



EFFECTIVE: OCTOBER 1, 2022

CITY OF GREENVILLE

POOL PERMIT PACKET

RESIDENTIAL POOLS

PRIVATE POOLS PERMITS AND INSPECTIONS



SUBMIT ALL APPLICATIONS AT
INSPECTIONS@GREENVILLETX.GOV

2315 JOHNSON STREET, GREENVILLE, TEXAS 75402



Residential Pool Plans Submittal Requirements

1. Pool permits are applied for in person or online through email at:
inspections@greenvilletx.gov
 - Plans must comply with the 2018 International Residential Code and the 2017 National Electrical Code.
 - Pool must be located no closer than 5 feet from water's edge to rear property line, and 5 feet from water's edge to side property line. There must be a 1:1 ratio from water's edge to foundation of residence/any structure. Mark all distances on pool plan.
 - Fence detail must be included to show either existing fence or proposed fence location and compliance with fence barrier requirements around pool (attached).
2. Survey/Site Plan with pool location
3. Pool plan with distances marked
4. Indicate access point to property on pool plan. If accessing through neighboring lot or common area, an access permission letter is required.
5. Signature Verification Form with signatures of license holder or their authorized signer
6. Pool must not encroach in any easement on property.
7. Homeowners Association approval when required
8. Historical Preservation Board approval when required

***It Is The Responsibility Of The Applicant To
Check On Status Of Permit Application**



Swimming Pool/Spa Permit Application

Residential/Public/Semi-Public

Site Information

Permit Address (& suite #, if applicable):

Property Owner:

Phone:

Email:

Requirements

*See permit checklist for minimum submittal requirements.
Incomplete applications will not be processed

Contractors

Contractor:

Phone:

Email:

Sub-Contractors

Contractor:

Phone:

Email:

Contractor:

Phone:

Email:

Sub-Contractors

Contractor:

Phone:

Email:

Contractor:

Phone:

Email:

Acknowledgement

NOTICE TO APPLICANT - This permit is issued on the basis of information furnished in this application and on any submitted plans and is subject to the provisions and requirements of the City of Greenville Code or Ordinances and any other applicable ordinance. This permit is issued only for the purpose of allowing construction to the codes and ordinances of the City, regardless of information and/or plans submitted. The permit holder is required to use only subcontractors registered and licensed with the City of Greenville. A fence that meets pool barrier requirements on all pools by separate permit.

I hereby accept all conditions above mentioned and certify that all statements herein recorded by the building permit by me are true.

Applicant Signature:

Date:

Person Performing Work is: ☐ Owner ☐ Contractor ☐ Other:

SWIMMING POOL / SPA PLAN REVIEW CHECKLIST

★ **This checklist must be submitted with a Building Permit Application for any SWIMMING POOL or SPA.**

Job Information		
Property Address:	Suite #	Contractor:
☐ Residential ☐ Commercial ☐ Multi-Family ☐ HOA		
☐ In-Ground Pool ☐ Above-Ground Pool ☐ Spa		
Submittal Requirements		
The following documents must be submitted via email or in person. Email: inspections@ci.greenville.tx.us		
☐ Building Permit Application ☐ Plan Review Checklist ☐ Plot Plan or Survey ☐ Construction Plans		

Each of the following are required, please check which of the following have been included:

Y / N

- ☐ ☐ Survey of property showing pool location.
- ☐ ☐ Show distance from residence or building (minimum of 5 ft. from residence to water's edge), or provide structural P.E. Letter indicating pool placement will not affect house foundation.
- ☐ ☐ Show distance from side property line. setback not to encroach into any easements, including deck). Show
- ☐ ☐ distance to rear property line (not to encroach into any easements, including deck).
- ☐ ☐ Approval of the pool's location by electric utility provider. **Call 811**
- ☐ ☐ Provide elevation of highest portion of the pool.
- ☐ ☐ Provide pool and deck design drawings showing size, shape, profile, location of equipment and grounding.
- ☐ ☐ Provide pool, deck and equipment specifications.
- ☐ ☐ All pools shall be surrounded by a fence or wall, not less than four (4') feet in height.
- ☐ ☐ House-Pool Protection Device Installation form. (Residential Only)
- ☐ ☐ Provide a Letter of Certification by the CONTRACTOR stating that work to be done will not alter the existing drainage of the property. It shall be the pool contractor's responsibility to see that these requirements are met and a final inspection by the City is conducted before the pool is placed into operation.

Applicant's Signature: _____

Date: _____

Print Name: _____ **Contact Phone #:** _____

By signing this you have agreed that all required information has been submitted. Failure to submit all information may result in a delay of your permit being issued.



