

## Policy for Residential Swimming Pool Permit Application

<b>Applicability:</b>	<ul style="list-style-type: none"> <li>This application is designed for the installation of residential swimming pool, hot tub, spa that is over 18 inches in depth at any point and has more than 100 square feet of area on water surface when filled to capacity and includes the sides and bottom of such pool and the equipment and appurtenances as defined in <b>Chapter 1363 of City of Reynoldsburg Codified Ordinance.</b></li> </ul>
<b>Required documents at the initial submission:</b>	<ul style="list-style-type: none"> <li>One (1) Residential swimming pool permit application form (for each certified building address)</li> <li>Two (2) sets of construction drawings and/or product/equipment specifications.</li> <li>One (1) copy of the zoning approval document if required.</li> <li>The construction drawing shall include, but not limited to, the following: <ul style="list-style-type: none"> <li>Site plan showing the location of the pool, hot tub, or spa and distance to property lines or street.</li> <li>Floor plan of the pool showing the size of the pool, deck, and walks.</li> <li>Wall sections of the pool and product specifications for hot tub or spa.</li> <li>Electrical grounding and wiring for the pool, lights, and all equipment.</li> <li>Pool drainage plans.</li> </ul> </li> </ul>
<b>Methods of submission:</b>	<ul style="list-style-type: none"> <li>Mail in or drop off the completed application form and construction drawings to our office</li> </ul>
<b>Special requirements:</b>	<ul style="list-style-type: none"> <li>If in flood plain, a special flood area development permit application may be required.</li> </ul>
<b>Permit approval process:</b>	<ul style="list-style-type: none"> <li>The application and documents will take up to <b>five (5) working days to review and process.</b></li> <li>Once the application is accepted and processed, you will be notified to make payment (\$50 for above ground pool, \$100 for in-ground pool) and to pick up your permit.</li> <li>A residential minor work permit application shall also be obtained for electrical scope and for the deck.</li> <li>At least one set of printed copy of the approved application and documents shall be kept on site for inspection purpose.</li> </ul>
<b>Inspections:</b>	<ul style="list-style-type: none"> <li>The permit fees cover two (2) inspections, rough-in and final inspection, for each permitted trade such as building general, mechanical, electrical, etc..</li> <li>Any re-inspection and/or additional inspection fee will be \$125.00 each time.</li> <li>After normal business hours inspection for \$150.00 per hour and a minimum of 3 hours for each request</li> </ul>
<b>Permit expiration</b>	<ul style="list-style-type: none"> <li>An <b>application</b> for which no permit is issued within 12 months of filing shall be deemed expired. One extension of time for a period of not more than 90 days can be granted if the extension is requested in writing and justifiable cause is demonstrated.</li> <li>A <b>permit</b> will expire if the work has not commenced within 12 months of the permit issuance. A 12-month extension can be granted provided a written request for extension is submitted prior to the expiration date stating good and satisfactory reasons beyond control for the delay. No fee is required for this one time extension.</li> <li>A <b>permit</b> will expire if after 6 months the work for which the permit is granted has not continuously progressed toward the completion. One time extension of 180 days can be granted for no additional fee if request for extension is made in writing prior to the permit expiration.</li> <li>A permit expired for <b>no more than 180 days</b> can be renewed for one time 180 days extension for a renew fee of ½ of the new permit fees.</li> <li>A permit application expired for <b>more than 180 days</b> will require a new permit application and payment of new full permit fee.</li> </ul>
<b>Work started without a permit:</b>	<ul style="list-style-type: none"> <li><b>Fees for work started without a permit will be twice the regular building permit fees.</b></li> </ul>

Revised 10/11/2023

**RESIDENTIAL SWIMMING POOL PERMIT APPLICATION**  
Submit one application for each building or structure with certified address

<b>1 SCOPE OF PROJECT:</b> <input type="checkbox"/> Permanent pool <input type="checkbox"/> Hot tub <input type="checkbox"/> Spa	<b>2 TYPE OF PROJECT:</b> <input type="checkbox"/> Inflatable <input type="checkbox"/> Above-Ground <input type="checkbox"/> In-Ground
<b>3 PROJECT/BUILDING LOCATION:</b> Street Address: _____ Parcel No.: _____ Lot No.: _____ City/Township: _____ Zip Code: _____ County: _____ Is this project or building located in a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>4 BUILDING OWNER INFORMATION:</b> Name of Owner: _____ Attention: _____ Address: _____ City _____ State: _____ Zip _____ Phone No.: _____ Fax: _____ E-mail: _____	
<b>5 APPLICANT INFORMATION:</b> Applicant: _____ Attention: _____ Address: _____ City _____ State _____ Zip _____ Phone No.: _____ Fax: _____ E-mail _____	
<b>6 POOL DESCRIPTION:</b> Pool Size: _____ Pool Depth: _____ Barrier Height: _____ Pump/Filter: <input type="checkbox"/> Yes <input type="checkbox"/> No      Cord Length: _____ Distance of Pump/Filter to Electrical Source: _____ Project Cost: _____	
<b>7 SITE INFORMATION</b> Pool Location: <input type="checkbox"/> Rear yard <input type="checkbox"/> Side yard Setbacks:    _____ ft. to house    _____ ft. to side yard    _____ ft. to rear yard Existing fence? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, height? _____ Type: _____ Is the overhead electric 10 feet from the pool? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the underground electric 10 feet from the pool? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> <li>• A residential minor work permit application for deck will also be required if an above ground deck will be installed for the swimming pool, or hot tub, or spa.</li> </ul>	

