

SWIMMING POOL/SPA PERMIT APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

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 must 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.

Site plan to include:

- ☐a. Drawn to scale and dimensioned
- ☐b. North arrow
- ☐c. All property lines
- ☐d. Swimming pool specifications
- ☐e. Footprint of all structures (outline) showing placement on the property, and front, side, and rear yard setbacks
- ☐f. Footprint of the swimming pool and location of filter and pump, pool heater and other accessory equipment
- ☐g. Location of all easements, platted building lines
- ☐h. Location of fence, wall or other barrier enclosing the swimming pool
- ☐i. 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

Staff cannot accept incomplete or illegible documents