Signature Verification Form
for Mechanical, Electrical, Plumbing

Project Information	
Project Address:	
Electrical Subcontractor *Must be signed by Master	
TDLR - Electrical Contractor Company Name:	
TDLR - Electrical Contractor License #:	
TDLR - Master Electrician Name:	
TDLR - Master Electrician License #:	
*License Holder's Signature:	
Plumbing Subcontractor *Must be signed by Master	
TSBPE - Company Name:	
TSBPE - Master Plumber Name:	
TSBPE - Master Plumber License #:	
TSBPE - MED Gas License # (if applicable):	
*License Holder's Signature:	
Mechanical Subcontractor *Must be signed by Master	
TDLR - Air Conditioning /Refrigeration Contractor Name:	
TDLR - License Holder Name:	
TDLR - License Holder #	
*License Holder's Signature:	
General Contractor	
Company Name:	
Address:	
Contact Person Name:	Phone:
Contact E-mail Address:	



Change of Contractor Form

Permit Number _____ Date _____

Address of Project _____

*****ALL FEES INITIALLY PAID WILL REMAIN WITH THE PERMIT. NO REFUNDS WILL BE PROCESSED TO ANY PROPERTIES*****

IF INSPECTIONS HAVE STARTED BEFORE CHANGE IN CONTRACTOR A \$10.00 FEE FOR AN UPDATED PERMIT WILL BE REQUIRED

Current Contractor

Contractor Name _____

Contractor Company Name _____

General _____ Mechanical _____ Electrical _____ Plumbing _____ Sign _____ Other (please specify) _____

New Contractor

(Must be Registered with the City of Greenville)

Contractor name _____ Email _____

Company Name _____ Phone _____

General _____ Mechanical _____ Electrical _____ Plumbing _____ Sign _____ Other (please specify) _____

State Contractor License # _____ Expiration date: _____

Signature of new Contractor _____ Date _____

Owner or Authorized Representative of Project:

I, Owner or Authorized Representative of the address listed above, agree upon the change of contractors on this project/permit. If required drawings are copyrighted and are not approved to be released to the new contractor, additional plans will be required to be submitted for review in order to continue the project. Construction is not authorized to continue until approved plans are on site. I agree to assume responsibility of the above-mentioned project and any future fees and inspections associated with the permit

Name _____ Signature _____

Address _____

Phone _____ Email _____



SWIMMING POOL PERMIT AND INSPECTION REQUIREMENTS

Updated July 2022

Pool Builder is responsible for cost and repair of any public and private infrastructure damaged during construction of pool. Additionally, Pool Builder is also responsible for assuring that pool enclosure complies with city, state and national barrier code requirements and is required to purchase a Fence Permit with the Pool Permit to assure that these conditions are met by completion of job.

Building Inspections

All Class A, B and C Pools must comply with the Texas Department of State Health Services Rules and Regulations. Additionally all pools built within the City of Greenville must comply with Sec 3109 of the 2018 International Building Code; 2018 International Swimming Pool and Spa Code; and Sec 680 of 2017 National Electric Code, City of Greenville Code Amendments and related any sections beginning with the following:

Permit Applications

The following items shall be submitted before the Pool Permit will be released.

- 1) A Residential Building Application, site plan, sets of plans by the pool designer. The electrical service provider GEUS must approve plans before excavation. Details on the equipment and belly steel
- 2) A Residential Building Application for the fence.

EXCEPTION: Above ground pools and spas are not required to provide plans stamped by the designer. Site plans indicating the location of the pool in relation to property lines and the distance the pool will be from any structures. **Measurements will be made to the pool structure itself – not the water's edge.** Location and set back requirements include:

Rear Yard – The pool must be located at least five feet (5') from the rear property line.

Side Yard – The pool must be located at least five feet (5') from the side property line.

Easements – Pools, pool decks and pool equipment can not be located within any easement.

Buildings – Pools must be located no less than three feet (3') from buildings with foundations and at least one foot (1') for every one foot (1') of depth – measured to any point of excavation. For example, {if a portion of a pool is five feet (5') deep, that portion of the pool, must be located at least five feet (5') from a building that utilizes a foundation.}

NOTE: The measurement will be from the point at which the natural grade touches the foundation and any area excavated for the pool construction.

EXCEPTION: Above ground pools and spas do not have a minimum required setback from foundations, but are required to comply with property line setback and easement requirements.

Pool Equipment – Pool equipment can not be located within the front yard of a lot or within an easement. Pool equipment can not be attached to a common fence separating an adjoining property. Pool equipment can not be installed in drainage swales and designated drainage flows.

Permit Expiration: All pool permits expire one-hundred eighty days (180) from the date the permit issued. There are no automatic extensions of the permit.





POOL INSPECTIONS

All inspections are requested via email at inspections@greenvilletx.gov The following are the required pool inspections:

- Pool Belly / Steel / Ground
- Pool Elect Underground
- Pool Gas Underground
- Pool Gas
- Pool P-Trap
- Pool Deck
- Pool Pre-Plaster
- Pool Final Inspection

Frequently, contractors ask if a p-trap inspection is required.
Yes, a p-trap inspection must be requested and approved.



