PERMIT CHECKLIST – POOL / SPA / HOT TUB

Date: _______________  Job Site Address: _____________________________________________

Value of the Work: $________________

Documents Submitted:
[ ] Two sets of Plans
[ ] Survey of Property
  CH. CH. 44, SUB-SECT. 44-28 HUNTERS CREEK VILLAGE CODE
[ ] Tree Certification
  CH. 18, SECT. 18-20 (c) (1) HUNTERS CREEK VILLAGE CODE
[ ] Tree Disposition Plan (TDP)
  CH. 18, SECT. 18-20 (c) (1) HUNTERS CREEK VILLAGE CODE
[ ] Drainage Plan to comply with
  CH. 44, SECT. 44-129 HUNTERS CREEK VILLAGE CODE
[ ] Letter of approval from HOA’s ARC or Letter from builder stating there is no HOA or ARC.
[ ] Water/Sewer Availability Letter
[ ] Electrical Load Analysis and Service Recommendation

Site Information (Mins):
Horizontal distance from overhead power line to water’s closest edge (≥10‘): _____________ ft.
Height of power line(s) within 25 feet of water’s edge: _______ ft.
≥5 ft. from any building _______
≥15 ft. from side property line _____
≥10 ft. from back property line __

NOTE: IF BACKSIDE NEIGHBOR IS A SIDE PROPERTY LINE THEN THIS VALUE MUST BE GREATER THAN OR EQUAL TO 15 FT.

Finished Floor (FF) Elevation of House: ______ ft.
Finished Floor (FF) Elevation of Accessory Structure associated with the Pool: ________ ft.
Elevation of Pool Deck: _______ ft.

NOTE: POOL DECK ELEVATION SHOULD BE ONE INCH OR MORE BELOW THE FF ELEVATION OF THE HOUSE AND ANY ACCESSORY STRUCTURE ASSOCIATED WITH THE POOL.

Pool/Spa/Hot Tub Info:
Pool Color a light color __________
All electrical circuits GFI _________
Any diving boards, slides or viewing stands ________________________

Accessory Structures:
No more than 1 story high: __________
Distance from main bldg, property line or other accessory structures (≥5‘): __________ ft.
Doors from Bldg to Pool Alarmed: __________

Electrical Service:
Load Analysis total: ________ amps
Service currently in place: ___amps
Recommended service: ____ amps

Drainage System:
NOTE: IF DRAINAGE SYSTEM IS INCLUDED, ADD DRAINAGE SYSTEM CHECKLIST.

Fencing and Gates:
NOTE: IF FENCING OR GATES ARE INCLUDED, ADD FENCE or GATE CHECKLIST.

**OFFICE USE ONLY**

□ Approved   □ Denied

Comments: ______________________________________________________________________________

Signed By: _______________________________  Title: _________________________________

Permit Fee: $________________
City of Hunters Creek Village

Permit Application

Date: _______________________ Job Site Address: __________________________________

Permit Type

□ New Residence □ Plumbing □ Pool □ Driveway □ Deck
□ Comm. Build □ HVAC □ Fence □ Demo □ Irrigation
□ Remodel □ Signs □ Roof □ Drainage
□ Electrical □ Channel Bank Stabilizer

Value of Work for Contractor: $____________________ Total Square Footage ______________

Description of Work _____________________________________________________________

Property Owner Information

Name __________________________________________ Phone Number ____________________________

E-Mail __________________________________________ Fax Number ________________________________

Architect / Designer Information

Name __________________________________________ Phone Number ____________________________

E-Mail __________________________________________ Fax Number ________________________________

Contractor / Subcontractor Information

Company Name __________________________________ Phone Number ____________________________

Employee Name __________________________________ Fax Number ______________________________

Signature __________________________________________ E-Mail ________________________________

Address, City, Zip _________________________________________________________________

ONLY COMPANY CHECKS AND CASH ARE ACCEPTED. CONTRACTOR MUST BE REGISTERED WITH THE CITY
OF HUNTERS CREEK WITH CERTIFICATE OF INSURANCE AND LICENSE ON FILE.

***OFFICE USE ONLY***

□ Approved □ Denied

Comments: ___________________________________________________________________________

Signed By: ___________________________ Title: ___________________________

HCVPermitApplication11102009
### REQUIRED INSPECTIONS FOR SWIMMING POOLS

<table>
<thead>
<tr>
<th><strong>SWIMMING POOL</strong></th>
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<td>Stake out</td>
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**An approved set of plans and the Job Copy of the permit must be on the job site at all times for inspections. If either are not on site a rejection will be issued and an inspection will be charged but no inspection will be made.**

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<tbody>
<tr>
<td>Pool Steel inspection – all steel must be installed, tied and bonded</td>
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<tr>
<td>Electrical rough</td>
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<td>Plumbing rough</td>
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<tr>
<td>Electrical final</td>
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<td>Plumbing final</td>
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<td>Pool final</td>
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### POOL DECK

**If trees are within 20 feet of project area Urban Forester must inspect to make certain no roots 1 inch or larger have been cut. You must call him for inspection after the deck area is formed.**

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<tbody>
<tr>
<td>Form, Steel and BONDING</td>
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<td>Pool Deck Final</td>
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### FENCE (WOODEN/WROUGHT IRON)

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<td>Post holes</td>
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<td>Fence Final</td>
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### WALL FENCES

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<td>Holes</td>
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### DRIVEWAY AND/OR SIDEWALKS

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<td>Location</td>
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<td>Steel</td>
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