



# City of Alpharetta

## Swimming Pool Permitting Procedures

## NOTICE

This document is a summary of various federal, state, county, and city building construction laws, rules, and regulations. The information written herein is not all inclusive, nor is it designed to be, but rather presents an overview of construction laws and processes relative to planning, permitting, constructing, inspecting, and completing a pool construction project in the City.

For the purpose of this document, the following shall apply to the use of words and phrases: Words used in present tense include future tense. Words used in singular tense include plural tense. The word "he" also means "she." The words "shall" or "must" are always mandatory. The words "may" or "can" are permissive. The word "and" indicates all conditions, requirements, or factors so connected must be met or fulfilled, whereas the word "or" indicates that at least one condition, requirement, or factor so connected must be met. The word "structure" means anything that is built and includes the word "building." The word "person" means any individual, corporation, association, firm, partnership or other legal entity. The word "permit" means written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

If any section, subsection, sentence, clause, or phrase of this document is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this document.

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# INTRODUCTION

The information within this document is prepared by the City of Alpharetta Community Development Department, Inspections and Codes Enforcement Division, hereinafter referred to as the City. The intent of this document is to reasonably inform our citizens, designers, developers, contractors, and the general public of the codes and laws related to pool construction in effect within the City and also to communicate the rules, regulations, policies, and procedures developed by the City over time to enforce these laws for safe and code compliant residential pool construction.

The information written herein is applicable to all residential pool construction related activity in the City, effective January 1, 2010. This commentary applies to both in-ground and aboveground pools and spas containing more than 2 feet of water. Subdivision pools, hotel pools, etc. are Commercial Pools which have additional requirements. See the "Commercial Pools" section.

## Design codes:

This handout contains general information for designing and constructing your pool. Your pool contractor must meet many very specific requirements from various codes to complete your pool project. The following Codes govern the design and construction of swimming pools in the City of Alpharetta:

### Residential Pools:

2018 International Swimming Pools and Spa Code with GA Amendments  
American National Standard for Residential Inground Swimming Pools, ANSI/NSPI-5 2011.  
American National Standard for Aboveground/Onground Residential Pools, ANSI/NSPI-4 2007.  
American National Standard for Permanently Installed Spas, ANSI/NSPI-3 1999.  
American National Standard for Residential Portable Spas, ANSI/NSPI-6 1999.  
2020 National Electrical Code [NEC], NFPA 70, including but not limited to Article 680, "Swimming Pools, Fountains, and Similar Installations."  
2018 International Plumbing Code [IPC] w/ Georgia Amendments (Indirect drains, backflow, etc.)  
2018 International Fuel Gas Code [IFGC] w/Georgia Amendments  
2018 International Mechanical Code [IMC] w/ Georgia Amendments (Pool heaters, etc.)  
City of Alpharetta Unified Development Code [UDC] (Fencing, setbacks, permitting, etc.)  
Building Code Requirements for Structural Concrete, ACI 318-05.

### Commercial Pools:

Fulton County Environmental Health Swimming Pool Regulations, "Code of Laws of Fulton County, Chapter 34, Article XII."  
2018 International Swimming Pools and Spa Code with GA Amendments  
2018 International Building Code [IBC] w/Georgia Amendments including but not limited to Chapter 31.  
2015 International Energy Conservation Code [IECC] Georgia Amendments, Section 504.7.  
2020 National Electrical Code [NEC], NFPA 70, including but not limited to Article 680, "Swimming Pools, Fountains, and Similar Installations."  
2018 International Plumbing Code [IPC] w/Georgia Amendments (Indirect drains, backflow, etc.)  
2018 International Fuel Gas Code [IFGC] w/Georgia Amendments  
2018 International Mechanical Code [IMC]w/ Georgia Amendments (Pool heaters, etc.)  
City of Alpharetta Unified Development Code [UDC] (Fencing, setbacks, permitting, etc.)  
Building Code Requirements for Structural Concrete, ACI 318-05.

