

Procedures for a Swimming Pool Permit

(Please be sure to have all applications and plans complete in order to expedite your permit application.)

Step 1: Please read all applications, affidavits, and informational packets carefully.

Step 2: Fill out **Zoning Application** completely and sign as indicated. You must provide with your Zoning application a **survey** depicting an accurate accounting of what is located presently on your property and where they are situated. [Please draw proposed location of new pool, showing distances from all property lines and structures]. Zoning permit must be approved and paid before applying for Construction Permits.

Step 3: After Zoning Permit is approved & paid for, please fill out all shaded areas of **Construction Jacket** completely and accurately, check off all appropriate items on inside of cover, and then sign and date as indicated.

Step 4: You must provide a copy of the approved **Zoning Permit & survey** with the Construction jacket.

Step 5: Please fill out **Building Application** completely and accurately (including size and costs) and sign as indicated. [If you are having a contractor install the pool and fence (if applicable) make sure they follow **step 1** as well as **step 5**]

Step 6: Please fill out **Electrical Application** completely and accurately (including costs) and sign as indicated [if you are having a contractor perform the electrical installation, make sure that they are a **New Jersey Licensed Electrician** and that they **sign and seal** your application properly as well as follow **steps 1 and 6**].

Step 7: A **Plumbing Application** is required for **in-ground pools** for the vacuum drain system as well as any pool heaters being installed. Provide (2) sets of details for the vacuum drain system (a licensed plumbing contractor is not required). Fill out the Plumbing Application completely and accurately (including costs) and sign as indicated. [If you are having a contractor perform the heater installation, make sure they follow **step 1** as well as **step 7**.]

Step 8: Please fill out the **Fence Affidavit (“Application for Swimming Pool Barriers”)** completely and accurately, then sign and return this affidavit to the construction office with your permit application. [Please include **pictures** or existing fence (if applicable) and/or **brochures** of proposed new fencing. These pictures and/or brochures will not be returned, for they will become part of your permit file]. If you are adding any additional fencing, replacing any existing fencing or installing any new fence to meet the pool barrier requirements, please state the amount of linear footage on the fence affidavit.

Step 9: Please include all necessary **Pool** information including, but not limited to, a complete description of the pool, (2) sets of signed and sealed **New Jersey Licensed Engineered** structural designs of pool (in-ground pool only), **UL** listings of any and all equipment and accessories (example: Lighting) as well as all heater information (if applicable), including BTU’s and gas piping type, size, length, location and depth from final grade.

Step 10: In lieu of providing a grading plan, the owner/applicant/installer must sign the **Grading Certification** stating that the final grading of the property will not be affected after pool installation.

Step 11: If a contractor is doing the work, a copy of their **NJ State Home Improvement Contractor’s License** must be included in the application.

Please note: These instructions are informational only. There may be additional information required or requested based on the individual application.

*If you have any questions or concerns, please contact the **Construction Office** and **keep all informational packets for you records**.

*Please sign and date to indicate that you have read and understood these procedures.

***Construction Clerk** please check that all procedures have been followed, then date and initial _____ and **give copy back to applicant**. When issuing this permit, please make sure **Applicant** receives all **paperwork** associated with permits as well as any **site sets** of plans and/or **inspectors’ notes**.