

SWIMMING POOL/SPA PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR SWIMMING POOL/SPA PERMIT

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application, being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in order of receipt.

- (1) The installation of prefabricated swimming pool accessory to single family or two family dwellings in which the pool wall is completely above adjacent grade, the pool capacity does not exceed 5,000 gallons, and the pool depth is less than 24 inches (610mm) does not require a pool permit. All other pools require a permit.
- (2) If your pool plan includes a backwash drain water filler or services that have to be moved, you will need a Swimming Pool Permit.
- (3) If electrical or plumbing work is done in association with swimming pool installation it will require an electrical or plumbing permit.
- (4) If pool is being installed inside or on top of a building – engineering drawings are required.

1. Completed permit application
2. Two (2) copies of a site plan to include:
 - Drawn to scale and dimensioned (minimum scale 1/8" = 1')
 - North arrow
 - All property lines
 - Swimming pool specifications
 - Footprint of all structures (outline) showing placement on the property and front, side and rear yard setbacks
 - Footprint of the swimming pool and location of filter and pump, pool heater and other accessory equipment
 - Location of all easements, platted building lines
 - Location of fence, wall or other barrier enclosing the swimming pool
 - Description of alarm system to be installed on all doors and gates into the swimming pool enclosure (may be a copy of a system "cut sheet") or alternative of self-closing, self-latching doors and gates, as required by of the Dallas Building Code

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print
Signature _____

Date _____

Building Inspection Department 320 E. Jefferson Blvd. Dallas, TX 75203 Telephone 214-948-4480

Staff cannot accept incomplete or illegible documents

Revised 10-16-07 by drc