## Telephone Numbers:

Alpharetta Permits & Inspections	678-297-6080
Fulton County Environmental Health	404-332-1801
Alpharetta Planning & Zoning	678-297-6070 (Commercial Pool Review)
Fulton County Environmental Health	404-332-1801
Engineering & Erosion inspections	678-297-6218
Arborist	678-297-6229
Septic site approval – Fulton County	404-332-1801

## Section I: DESIGNING YOUR POOL

As a homeowner, you will work with your pool contractor, landscape architect, or other design professional to design the pool and surrounding area. The information in this section will help you create a design that meets the requirements of the various codes and regulations.

The City does not recommend specific swimming pool contractors. Please make sure that your contractor is familiar with the City's regulations and requirements.

### Covenants, Zoning, Easements, etc.:

Most City residential zoning districts allow pools; however, private pools located in subdivisions are often also subject to restrictions imposed by covenants or subdivision regulatory committees. Homeowner covenants often spell out what improvements can or cannot be made to a property. If you are not sure of covenant restrictions, contact your Homeowners Association. The City itself does not enforce covenants or subdivision regulations.

Approvals, granted by covenants or subdivision regulatory committees, do not authorize proceeding with pool construction. City Pool permits are required prior to disturbing any land for pool related construction.

City development regulations allow pools in rear yards and some side yards. Pools cannot be located in required front yards, or closer to the front lot line than the principal building. (*Ref: UDC*) Commercial pools are usually located in accordance with City approved development plans. Contact Alpharetta Planning & Zoning in the Department of Community Development for commercial pool site development plan requirements.

Residential pools and associated structures are also subject to modified setback restrictions. Setbacks are areas where no structures, including pools, can be located on a property, except as noted herein. Residential pools shall maintain a twenty-foot (20') setback from side and rear property lines or the same setback as the principal building, whichever is less.

Associated structures, such as cabanas, bath houses, equipment shelters, etc., must maintain a ten foot (10') setback from side or rear property lines or the same setback as the principal building, whichever is less.

No pool or associated structure shall be located upon any easement, such as a drainage easement or sewer easement, without prior written approval of the easement holder. No pool or associated structure shall be located closer than five feet (5') to any designated undisturbed buffer.

To determine what setbacks, easements, or buffers may be in place on your property, check a plat of your property, which you may have received at your real estate closing. The Building Division office may have a copy of a plat submitted when the original house construction building permit was issued for your home; however, if your home was built prior to 1/1/1995, the City will normally not have a plat. If all else fails, you must hire a surveyor to prepare an as-built plat for your property.

### **Houses with septic systems:**

For pool sites at homes with septic systems, pool location plans must be approved, in writing, by Fulton County Environmental Health, prior to submission to the City. (*Ref: Fulton County Code*) The reason for this is to assure that the proposed pool location will not be located in an area on the property that Fulton County has designated for the "back-up" septic system absorption field that would have to be installed if the property's present absorption field failed. The City of Alpharetta does not have any records regarding septic tank locations on private property. These records are with Fulton County.

### **Specimen trees:**

Documents submitted when applying for a swimming pool permit will locate and identify all trees over six inches in diameter within the area of disturbance. Certain trees, including 30-inch pines, 24-inch hardwoods, and 8-inch understory (or larger) trees, are specimen trees and severe penalties will be imposed if their critical root zones are impacted without prior approval of the City Arborist. (*Ref: City of Alpharetta Tree Ordinance*)

### **Enclosure requirements: Safety Barriers and Permanent Fencing:**

City and building code laws mandate all pools under construction be enclosed by safety barriers or permanent fencing. The barriers and fencing must be designed and built to effectively keep unauthorized persons from entering into a pool area unannounced. Pool builders and property owners are charged with equal responsibility for maintaining safety barriers or permanent fencing in place at all times, as they are considered essential life safety protection for the public. (*Ref: UDC, ISPSC, Fulton County Code*)

### **Safety Barriers**

A minimum four foot (4') high effective construction Safety Barrier shall be in place around all pool excavations at all times during construction, until a permanent fenced enclosure is effectively in place around a pool. Continuous wire or plastic reinforced fabric, supported in place by wooden or metal stakes driven firmly into the ground, is acceptable for safety barriers.

Pool builders and property owners are responsible for maintaining effective safety barriers in place at all times around open pool excavations from the first day of excavation through completion of permanent fencing. **Water can NOT be placed in any pool not 100% enclosed by a permanent fenced enclosure** meeting the requirements stated herein, under penalty of law.

