

Pool & Spa Permit Checklist

- ___ 1) A pole that is not less than 12 feet long and is non-adjustable, non-collapsible, non-telescoping, with a body hook that is securely attached at all times.
- ___ 2) A U.S. Coast Guard approved ring buoy attached to a throw rope that is as long as one and one-half times the maximum width of the pool, or 50 feet, whichever is greater. The ring buoy and rope must be in good repair. Two sets of life-saving equipment must be provided for pools that have greater than 3,000 square feet of total surface area.
- ___ 3) Warning signs stating **“CHILDREN SHOULD NOT USE THE SWIMMING POOL WITHOUT ADULT SUPERVISION”**, and **“ADULTS SHOULD NOT SWIM ALONE”** must be in letters at least one inch in height. A sign stating **“WARNING- NO LIFEGUARD ON DUTY”** with letters at least 4 inches in height must be posted when a swimming pool does not have at least one lifeguard on duty at all times and when a wading pool does not have a lifeguard on duty within the wading pool enclosure at all times.
- ___ 4) A sign prohibiting pets and glass containers inside of the pool enclosure must be posted (any size letters allowed).
- ___ 5) A sign that reads **“POOL CLOSED”** must be provided for each bather entrance whenever the pool is closed for maintenance or safety reasons.
- ___ 6) The emergency telephone must be permanently affixed and capable of directly dialing 911. Cell phones and cordless phones are not accepted. If the current location of the emergency telephone is not located within 75 feet of the bather entrance, it must be relocated to meet current regulations prior to permitting. The emergency phone must be visible from within the pool or spa enclosure or a sign must be posted indicating the location of the phone. A sign must be provided at the emergency phone with dialing instructions, address of the pool, and the phone number of the emergency phone.
- ___ 7) Decks must be free of trip hazards (greater than ½ inch offset) and must be structurally sound.
- ___ 8) All coping around pool and spa perimeter must be securely attached.
- ___ 9) Artificial lighting must be provided at all indoor and outdoor pools operating at night. If all parts of the pool and the pool deck are not clearly visible with natural lighting, artificial lighting must be used.
- ___ 10) All swimming pools and spas must be completely enclosed by a fence, wall, or any combination thereof. Self-closing and positive self-latching closure mechanisms must be installed on all gates and doors.

- ___ 11) Depth markings with a height of 4 inches and the symbol “ft” are required to be placed at the following locations:
 - a) The point of maximum and minimum depths.
 - b) The transition point where the shallow area ends and deep end begins.
 - c) At both ends of the pool.
 - d) At a distance of no more than 25 feet on pool walls and deck.
- ___ 12) “No Diving” markers must be placed on the edge of the pool deck in all areas of the less than 5 feet deep. The distance between these markers cannot exceed 25 feet. The words “No Diving” must be in 4 inch letters on a contrasting background OR at least a 6” by 6” international symbol for no diving in black and red on a white background.
- ___ 13) A safety rope at least $\frac{3}{4}$ inch in diameter with colored floats with 5-foot spacing AND a 2 inch wide contrasting color band across the pool bottom must be installed at the breakpoint where the slope of the pool bottom exceeds a 1 to 10 foot vertical rise to horizontal distance at a depth of 5 foot or less.
- ___ 14) Drain covers must be in good condition and must be securely attached and installed according to manufacturer’s specifications.
- ___ 15) Damaged face plates or fittings (missing eyeballs for inlets, missing weirs for skimmers) must be repaired or replaced.
- ___ 16) Underwater lighting must be maintained and have a cover that prevents injury to swimmers.
- ___ 17) All diving equipment and pool slides, including stairs and railings, must be in good repair.
- ___ 18) The leading edge of steps, underwater benches, and breakpoints in pool bottom must have at least a 2 inch contrasting color band.
- ___ 19) The pool walls and bottom must be in good repair, free of chipping and flaking, and free of debris.
- ___ 20) Pool chemicals must be stored above the floor in a clean, well-ventilated, dry, and locked location.
- ___ 21) Certified pool operator provided who is responsible for the operation, maintenance, pool safety, and record-keeping of the pool or spa. The pool operator must be trained in pool equipment operation, disease and injury prevention, pool water chemistry, and regulatory requirements.

- 22) Water quality standards in compliance when pool is in use:
- a) pH maintained between 7.2-7.8.
 - b) The main drain visible from the pool deck at all times.
 - c) Free chlorine residual of at least 1 ppm in pools and spas, at least 2 ppm in wading pools.
 - d) Cyanuric acid level less than 100 ppm.
 - e) Water temperature no greater than 90 F for a pool, no greater than 104 F for a spa.
 - f) A test kit capable of checking pH, disinfectant used, total alkalinity, and cyanuric acid.
 - g) The certified pool operator must record disinfectant, pH, and drain cover information at least daily on the pool record sheet. Total alkalinity and cyanuric acid must be recorded at least weekly.