit, IMC or PVC, installed under a residential driveway: eighteen (18) inches.
 - ☐ PVC conduit (GFCI protected conductors with maximum overcurrent protection of twenty (20) amperes: Twelve (12) inches.
 - ☐ PVC conduit: eighteen (18) inches
 - ☐ PVC conduit (low voltage): six inches (6) inches.
 - ☐ Diving boards and all metal within five (5) feet of waters edge shall be grounded.
- ☐ Approved isolation joints shall be required at all areas where the deck will abut the building foundation, patio slabs or any other existing concrete.

GAS LINE

The gas lines shall be inspected and approved by the Building Official prior to burial.

- ☐ Gas lines shall be installed at minimum of twelve (12) inches depth shall have a minimum Yellow #18 AWG tracing wire. Low pressure gas lines (black pipe & poly) must be air pressure tested with fifteen (15) psi on a thirty (30) psi test gauge.



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PRE-PLASTER INSPECTION

A permanent fence shall be installed, inspected and approved by the Building Official prior to the filling of a pool and/or spa with water.

- ☐ The "Pool Affidavit" shall be picked up at pre-plaster inspection.
- ☐ The pool barrier shall meet all requirements of the Town adopted International Swimming Pool and Spa Code, as amended by the Town.
- ☐ All non-pedestrian access gates shall have keyed locksets, combination or keyed padlocks locked at all times when not in use.
- ☐ All pedestrian access gates shall swing and latch in accordance with adopted International Swimming Pool and Spa Code.
- ☐ All doors and windows within sixty (60) inches of waters edge shall be tempered safety glass in conformance with the adopted International Residential Code (IRC), as amended by the Town.

POOL FINAL

All pool and/or spa components shall be inspected and approved by the Building Official prior to use of the pool and/or spa. The pool and/or spa final inspection shall be approved within ninety (90) days from the date the permit is issued.

- ☐ All pool and/or spa equipment shall be grounded by an approved method and operating properly.
- ☐ Pool and/or spa equipment shall not be attached to a common fence located on a property line.
- ☐ All equipment shall be securely fastened on the equipment pad.
- ☐ All GFCI receptacles shall be installed and operating properly in accordance with the adopted International Residential Code (IRC), as amended by the Town.
- ☐ Final grade, positive drainage, swale location, and sod must be in place (positive drainage away from foundation).

NOTICE

I hereby certify that I have read and examined the Town of Lakewood Village Pool / Spa Procedures and understand the "Lessons Learned" section is provided as a reference aid in the compliance of all required building codes and ordinances adopted by the Town of Lakewood Village.

General Contractor Signature

Date



BUILDING DEPARTMENT

POOL PROTECTION DEVICE

100 Highridge Drive
Lakewood Village, TX 75068
(972) 294-5555 Office (972) 292-0812 Fax
linda@lakewoodvillagetx.us

REVISED: 10/09/2014

PROPERTY OWNER INFORMATION

| | | |
|-------------------|-------------------------|---------------------------|
| Property Owner(s) | | Property Owner(s) Address |
| | | |
| Home Phone | Mobile Phone (Optional) | |

CERTIFICATION OF RESIDENTIAL POOL PROTECTION DEVICE INSTALLATION

Per Appendix G of the 2006 International Residential Code, Barrier Requirements, "Where a wall of a dwelling serves as part of the barrier one of the following conditions shall be met:"

I certify that one (1) of the following protection devices are installed between all doors leading from the house and garage into the pool area. (Check one)

- ☐ The pool shall be equipped with a power safety cover in compliance with ASTM F1346; or
- ☐ All doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and its screen, if present, are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm shall be equipped with a manual means, such as a touchpad or switch, to temporarily deactivate the alarm for a single opening. Such deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches above the threshold of the door; or
- ☐ Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by Item 1 or 2 described above.

I certify that a Lakewood Village Inspector has not inspected, and may/may not be inspecting the above noted pool protection device.

NOTICE

I/we hereby release, waive, discharge, hold harmless and indemnify and agree not to sue the Town of Lakewood Village, Texas, its officials, officers, agent, representatives an employees, in either their public and/or private capabilities (hereinafter collectively referred to as the "Releases") for any and all right and claims, including, but not limited to claims arising from the Releases own negligence, which I/we and/or my/our minor child(ren) may have/has or which may hereafter accrue to me/us and/or my/our minor child(ren) and from any and all damages which may be sustained by me/us and/or my/our minor child(ren) directly or indirectly in connection with or arising out of my/our and or my/our minor child(ren)'s use, whether intended or unintended, of the pool located at the above-referenced residence.

| | |
|-----------------------|--------------------|
| Owner(s) Printed Name | Owner(s) Signature |
|-----------------------|--------------------|

STATE OF TEXAS §

COUNTY OF DENTON §

BEFORE ME, a Notary Public, on this day personally appeared _____
(printed owner's name(s)) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the ____ day of _____, 20 ____.

| | |
|-------------|------------------|
| Notary Seal | Notary Signature |
|-------------|------------------|