## Permanent Fencing

Required compliance with UDC, 2018 International Swimming Pool and Spa Code and all Georgia Amendments. Permanent fenced and gated enclosures are required at all pools in the city. Permanent fence design must be so that neither a four inch (4") sphere cannot be passed through the fence nor a two inch (2") sphere below the fence. All permanent fences must be placed with a finished side facing away from the property owner's property. The minimum height of this fence must be five feet (5') and the maximum height of this fence shall not exceed six feet (6'), except the maximum height may be exceeded by fifty percent (50%) on sloped lots where the appearance of an even fence line is desired. Fence Height is measured from the top of a fence vertically to grade directly below at the exterior side.

Fences, and walls used as fences, must be located at least five feet (5') away from required buffers to accommodate construction and maintenance. Fences shall not be finished with bright or primary colors, or be visually distracting in any other way.

Pool fences must include at least one gated exit, a minimum of 36" wide. This exit must open outward and be self-closing and self-latching. Where the gate latching mechanism is located less than 54" above the gate bottom, it shall be located at the pool side of the fence at least 3" below the top of the gate. There must be no openings in the gate or fence greater than ½" in diameter within 18" of the latching mechanism.

If the wall of a dwelling serves as part of the barrier, either the pool shall be equipped with a powered safety cover in compliance with ASTM F 1346, or doors with direct access to the pool shall be equipped with an alarm that is audible when the door is opened. This alarm shall be listed in accordance with UL 2017. (Note: Many pool door alarms on the market do not meet this standard and will not be allowed.) A body of water, such as a lake, is not considered a substitute for a physical barrier fence.

### Other structures:

In conjunction with pool construction activity, many homeowners construct decks, retaining walls, gazebos, kitchens, pergolas, etc. The swimming pool permit includes only the pool itself, adjacent on-grade paving, and attached spas. City building permits, separate from the pool building permit, are required for any elevated decks, steps, buildings, or other structures included in pool site development plans. In addition, any site retaining walls over 4 feet in height, or walls of any height receiving a surcharge load from another structure, must be permitted. Engineered plans are required for these site walls.

### Backwash discharge:

Pool water used to backwash certain types of filters, such as sand or diatomaceous earth (DE), cannot be discharged onto any street, storm sewer, sanitary sewer, drainage area, creek, lake or other waterway, on open ground, or adjoining property.

All pools equipped with a filter which requires backwashing, such as sand or diatomaceous earth (DE) type filters, must be connected to an absorption pits. (Ref: ANSI/NSPI-5; Fulton County Code)

For pool sites with public sewer service, the pool discharge pipe may not be connected to the site public sanitary sewer. For pool sites with public sewer service; the pool discharge pipe may be direct connected to a minimum size 3" diameter pool sewer service pipe, which must be connected to a properly sized rock filled absorption pit. All absorption pits shall be minimum sized as follows:

Absorption Pit Required Volume in cubic feet (ft<sup>3</sup>) = ***Pump backwash rate in gpm x 5 minutes x 2 ÷ 7.5.***

**Example:** A water circulation pump is rated at 75 gallons per minute (gpm) flow rate in the backwash or discharge mode of operation. Pit size must be calculated as:  $75 \times 5 \times 2 \div 7.5 = 100 \text{ ft}^3$ .

An absorption pit measuring 5 feet in width by 5 feet in length by 4 feet deep, filled to the top with gravel, would satisfy minimum absorption pit size required by these regulations. Any reasonable combination of pit width x length x depth is acceptable, except that pits shall not be installed down a slope in trench fashion.

For pool sites with private sewage disposal systems (septic tanks, etc.) the pool discharge pipe must be connected to an absorption pit, minimum sized as above. **Pool discharge pipes shall not be connected to the site private sewage disposal system (septic system).**

#### **Handholds:**

If the pool design calls for the an edge to be a wall or raised beam more than 12 inches above the waterline, and the water at that point is more than 4 feet deep, handholds shall be provided in accordance with Section 15 of ANSI/NSPI-5 2011.

#### **Wet-Niche Light Fixtures:**

Underwater lights shall have a flexible cord long enough to allow servicing from the pool deck or other location outside the pool, not while in the water. (Ref. NEC).