Pool Construction Requirements

1. While under construction, as well as until project completion, every swimming pool or excavation site designed or intended to ultimately to become a swimming pool shall be continuously protected by an enclosure surrounding the pool or excavated area that is reasonably inaccessible to small children or animals.
 - A fence shall be not less than 4 feet tall
 - Wrought iron fences must have no more than 4" between vertical pickets. Horizontal members must be a minimum of 45" apart.
If the horizontal members are not on the pool side of the fence and the tops of the horizontal members are less than 45" apart, the following options for compliance are available:
 1. The horizontal members will have to be ≥ 45 " apart, or,
 2. A separate barrier will have to be installed
 3. Another vertical member installed on the non-pool side
 - Wood fences must have horizontal members on pool side or be beveled if existing on the outside.
If the horizontal members are not on the pool side of the fence and the tops of the horizontal members are less than 45" apart, the following options for compliance are available:
 1. The horizontal members will have to be ≥ 45 " apart, or,
 2. A separate no climb barrier will have to be installed on the tops of the horizontal members. If the adjacent property owner does not authorize the pool company access to the property to install the no climb barrier, the pool company will need to install a separate pool barrier.
 - Gates and doors accessing enclosure shall open outward and be equipped with self-closing and self-latching devices; gates and doors must be designed to keep and be capable of keeping such doors or gates securely closed; said latching device shall be attached to gate or door not less than 54 inches above the grade.
 - Vehicular access gates that comprise part of the pool barrier must be listed and labelled in compliance with UL325 and ASTM F 2200. In

addition to this requirement the gates shall self-close and latch within 30 seconds after they have fully opened. The latching requirement may be by means of pneumatic latching.

- The pool company must provide a sign in front yard of residence with permit pack at the time of inspections.
- Safety glass is required where windows are within 5 feet of water's edge.
- Deck drains will drain to street only.*
- All disturbed grass areas must have sod replaced.*
- The Pool Contractor is responsible for compliance with all code requirements, including the fence/barrier installation.

UPDATED NOTICE - Full Plan set must be on pool builder sign with permit at inspections.





International Residential Code Pool Barrier Requirements

SECTION AG105 BARRIER REQUIREMENTS

AG105.1 Application.

The provisions of this appendix shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

AG105.2 Outdoor swimming pool.

An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa, shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow the passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions, except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed $1\frac{3}{4}$ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed $1\frac{3}{4}$ inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed $1\frac{3}{4}$ inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be a $2\frac{1}{4}$ -inch (57 mm) square, unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than $1\frac{3}{4}$ inches (44 mm).
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than $1\frac{3}{4}$ inches (44 mm).
8. Access gates shall comply with the requirements of Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool, and shall be self-closing and have a self-latching device.

Gates, other than pedestrian access gates, shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:

8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and

8.2. The gate and barrier shall have no opening larger than $\frac{1}{2}$ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

9. Where a wall of a *dwelling* serves as part of the barrier, one of the following conditions shall be met:

9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346;

9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and *labeled* in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or

9.3. Other means of protection, such as self-closing doors with self-latching devices, which are *approved* by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described herein.

10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:

10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or

10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

AG105.3 Indoor swimming pool.

Walls surrounding an indoor swimming pool shall comply with Item 9 of [Section AG105.2](#).

AG105.4 Prohibited locations.

Barriers shall be located to prohibit permanent structures, *equipment* or similar objects from being used to climb them.

AG105.5 Barrier exceptions.

Spas or hot tubs with a safety cover which comply with ASTM F 1346 shall be exempt from the provisions of this appendix.



SINGLE DRAIN POOL REQUIREMENTS

The City of Greenville requires that a Certificate of Compliance be presented at the Pool Belly / Steel / Ground inspection for any single drain pool and spa certifying that suction fittings for swimming pools, wading pools, spas and hot tubs have been investigated by UL in accordance with the standards indicated.

Standards for Safety

- ANSI/APSP-16: Suction fittings for use in swimming pools, wading pools, spas and hot tubs
- CAN/CSA B125.1-05: Plumbing fittings
- CAN/CSA C22.2 No. 218.2-93: Hydro massage bathtub appliances

Only products bearing the UL listing mark will be considered

**CERTIFICATION OF HOUSE-POOL
PROTECTION DEVICE INSTALLATION**
Updated July 2022

This document provides the homeowner to certify that the following protection device has been installed at a particular address.

I certify that the following protection devices are installed between all doors leading from the house and garage into the pool area.

All doors with direct access to the pool are equipped with an alarm which produces an audible warning when the door and or/ its screen, if present, are opened. The alarm is listed in accordance with UL 2017. The audible alarm will activate within seven (7) seconds and sound continuously for a minimum of thirty (30) seconds after the door and/or its screen, if present, are opened and is capable of being heard throughout the house during normal household activities. The alarm will automatically reset under all conditions. The alarm system is equipped with a manual means, such as a touchpad or switch to temporarily deactivate the alarm for a single opening. Deactivation will last for not more than fifteen (15) seconds. The deactivation switch shall be located at least fifty four inches (54") above the threshold of the door.

PRINT NAME: _____
(Homeowner)

SIGNATURE: _____
(Homeowner)

PERMIT NUMBER _____

PERMIT ADDRESS _____

STATE OF _____

COUNTY OF _____

On this ____ day of _____ in the year _____, before me _____, Notary Public, personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is (are) subscribed to this instrument, and acknowledged that he (she/they) executed it. WITNESS my hand and official seal.

Notary's Signature

Notary's Name (Print)