8	<b>CONTRACTOR INFORMATION:</b> City of Reynoldsburg Registration No. _____ Contractor Name: _____ State License No. _____ Address: _____ City _____ State _____ Zip _____ Phone No.: _____ Fax _____ E-mail _____
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9	<b>ELECTRICAL INFORMATION:</b> Permanent pools, spas, and hot tubs will be required to fill out the City of Reynoldsburg Residential minor work permit application for electrical scope of work. Pools, spas, hot tubs pump/filter must have the following: <ul style="list-style-type: none"> <li>▪ Approved system of double insulated or equivalent cord.</li> <li>▪ All flexible cords must be equipped with a parallel blade, grounding-type attachment plug.</li> <li>▪ A grounding conductor included in the flexible cord.</li> <li>▪ Flexible cord to be not less than 25 feet.</li> </ul>
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10	<b>CERTIFICATION</b> I certify that I am the ____ Owner ____ Agent of the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondences in connection with this application should be directed to my attention.  Signature: _____ Date: _____ Print Name: _____
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11	<b>THE AREA BELOW IS FOR OFFICE USE ONLY</b>  Date received _____ Permit No. _____ Electronic submission _____ Paper submission _____ Processed by: _____  Building Official _____ Date: _____  Pool Fees: _____ 1% State fees _____ (if applicable)  <b>TOTAL PERMIT FEES:</b> _____
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Revised 01/03/2022

## INSTRUCTIONS FOR COMPLETING RESIDENTIAL SWIMMING POOL PERMIT APPLICATION

In accordance with Ohio Revised Code, Section 3791.04, Ohio Building Code (OBC), Section 105, and the Residential Code of Ohio, section 106.1, application shall first be made to the building official and obtain the required approval. The owner shall submit two (2) sets of construction drawings and/or documents along with the required permit application for review.

**Application Directions: Complete pages 1 and 2 as outlined below. Please print clearly. All information must be completed for each section or the application will be returned.**

1. **SCOPE OF PROJECT:** Check all boxes that apply to the scope of work proposed for this project.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PROJECT SITE LOCATION:** Provide complete information identifying the site location where the work will occur.
4. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person.
5. **APPLICANT INFORMATION:** Please provide complete information. All project correspondence will be directed to the applicant.
6. **POOL DESCRIPTION:** Please provide complete information.
7. **SITE INFORMATION:** Please provide complete information.
8. **CONTRACTOR INFORMATION:** Please provide complete information. All contractors' working in the City are required to be registered with the City prior to the issuance of a permit.
9. **ELECTRICAL INFORMATION:** Provide electrical information and documents.
10. **CERTIFICATION:** The application cannot be processed if this section is not complete.
11. This section is reserved **OFFICE USE ONLY** for our office use only. Please do not mark in this section.

Once the application and documents are accepted and approved, you will be notified of the permit fee invoice for payment and to pick up your permit from our office. One (1) set of approved documents must remain on the job site at all times during construction. Inspections can be obtained by calling the City of Reynoldsburg inspection line at 614-322- 6821 by 3:00 pm at least one day prior to the inspection request.

### Residential Building Plan Review Fees

Contract plan review **	Contract hourly rate	\$30 processing
In-house plan review **	\$100 per hour	

### Residential Building Permit Fees

1, 2, 3-family dwelling buildings ( with 1% State fee)		
New building construction *	\$200 + \$8 per 100 s.f.	Allowed inspections per inspection card
Alterations, additions, accessory structures *	\$200 + \$8 per 100 s.f./l.f.	Allowed inspections per inspection card
Minor work permit	\$100 per items	Includes 2 inspections
Building demolition	\$100 per building	Includes 2 inspections
Special flood hazard development permit	\$200	Includes 2 inspections
Electrical trade permit	\$200	Includes 2 inspections
HVAC trade permit	\$200	Includes 2 inspections
Gas pipe trade permit	\$200	Includes 2 inspections
Swimming pool	\$50	
Additional or re-inspection fee	\$125 per inspection	
After hour inspection fee	\$150 per hour	Minimum 3 hours
Inspection card replacement	\$65	
Certificate of occupancy	\$100	
Certificate of partial occupancy	\$175	Includes 2 inspections
Plans re-stamping fee	\$85	
Permit extension fee (Expired < 180 days)	½ of the original permit fee	
Work without a permit	200% of the permit fee	

\*Permits for new buildings, additions/alterations to existing buildings shall be issued to include only the work shown on the approved plans or specifications.

\*\*A non-refundable residential application deposit in the amount of one hundred dollars (\$100.00) is required at the time of the application submittal. The deposit will be applied, toward the plan examination and permit fees at the time of issuance.

**For all new building construction projects excluding plumbing, a separate permit shall be required for each individual building. For an alteration, addition, and change of occupancy project, a separate building permit shall be required for each certified address, unless otherwise directed by the Chief Building Official. (Ord. 60-17. Passed 6-12-17; Ord. 159-2021. Passed 12-6-21.)**