#### **Drains:**

Pools must have two main drains at least three feet apart with drain covers conforming to ANSI A112.19.8.

#### **Commercial Pools:**

Commercial pools are any pools that do not meet the definition of a residential pool. Residential pools are pools that serve no more than two dwelling units.

Both City building codes and Fulton County Health Department pool regulations apply to construction of commercial pools. In addition, Section C404.9 of the 2015 International Energy Conservation Code applies to commercial pools.

Commercial pool construction plans must first be submitted to and approved by the Fulton County Health Department prior to submitting pool plans to the City for zoning and building code review. Health Department officials will review the pool plans for compliance to county public health laws. They will determine the number and location of plumbing fixtures required, number and location of exits, equipment efficiencies and water turnover rates, and other health related issues. Allow several weeks for this review.

When plans have been approved by the Health Department, they may be submitted to the City for plan review. Normal plan review procedures apply to commercial pools.

In addition to the normal City pool inspections, Fulton County pool inspectors must provide Final written approval for all commercial pools before the City issues a Certificate of Completion.

Any appurtenances associated to construction of a commercial pool, such as bathhouses, site walls, etc., must undergo commercial site and building plan review and must be permitted separately. A copy of our



*Commercial Permitting Procedures* may be picked up at the Building Division offices public lobby, or obtain a free download at: [www.alpharetta.ga.us](http://www.alpharetta.ga.us).

## **Section II: OBTAINING A POOL PERMIT**

City and building code laws require all pools and related structures to be permitted through the building division prior to beginning any construction.

### **Submittal to Engineering Department**

To begin the pool permitting process, the homeowner, pool builder, or their authorized agent must provide the following information to the City Engineering Department at 2 Park Plaza, Alpharetta, GA 30009 between **7:30am – 3:30pm** Monday through Friday. Submit the following documents:

1. Pool site plan checklist. (*Included herein.*)
2. Pool site plan, 3 copies. (*See Pool Site Plan Requirements herein.*)
3. Contact information, including name, address, telephone, email, etc.

After the Land Disturbance Inspector has approved the Site Plan, you will be issued an Engineering Permit (“Pink Card”) and you may install Silt Fence and Tree Save Fence in accordance with the approved site plan. When this is completed, the Land Disturbance Inspector will perform an on-site inspection and sign off on the Engineering Permit Card. This signed card, along with a copy of the approved site plan, must be brought to the Building Department when submittal is made for the Pool Permit.

### **Submittal to Building Department**

To obtain a pool building permit, the homeowner, pool builder, or their authorized agent must provide the following information by uploading the required documents to Eplan Solutions. After the Pool permit is issued, subcontractor permits may be obtained during these hours. Submit the following documents:

1. Pool building permit application form. (*Included herein.*)
2. Pool site plan, 1 copy, approved by Engineering Department.
3. Engineering Permit (“Pink Card”), signed by Land Disturbance Inspector.
4. Pool building plan checklist. (*Included herein*)
5. Pool building plan, 1 copy. (*See Pool Building Plan Requirements herein.*)
6. Copy of pool contractor’s business license.

The submittal will be checked for completeness. If the permit application and supporting documents are complete, the application will be accepted. You should then allow several days for processing.

When the Building Division has completed review of the pool building plans, the Pool Permit may be obtained from the Building Division. Fees will be paid when the permit is picked up.

When the pool permit card is posted onsite, and the reviewed plans are on site, pool construction may begin.

### Pool Site Plan Requirements:

Site plans for swimming pools should be prepared by a surveyor or other qualified person and must identify all of the following items, if applicable:

