



# Building Permit - Pool Procedures & Application

Applications can be emailed to the permits department at [permits@cleveland.texas.gov](mailto:permits@cleveland.texas.gov)

**Must meet all standards according to 2015 International Swimming Pool and Spa Code (ISPSA)**

*The purpose of this code is to establish minimum standards to provide a reasonable level of safety and protection of health, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location and maintenance or use of pools and spas.*

## **Commercial and Residential Checklist**

*The following procedures serve as a guideline.*

*Building requirements are not limited to the provided list. All plans will be reviewed and approved by City Staff.*

### **1. Survey**

- Please indicate all property lines, setbacks, easements and improvements on the lot.
- Show the Location of the exterior doors that will open to the pool area.

### **2. Details of the Pool Decking**

- minimum #3 rebar on 24-inch centers each direction

### **3. Documentation that the Entrapment Protection is VGBA Compliant**

### **4. Engineered Pool Foundation Detail/Design**

- Including any electric and mechanical details

\*Please submit PDF files to our permits department [permits@cleveland.texas.gov](mailto:permits@cleveland.texas.gov)

Upon receiving completed plans and permit application, plan review will begin with a 2-week turnaround.

\* Inspections are requested via email to [permits@cleveland.texas.gov](mailto:permits@cleveland.texas.gov) for 'next day' inspections.

\* Request should be made with the following details: Permit Number, Type of Inspection needed and address.

**ARTICLE VIII – SWIMMING POOLS (8) Sec. 26-419.** *The requirements set forth in this article shall be applicable to all swimming pools. No person in possession of land within the city, either as owner, purchaser under contract, lessee, tenant or licensee, upon which is situated a swimming pool shall fail to provide and maintain a fence, wall or other enclosure as provided in this article.*

**Sec. 26-420. - Application of state law. Sec. 26-419** V.T.C.A., Health and Safety Code Ch.757 shall apply to all pools regulated by that chapter.

**Sec. 26-421. - Penalty.** Any person who shall violate any provision of this article shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined as provided in [section 1-10](#).



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*Incomplete applications will not be accepted.*

**Project Details:**

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

(select one) Residential \_\_\_\_\_ Commercial \_\_\_\_\_

Application Type: (new build, repair etc.) \_\_\_\_\_

Total Sq ft (required): \_\_\_\_\_ Total Construction Job Cost (required): \$ \_\_\_\_\_

Will the scope of work require additional permits (electric, plumbing etc.) \_\_\_\_\_

**Property Owner Information:**

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Information:**

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Contractor Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is there a current License/ID and liability insurance on file with the City of Cleveland? \_\_\_\_ Y \_\_\_\_ N

Project Description: \_\_\_\_\_

**X**

Signature

Date

**Office Use Only**

Permit #: \_\_\_\_\_

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

City Staff: \_\_\_\_\_

Permit Cost: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

Total Fee Due: \_\_\_\_\_