



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Permits

BUILDING PERMIT APPLICATION FOR SWIMMING POOLS, HOT TUBS, SPAS

Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing the applicant to make an application for the permit is required.
- Completed Building Permit Application
- Historic District Commission Approval, if applicable
- Floodplain Administration Approval, if applicable
- Three copies of plot plan. When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. Plot plan must be on letter or legal size paper, and must include the following:
 - All property lines and property line dimensions.
 - Square footage or acreage of the property
 - Building Restriction Lines (BRL) and any utility easements (if known)
 - Scale of drawing
 - Property Owner name(s), if different than applicant
 - Street Address of Property
 - Show any existing dwellings and any other existing structures
 - Show existing or new driveway
 - Detailed dimensions of the proposed new construction
 - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION.
- Commercial: Construction drawings – see plan review checklist to determine what must be included. (A minimum of two paper copies and two electronic copies must be provided.)**
- Residential: Three complete sets of construction drawings – see plan review checklist to determine what must be included.**
- All fees must be paid at time of application if the total fee is less than \$100.00 or if work was started prior to issuance of a building permit. If fee total is more than \$100.00, then a \$100.00 deposit must be made at the time of application.



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BUILDING PERMIT PLAN REVIEW CHECKLIST FOR SWIMMING POOLS, HOT TUBS, SPAS

A swimming pool is defined as any structure intended for swimming or recreational bathing that is designed to contain water 24 inches or more in depth. This includes in-ground and above-ground pools, hot tubs, and spas.

Complete sets of scaled plans minimum $3/16''$ to one foot or $1/4''$ to one foot scale is required (Note: one set will be returned to you with the approved permit.)

An elevation plan showing height of swimming pool/hot tub/spa above grade is required.

Note on drawing what type of structure as listed below:

Above-ground pool

Hot tub

In-ground pool

Spa

Overall square footage and dimensions of dwelling, and all other structures on the premises

Code references used; manufacturer's specifications and installation instructions must be provided

Make: _____

Model: _____

Dimensions of pool must be indicated on drawing to include:

Size of pool

Depth of pool

Identify the location of the overhead or underground power supply lines on the premises

Identify the location and distance to the pool for the pump electrical supply (receptacle)

If there is a deck to be provided, indicate the following framing plans and details for the deck:

Dimensions of new structure clearly labeled

Footing detail with depth of footing, diameter or width, and thickness of concrete

Size and location of posts showing the span between posts

Size and location of beams

Joist size, spacing, and direction

Type, size and direction of decking materials

Deck requirements, continued from previous page...

- If there is to be a cantilever, indicate the distance from the end of the structure to the beam and/ or the distance from the post to the end of the beam.
- If there are to be stairs provided, indicate the following:
 - Stair width, tread size and height of riser
 - Location of and size of materials being used for stringers
 - Total height and length of stairs
- If attachment to existing home is required, indicate the following:
 - Size of ledger board and method of attachment (bolt size, type, and spacing)
 - Structural component to which the ledger is attached (may not be attached to brick veneer)
 - Method of flashing and type of material to be used
- Material to be used and design of guardrails and handrails, if required.

CITY OF HAGERSTOWN

Permits
 1 East Franklin Street
 Hagerstown, Maryland 21740
 (301) 739-8577 ext 123



Type:	Swimming Pool, Hot tub, Spa
Process Date:	
Appl #:	

BUILDING PERMIT APPLICATION FOR SWIMMING POOLS, HOT TUBS, SPAS

FILL IN ALL APPROPRIATE SECTIONS – PLEASE PRINT – MUST BE LEGIBLE

SECTION I – PROJECT INFORMATION	
Estimated Cost of Construction \$ _____ <i>includes electrical, plumbing, labor & materials</i>	Work Type : Swimming Pool <input type="checkbox"/> Hot Tub <input type="checkbox"/> Spa <input type="checkbox"/> Is this a replacement for an existing structure? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, is it the same size and footprint? Yes <input type="checkbox"/> No <input type="checkbox"/> If swimming pool, Above ground <input type="checkbox"/> In ground <input type="checkbox"/>
TYPE OF STRUCTURE Single-Family Dwelling – detached <input type="checkbox"/> Townhome <input type="checkbox"/> Single-Family Dwelling – attached <input type="checkbox"/> Duplex <input type="checkbox"/> Condo Units <input type="checkbox"/> Modular Home <input type="checkbox"/> Mobile Home <input type="checkbox"/> Apartments <input type="checkbox"/> Commercial <input type="checkbox"/>	Estimated Project Start Date: _____
Estimated Project Completion Date: _____	
SECTION II – PROPERTY INFORMATION	
Address of Jobsite: _____	Property Owner(s) Name(s): _____
Lot No. _____ Unit No. _____ Subdivision Name: _____	Property Owner(s) Address: _____ _____ _____
	Phone: _____ Cell Phone: _____
SECTION III – CONTACT INFORMATION	
Primary Contact	Contractor
Name _____	Company Name _____ City License or MHIC # _____
Current Mailing Address: _____ _____	Current Mailing Address: _____ _____
Phone No. _____ Cell No. _____	Phone No. _____ Cell No. _____
Email (required) _____	Email _____
SECTION IV – PROJECT DETAILS	
Description of Work: _____ _____	

Building Planning Details					
Shape, Size & Depth Size: _____ X _____ Shape: Oval <input type="checkbox"/> Round <input type="checkbox"/> Rectangular <input type="checkbox"/> Other <input type="checkbox"/> Height from grade: _____ Depth of water: _____	Building Setbacks: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Front: _____</td> <td style="width: 50%;">Rear: _____</td> </tr> <tr> <td>Left Side: _____</td> <td>Right Side: _____</td> </tr> </table> Setbacks are measured to the shortest point	Front: _____	Rear: _____	Left Side: _____	Right Side: _____
Front: _____	Rear: _____				
Left Side: _____	Right Side: _____				
Pool Access Information Will a ladder/stairs be provided? Yes <input type="checkbox"/> No <input type="checkbox"/> Will there be a deck around the pool? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, has a permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Deck Size: _____ X _____ Deck Height from grade: _____	Fence Information Is there a fence provided for the entire pool area? Yes <input type="checkbox"/> No <input type="checkbox"/> Description of fencing: _____ If no, is a ladder access enclosure being provided? Yes <input type="checkbox"/> No <input type="checkbox"/> Is the fencing NEW <input type="checkbox"/> Existing <input type="checkbox"/> If new, has a permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Height of fencing: _____ Gates provided - Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, width of gate: _____ Is it self-closing/ latching? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Applicant Information	
Applicant's Name: _____	
Current Mailing Address: _____ _____	
Phone No. _____	Cell No. _____
Email (required) _____	

Building Permits and Applications for Building Permits are Non-transferrable and Non-assignable.

IMPORTANT – PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all provisions of City of Hagerstown Regulations and State Laws whether herein specified or not, 4) that no work requiring permits will be performed on the referenced property that is not specifically described in this application prior to obtaining said permits, 5) that he/she understands that any and all electrical or plumbing work requires separate permits. Any changes made without approval of the agencies involved shall constitute a suspension of the building permit until revised plans are approved. A revision fee may be charged.

Signature of APPLICANT

Please print name

Date Signed

Association with project