1. Address, lot number, and subdivision name. Owner's and Contractor's name and phone number.
2. Site boundary survey with north arrow. Minimum scale 1" = 40'. Building and pool setbacks.
3. All street names, width, and location of right-of-way.
4. Limits of disturbance including all areas where work will occur (tree save and silt fencing must be within the limits of disturbance). Label total acreage and total disturbed acreage.
5. Zoning buffers - show and label, if applicable.
6. Stream buffers – show and label, if applicable.
7. Drainage and utility easements – show and label, if applicable. Show location of all pipes and structures (sewer manholes, storm structures, power boxes, etc.)
8. Note high and low points with associated flow arrows to illustrate drainage patterns.
9. Floodplain – show limits and label elevation.
10. Show that base of all fill slopes steeper than 3:1 terminate a safe distance from all property lines to allow for constructability and not adversely affect adjacent properties.
11. Provide all necessary details for retaining walls, concrete encasement, etc. If retaining wall is proposed over 4' in revealed height, include structural design signed, dated, and sealed, by a Georgia P.E. Note that a separate building permit will be required.
12. Erosion and sedimentation control plan – show and correctly label erosion control measures and their locations (Example: Sd-1a or Sd-1c for silt fence.)
13. Identify and locate all trees located within the limits of disturbance that are over 6 inches in diameter at a point 4.5 feet above the ground. **Note that 30" pines, 24" hardwoods, and 8" understory (or larger) trees are specimen trees and severe penalties will be imposed if their critical root zones are impacted without prior approval.**
14. Tree protection plan – all trees to be saved must be protected with tree save fence located 1.3 feet from the trunk for each inch in diameter the trunk measures at 4.5' high.
15. Locate all pool equipment and utility service connection points, including electrical, gas, water, sanitary sewer, absorption pit, etc., as applicable.
16. Locate all existing and proposed walks, steps, elevated decks, and paved areas.
17. Show location of Construction Safety Barriers and Permanent Fencing.
18. Include notes or statements on the plan which clarify what work is to be provided by the pool contractor and what work is to be provided by the property owner or other contractors.

### Pool Building Plan Requirements:

Pool permit applications shall include at least one (1) set of building plans, drawn to a minimum 1/8" scale.

The City shall retain one pool building plan copy. The second pool building plan copy must be on the construction site, weather protected, and readily available to inspectors at all times. **No Plans = No Inspections**

Building plans shall be of sufficient clarity to show at least the following information:

1. An overhead plan view showing the size and shape of the pool, location of all steps and ladders, skimmers, circulation inlets, drains, overflow drains, lights, diving boards, spas, water falls, slides, or other pool related features to be installed.

2. A side elevation plan view showing the pool's depth profile to include above and below water views of all appurtenances incorporated into the pool's construction, such as spas, water falls, etc.
3. Provide construction details necessary to show code compliance.
4. A listing of all equipment included in the pool's construction to include operating capacities, etc.
5. Include any notes or statements on the plan that clarify what work is to be provided by the pool contractor and what work is to be provided by the property owner or other contractors.
6. Provide details of required fencing and enclosures.

In addition, for above-ground pools in kit form, the following information must be provided:

1. Pool manufacturer's printed product literature.
2. Pool manufacturer's printed installation instructions.
3. Pool deck and access stair construction details, if an elevated deck or access stairs are to be installed at the pool's edge. Method of providing pool enclosure.

### Residential Pool Permit Cost Calculations

Residential pool permit fees are based on the actual cost of construction of the pool, attached spa, attached at-grade paving, attached decks, equipment, and accessories. Fencing, detached at-grade paving, and landscaping do not require building permits and should not be included in the cost. Retaining walls, decks not attached to the pool, pergolas, pool houses, and other accessory structures are to be permitted separately from the pool.

The resulting construction cost is to be stated on the Pool Owners' Affidavit, a copy of which is a part of this document. The cost is the basis of the calculations illustrated below:

**Base Fee:** The city assesses a Base Fee of \$5.50 per \$1,000.00 of Construction Cost, with a \$50.00 minimum Base Fee.

1. For purposes of this example, assume a pool construction cost of \$42,500.00.
2. Divide Construction Cost by 1000 (a constant) and then multiply the dividend (result) by \$5.50.  
**Example:** Construction Cost = \$42,500.00 =  $42,500 \div 1000 \times 5.50 = \$233.75$  Base Fee.

**Plan Review Fees:** The city assesses a Plan Review Fee of \$2.75 per \$1,000.00 of Construction Cost, with a \$25.00 minimum Plan Review Fee.

