



# Pool/Spa/Hot Tub Application Packet

### Section 101: Applicability.

A permit must be obtained to construct, replace, improve or install a pool, spa, or hot tub. A permit is required for installation of in-ground, above ground, or prefabricated swimming pools, spas or hot tubs.

### Section 102: Private Development Restrictions.

The City reviews plans only for compliance with City Code and approved International Codes. Additional regulations as recorded within any deed restrictions or codes, covenants, and restrictions (CCR's) through a homeowner's association may be applicable and may require their approval. It is the applicant's responsibility to adhere to these standards.

### Section 103: Submission Requirements.

All schematics shall be drawn in accordance with the 2012 International Code Council Standards and 2014 National Electric Code Standards. The following items shall be provided:

- A. Submittal of appropriate filing fees for the application. For residential: \$150.00 + 115% for any City third party review. For residential inspections: \$75.00 for each inspection + 115% for any City third-party review. For commercial: \$200 minimum + 115% for any City third party review. For commercial inspections: \$100.00 for each inspection + 115% for any City third-party review.
- B. Copy of the application with all information filled out and all applicable signatures.
- C. Plot plan with location of pool to buildings, property lines, zoning setbacks, utility easements, rights-of-way, overhead utilities, proposed barriers for pool.
- D. Structural plan which shows the type of construction, depth dimensions, cross-sections drawn to scale, computations, stress diagrams and plans that show the reinforcing steel schedule and detail, and a statement concerning the anticipated nature of the soil under and around the pool structure. For above ground pools the installation information provided by the manufacturer is adequate and must be provided to the City.
- E. If above ground pool/spa/tub, all associated deck equipment for the usage of facility.
- F. Foundation plan which includes a detailed drawing of foundation, capping, decking, etc.
- G. Mechanical plan which shows the location of equipment, volume and system flow rate in gallons-per-minute and turnover in hours, type and size of filtration systems and means of waste disposal, type and size of pool heater (if applicable), including the method of venting and provisions for combustion air, Pool piping layout with all sizes shown and the types of material to be used, indicating location of the main outlet, surface skimmers and inlets **AND BACK FLOW PREVENTION DEVICES.**
- H. Electrical plan which shows the location of all outlets, plugs, and conductors, sizing of all conductors, grounding of all equipment and fault interceptors, and bonding detail of all components including lighting.

- I. Plumbing and electrical details with the manufacturer brochure/cut sheets/specification sheets of all equipment.
- J. Fencing schematics which shows the type, design, location, height, gate.
- K. Alarm schematics associated with any doorway leading directly from house to pool, the audible alarm needs to be separate from the home security system and needs to be displayed on the plan.
- L. A copy of the “Backflow Prevention Assembly Test and Maintenance Report” Form 20700 from the Texas Commission on Environmental Quality (TCEQ) which must be completed by a licensed contractor if connecting to a City water system. If this will be connected to the Aqua Water Supply Corporation (WSC) or a municipal utility district (MUD) a copy must be submitted to the MUD or WSC and the City. This document can be found at <https://www.tceq.texas.gov/drinkingwater/cross-connection> under Technical Guidance (including Questionnaire).

For purposes of the completing, please fill in the following if the City provides water:

- 1. Name of PWS: City of Elgin
- 2. PWS ID: 0110002
- 3. Mailing Address: P.O. Box 591, Elgin, TX 78621
- 4. Contact Person: Michael Gonzalez

**For non-City water providers such as WSC or MUD contact the applicable entity to complete the information.**

- M. For commercial pools, provide signage to be placed at the premises.

One (1) of each item shall be submitted in electronic format to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us)

#### **Section 104: Submittal Review:**

The application and associated materials will be routed for reviews. **This process will take a maximum period of fourteen (14) calendar days.**

A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City. These shall be submitted electronically at [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us). Failure to do so within this period results in expiration and a new application must be filed with the City.

The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days.** Once complete, a building permit will be issued for the item.

### **Section 105: Inspections**

Inspections will be required for any electrical, plumbing, and energy conservation. They will also be required at pool layout, electrical and steel prior to concrete/guante, and final after fencing and barricades are installed at the location. The final list of inspections will be provided at the time of plan review as inspections may change due to the request.

### **Section 106: Contact for Inspection**

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors  
4910 W. U.S. Highway 290  
Austin, TX 78735  
Phone: (512) 328-6995  
Fax: (512) 328-6996  
[scheduler@ats-engineers.com](mailto:scheduler@ats-engineers.com)

**Payment must be submitted to the City for any inspection before any inspection can be scheduled.**

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction.** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

### **Section 107: Right of Entry and Inspection**

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

### **Section 108: Results of Inspections**

When conducting inspection's, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

### **Section 109: Issuance of Approval**

Once all inspections have been passed by the City, it will issue a signed approval to the applicant. This is the authorization for usage of the equipment.

# POOL/SPA/HOT TUB APPLICATION

Date: \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_

## SITE INFORMATION

Project Address: \_\_\_\_\_

Cost of Construction: \_\_\_\_\_

## APPLICANT

Contractor License Number: \_\_\_\_\_

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## PROPERTY OWNER

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

See next page.



310 North Main Street  
P.O. Box 591  
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com



## AFFADAVIT FOR HOMESTEAD

This document must be presented with a printout from the applicable County Appraisal District website stating the owner's name, property address, and homestead exemption.

I hereby swear or affirm that the work I propose to do is on a property owned by me and claimed as my homestead. This property is owned by myself and is my principal residence and is not a rental property or a secondary residence as of the date of signature and during the life of the work. All work will be performed by my own hands. I will not contract or subcontract the work. All work I propose to do will be in conformance with the City adopted International Codes and other applicable city ordinances. I affirm I have read, and fully understand the above and swear or affirm under Oath that I qualify for a homestead.

Date: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

### FOR NOTARY USE ONLY

The State of \_\_\_\_\_

BEFORE ME, the undersigned authority, on this day personally appeared, \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes herein expressed.

GIVEN UNDER MY HAND AND SEAL, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Notary Public for the State of \_\_\_\_\_

\_\_\_\_\_ Print Name

My Commission Expires: \_\_\_\_\_

PLACE SEAL



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