



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597
 Phone: (919) 823-1810 Fax: (919) 269-6200
www.townofzebulon.org

Pools, Spas & Hot Tub Permit Application Requirements

This form indicates the requirements for pools, spas and hot tub permit application submittals. Incomplete applications will not be accepted. Projects located in special protection areas (fire districts, flood plains, etc.) may require additional material. Staff reserves the right to request any material that may be required to determine compliance with the NC Building Code.

***A permit must be issued **before** installing a residential pool, including any in-ground pool, above-ground pool, on-ground pool, spa or hot tub that can hold more than 24 inches of water. Also, the pool must be inspected for compliance with the swimming pool requirements established by the codes. All pools must be enclosed by a minimum 4-foot high barrier with self-closing, self-latching gates.*

Required for All Pools, Spas & Hot Tub Permit Applications:

| <u> Document/ Information </u> | <u> Details </u> |
|---|---|
| Application Form | Complete all fields pertaining to project. A licensed pool contractor is required when the construction value is over \$30,000. |
| Two Sets of Plans | Required for all work. Plans shall be drawn to scale (Example ¼" = 1'). Plans must be legible. |
| Scope of Work/ Breakdown of Cost of Construction (Follow Detailed Scope of Work Instructions) | Required for all work except new construction (Instructions attached) |
| Electronic Plans | Please email or bring in digitals on a CD, USB, or other form. |
| Lien Holder Certification OR Lien Holder Exemption (FOR ALL PROJECTS OVER 30,000) | If property owner will be occupying the property for at least 12 months once project is complete, they may sign the exemption form instead. |
| Workers' Compensation Affidavit and Certificate(s) of Insurance (FOR ALL PROJECTS OVER 30,000) | Certificate(s) of liability insurance is required. |
| Owner Exemption Affidavit | Required for projects where the owner is the General Contractor |



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Required for Applications that need Planner Approval:

| <u>Document/Information</u> | <u>Details</u> |
|--|--|
| Zoning Permit Application <u>(See Senior Planner Julie Spriggs/Planner Mackenzie Day for further Information)</u> | Required for additions, fences, decks, pools and sheds. |
| Plot Plan (DRAWN TO SCALE) (Check plot plan checklist) | May include increase in building footprint, increase in impervious surface area, and landscaping. A final as-built plan is required prior to the issuance of a Certificate of Occupancy (as-built plan should provide name of the Professional Land Surveyor who prepared the plan, his signature and seal and the date the map was prepared (and any revision dates) . |

***All requirements apply if the structure is in-ground, aboveground or on-ground; all of these must still meet the requirements of the Codes including, but not limited to the barrier requirements.*

***In-ground pools have the top of the structure roughly at the same level as the adjoining surface; the pool construction does not limit access to the pool.*

***An aboveground pool is one with sides that project above the adjacent grade and the bottom is recessed below grade.*

***An on-ground pool has sides projecting above the adjacent grade but no part of the bottom is recessed except as necessary for leveling purposes.*

***Permit fees will include building, electrical and administrative fees.*

***If the pool is connected to the water system a trade fee is added for plumbing. If the pool has a gas heater add a trade fee for a mechanical inspection.*

***Bear in mind that a barrier is required for all pools, hot tubs and spas more than 24" deep. The wall of an aboveground or in-ground pool can serve as the barrier if it meets all of the requirements of the Building Code.*



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Plan Requirements for Pools, Spas & Hot Tubs:

- ✓ Plans must be in blue or black ink or plotted to allow for reproducing (*pencil is not acceptable*)
- ✓ Plans shall be drawn to an scale (Example ¼" = 1 foot) (2012 NCSBC Section 106.2.1)
- ✓ Name, address, and signature of the person responsible for the design shall be included on the cover sheet of the plan set (NCSBC 2012, Section 106.2.1)
- ✓ Plans must be prepared in accordance with the 2012 North Carolina Residential Code.
- ✓ Plot plan must be provided in accordance with the Plot Plan checklist.

Plan Contents:

- ❖ Code requirements apply to any residential (one and two family) swimming pool, spa or hot tub that is capable of having a water depth greater than 24 inches (610 mm).
- ❖ An outdoor swimming pool, spa or hot tub (with water depth greater than 24 inches) is required to have a protective barrier installed.
- ❖ Compliance with the 2012 NC Energy Conservation Code may be required for your swimming pool, spa or hot tub installation. Requirements may be found at www.energycodes.gov .
- ❖ The attached information provided by Appendix G of the 2012 NC Residential Code explains the code requirements that must be addressed for the installation of your swimming pool, spa or hot tub.
- ❖ Please see Wake County website for electrical requirements for residential dwelling permanently installed swimming pools at <http://www.wakegov.com/inspect/permits/Pages/poolelecreq.aspx>

Updated 12/29/17