**Example:** Construction Cost = \$42,500.00 =  $42,500 \div 1000 \times 2.75 = \$116.88$  Plan Review Fee.

**Erosion Inspection Fee:** An Erosion Inspection Fee of \$85.00 is assessed to all residential pool permits. .

**Sewer Inspection Fee:** A Sewer Inspection Fee of \$35.00 is assessed to residential pool permits if the pool is connected to a public sewer or absorption pit.

**Certificate of Completion (CC) Fee:** A CC Fee of \$100.00 is assessed to each residential pool permit.

**Total Building Permit Fees:** Add all applicable fees listed above.

**Example:**

<i>Base Fee =</i>	<b>\$233.75</b>
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<i>Plan Review =</i>	<i>\$116.88</i>
<i>Erosion Fee =</i>	<i>\$85.00</i>
<i>Sewer Fee =</i>	<i>\$35.00</i>
<i>CC Fee =</i>	<i>\$100.00</i>
<b><i>Total Fee =</i></b>	<b><i>\$570.63</i></b>

Separate permits are required for subcontractor work (electrical, gas line, etc.)

### Commercial Pool Permit Cost Calculations

Commercial pool permit fees are very similar to Residential pool permit fees and are based upon the construction cost. Erosion fees, Sewer fees, and Certificate of Completion fees are higher for commercial work, as shown in the example below:

**Base Fee:** The city assesses a Base Fee of \$5.50 per \$1,000.00 of calculated Construction Cost, with a \$50.00 minimum Base Fee.

1. Calculate your Construction Cost, rounded to the nearest whole dollar, as in the above example.
2. Divide Construction Cost by 1000 (a constant) and then multiply the dividend (result) by \$5.50.

**Example:** Construction Cost = \$47,855.00 =  $\$47,855 \div 1000 \times \$5.50 = \$263.20$  **Base Fee.**

**Plan Review Fees:** The city assesses a Plan Review Fee of \$4.50 per \$1,000.00 of Construction Cost, with a \$25.00 minimum Plan Review Fee.

**Erosion Inspection Fee:** An Erosion Inspection Fee of \$100.00 is assessed to all commercial pool permits.

**Sewer Inspection Fee:** A Sewer Inspection Fee of \$50.00 is assessed to commercial pool permits for pools connected to a public sewer or absorption pit.

**Certificate of Completion (CC) Fee:** A CC Fee of \$200.00 is assessed to each commercial pool permit. This is evidence to your insurance company or buyer that the pool has passed all City inspections.

**Total Building Permit Fees:** Add all applicable fees listed above.

**Example:**

<i>Base Fee =</i>	<i>\$263.20</i>
<i>Plan Review =</i>	<i>\$131.60</i>
<i>Erosion Fee =</i>	<i>\$100.00</i>
<i>Sewer Fee =</i>	<i>\$50.00</i>
<i>CC Fee =</i>	<i>\$200.00</i>
<b><i>Total Fee =</i></b>	<b><i>\$744.80</i></b>

Separate permits are required for subcontractor work.

**Permit Time Limits – Expiration - Renewals**

Permits shall expire six (6) months from the date of issue if the permit holder fails to request and pass a required first inspection of the permitted work, whether or not construction has been initiated. Permits shall also expire if the permit holder fails to request and pass a required inspection during any six (6) month period after any previous required inspection has been passed. The building official is authorized to grant no more than two (2) permit extensions, not to exceed ninety (90) days each, during which time the permit holder shall request and pass a required inspection.

After the extensions authorized expire; the permit becomes null and void and new permits must be obtained if the planned work is to continue.

Written requests for permit extension shall be made to the building official prior to permit expiration. No inspections may be made on any site with an expired permit, nor will any Certificate of Occupancy or Certificate of Completion be issued for an expired permit, until such time as the permit is renewed. Pool Building Permit renewal fees are \$50.00.

**AFTER YOU HAVE APPLIED FOR YOUR PERMIT (RECAP)**

**Engineering Approval:** After your Pool Site Plan has been approved by the City Engineering Department, you will be issued an Engineering Permit card (“Pink Card”), along with a copy of your approved site plan. This permit card will enable the contractor to perform preliminary site work only, such as the installation of silt fence and tree save fences. When silt fence, tree save fence, construction entrance, etc. are in place in accordance with the approved site plan, contact the site inspector at the Engineering Department to inspect these items.

