
Swimming Pool & Spa Submittal Checklist

The following is a checklist of items required to be identified on all Swimming Pool and Spa plans. The list is not an all-exhaustive list and does not take the place of the City of Richwood Code of Ordinances or the Adopted International Codes. This is simply a guideline for base information to be submitted for plan review. It is not a substitute for, nor does it include everything to be indicated on a complete plan submittal package. **All items listed below MUST be provided unless otherwise approved by the Director.**

PROJECT INFORMATION	
Address:	
Contractor:	Date:
Email Address:	

SWIMMING POOL & SPA PLAN SUBMITTAL CHECKLIST		
1.	☐	Provide a complete and accurate Swimming Pool & Spa permit application
2.	☐	Provide note for all windows and doors which require an alarm notification system
3.	☐	Survey furnished (Registered professional land surveyor of the State of Texas)
4.	☐	Provide pool, deck, and equipment specifications
5.	☐	Site Plan of property showing pool location and all structures
6.	☐	Provide pool enclosure details including location of gates with self-closing & self-latching devices
7.	☐	All pools shall have a backwash line and P-trap installed, cartridge or non-cartridge filter and must have a cap on P-trap to prevent rain water and objects from entering the sanitary sewer
8.	☐	Show distance to rear property line, side property line, & distance from foundation.

SWIMMING POOL & SPA PERMIT APPLICATION

PROPERTY/OWNER INFORMATION

Project Address:			
Owner Name:		Phone#:	
Owner Address:			
Legal Description:	Lot#:	Block#:	Tract#:

CONTRACTOR INFORMATION

Contractor Name:		Phone#:	
Contractor Address:			
Email:		License#:	

PROJECT INFORMATION

Class of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair			
Flood Zone: ☐ AE (100-Year) ☐ Floodway ☐ X-Shaded (500-Year) ☐ X (No Flood Zone)			
Describe Work:			
Square Footage of Pool:		Square Footage of Decking:	
* Any accessory construction (i.e. Patio Covers, Pergolas, Outdoor Kitchens) will require separate permit			

PROPERTY OWNER/AGENT AUTHORIZATION

Homeowners Association: If the property is located in a subdivision with an active Homeowners Association (HOA), please indicate whether approval has been obtained for any of the work being completed as a part of this application. ☐ YES ☐ NO ☐ N/A

Property Owner Consent/Agent Authorization: By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Richwood officials to enter the property on official business as part of the application process. Separate applications need to be made and permits required for driveway, electrical, ventilating, or air conditioning work.

Signature of Contractor/Authorized Agent	Printed Name	Application Date
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FOR OFFICE USE ONLY

Building Permit Number: _____	Date Submitted: _____
Approved By: _____	Date Approved: _____

NOTE: Only complete applications will be accepted and payment for plan review received at time of submission.