



**ONE STOP SHOP
DEVELOPMENT SERVICES DEPARTMENT
Permits & Inspections Division**

1522 Texas Parkway Missouri City, Texas 77489
281-403-8600 (Office) mctxpermits@missouricitytx.gov

Applications & Forms:



MCTX Self Service:
(Click on QR code for website)



SWIMMING POOL/SPA PERMIT APPLICATION

The following application and checklist must be submitted online using the MCTX Self Service QR code above.

NOTE: The currently adopted national codes include: Public Pools: 2021 International Building Code Section 3109;
Residential Pools: 2021 International Swimming Pool and Spa Code

Please select job type:

☐ SPA

☐ PRIVATE POOL

☐ PUBLIC \ SEMI-PUBLIC POOL

1. JOB ADDRESS:		
2. PROPERTY OR BUILDING OWNER(COMPANY NAME):		
PHONE:		EMAIL:
3. CONTRACTOR (RESPONSIBLE INDIVIDUAL AND COMPANY NAME):		
PHONE:		EMAIL:
4. HOMEOWNERS/PROPERTY OWNERS ASSOCIATION: Is the location subject to a Homeowners Association (HOA) or a Property Owners Associations (POA): ☐ YES ☐ NO IF YES, PROVIDE VERIFICATION THAT PLANS HAVE BEEN SUBMITTED TO THE HOA OR POA FOR REVIEW OR PROVIDE RESPONSE COMMENTS RECEIVED.		
5. This is to certify that I, the Contractor, being issued this permit, will comply with all adopted codes and ordinances of the City of Missouri City, Texas including the 2021 International Swimming Pool and Spa Code. It is my responsibility to ensure that the pool has all required inspections prior to pool utilization. I understand that any person who violates any provision of the city's adopted codes and ordinances or on which a violation of Chapter 14 – Buildings and Building Regulations exists shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine in an amount as set forth by the city's adopted Code of Ordinances.		
CONTRACTOR PRINTED NAME	SIGNATURE	DATE

FEE SCHEDULE

Item	Fee
Spa	\$60.00
Private	\$160.00
Public/Semi-Public Pool	\$525.00



**ONE STOP SHOP
DEVELOPMENT SERVICES DEPARTMENT
Permits & Inspections Division**

1522 Texas Parkway Missouri City, Texas 77489
281-403-8600 (Office) mctxpermits@missouricitytx.gov

Applications & Forms: 

MCTX Self Service: 
(Click on QR code for website)

SWIMMING POOL/SPA APPLICATION CHECKLIST

1. JOB ADDRESS:	
2. Application Submittal Date (To be completed by staff)	
3. Application Status (To be completed by staff)	☐ COMPLETE ☐ INCOMPLETE

Information/Document Required		Print Copies Required	Electronic Copy Format Required
Staff Complete	Applicant Complete		
☐	☐ APPLICATION FEE	N/A	N/A
☐	☐ HOA OR POA COMMENTS OR COPY OF NOTIFICATION ATTACHED	N/A	.pdf
☐	☐ PLAN SHEETS (All Plans must provide a scale. Pools: ¼" = 1 foot; Spas: 1" = 1 foot) ☐ Site Plan - Pool/Spa/Wading Pool Layout: Overhead view showing all dimensions; Sectional view showing slope, depths at shallow and deep ends; slope breaks. - Equipment pad layout ☐ Drain Plan ☐ Access Plan (jogging trails should not be used as means of access) ☐ Deck Plan (showing slopes, drains, and reinforcing steel) ☐ Site Details - Fence and Gates (showing plan view and elevations) - Alarm at doors leading to secured pool area - Stair, ladder, handhold, diving board, if applicable	N/A	.pdf
	(SEE PAGE 3 of 3 for continuation of checklist)		



**ONE STOP SHOP
DEVELOPMENT SERVICES DEPARTMENT
Permits & Inspections Division**

1522 Texas Parkway Missouri City, Texas 77489
281-403-8600 (Office) mctxpermits@missouricitytx.gov

Applications & Forms: 

MCTX Self Service: 
(Click on QR code for websites)

☐	☐ EQUIPMENT SPECIFICATION SHEETS ○ Shell information (material, finish, color) ○ Water capacity (turnover ratio, filter type - No DE filters allowed) ○ Pump curve ○ Pool cover	N/A	.pdf
☐	☐ ELECTRICAL PLAN ○ Deck lighting (showing fixture locations) ○ Underwater lighting/GFCI specifications ○ Emergency shutoff switch (spas only)	N/A	.pdf
☐	☐ STATE ENERGY CODE GUIDELINES		
☐	☐ PLUMBING PLAN ○ Line diagram (showing return and suction lines) ○ Safety vacuum release system/device ○ Location of all circulation equipment (pump(s), filter, disinfectant feeder, flow meter, pressure gauges) ○ Pipe Sizes and materials ○ Skimmer locations ○ Main Drain and equalizer line locations (include anti-hair/body entanglement covers specifications) ○ Hose bib location/anti-siphon device	N/A	.pdf

NOTE: City adopted codes requires that backwash from swimming pools not be drained into the storm sewer.