**Building Department Approval:** Bring the “signed off” Engineering Permit card to the Inspection office when you submit plans and other required information for your pool permit. After plans have been approved, pay your fees and obtain your permit. When the pool permit card is posted onsite (visible from the public street), and the reviewed plans are on site, pool construction may begin.

**Issuance of Certificate of Completion:** After all inspections are passed and signed off on the permit card, the pool contractor shall bring the permit to the permitting office and obtain a Certificate of Completion. After the Certificate of Completion has been issued, the pool may be used.

**Section III: BUILDING YOUR POOL**

## Requesting Inspections:

The city makes every reasonable effort to provide permit holders "same day" inspection service. In addition, City inspectors are cross-certified to provide required multi-trade inspections by one inspector. To effect this "same day" service policy, this Department requires the person supervising all construction work on a site, usually the pool builder or his superintendent, to call in all inspections.

**Exception:** Where only one trade is involved in an inspection, such as an open trench 'Gas Piping' inspection, the gas line installing contractor may call in this inspection.

It is the responsibility of the pool builder to coordinate all building and subcontractor trade work, so that all required work for a particular inspection is ready to be inspected when the inspector arrives on site.

A Typical example of required coordination is a "Basket / Foundation" inspection; where one crew installs the safety fencing, a second crew excavates & forms the pool, a third crew installs the structural steel, a plumbing crew installs circulation, drain, & overflow piping, and the electrician installs all basket electrical.

The subcontractors or crews performing these coordinated functions may not request separate inspection for their particular work; but rather are required to separately advise the pool builder that their particular part of the work is ready and, when all parts are ready, the pool builder calls in the Basket inspection.

All inspection requests must be called in to City Inspectors at **678-297-6080**, between the hours of **7:30am – 8:30am**, on the same day that the inspection is desired. The City does not accept inspection requests at any other time. Callers will talk directly to inspectors.

**Note:** Inspectors cannot ascertain in advance what kind of inspections or how many inspections will be called in during any given day. We make every reasonable effort to service as many customers as is possible every day; however our inspection service is only as good as your preparation for inspection.

When requesting inspections, a building permit number, site street address, and type of inspection requested must be given to inspectors. Without this basic information, no inspection can be scheduled. **No Exception.**

## Mandatory Pool Inspections:

The Building Official, upon notification from the permit holder or his authorized agent, shall make the following pool inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the yard card, or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permit holder or posting such on the yard card.

## Additional Inspections:

**FOUNDATION / BASKET INSPECTION: (Applicable to all in-ground pools)** To be made after the pool has been excavated and cleaned of all loose soils, debris, and organic matter; all foundation forms required are in place and properly supported; all drain and circulation piping to be covered when concreting the pool is in place and under required test; all foundation reinforcement steel is in place and properly tied and supported with concrete bricks or approved spacing chairs to assure code required minimum 3" clearance from the ground at sides and bottom of the excavation; all electrical conduit, Dry-Niche, Forming Shells for Wet-Niche, or No-Niche lighting fixtures are in place and properly supported; and the Foundation / Basket is ready in all aspects to be concreted.

1. A minimum four foot (4') high effective construction **Safety Barrier** (fence) must be in place around all pool excavations at all times during construction until permanent fencing is effectively in place.
2. Pool builders and homeowners are charged with a responsibility for maintaining this safety barrier in place at all times during construction, until a permanent fence is in place.
3. No inspections will be made at any pool building site without effective Construction Safety Barriers or Permanent Fencing being in place.

For in ground pools not constructed in the above manner, Manufacturer's installation instructions, NSPI Installation Standards, or structural installation plans sealed by a Georgia registered P.E. must be on site at all times during construction.

**FOUNDATION / BASKET INSPECTION: (Applicable to all above/on ground pools)** To be made after the pool structure has been erected, but before any structural members and connections have been covered from inspector view. The pool builder must provide safe inspector access to all areas of the structure for inspection, have the Manufacturer's installation instructions on site at all times, and shall be ready to perform any tests of connections required by the inspector.

**CIRCULATION PIPING TEST INSPECTION:** On below-ground pools, to be made before the concrete/gunite is applied to the pool. In some cases this inspection can be combined with the foundation inspections listed above, at the permit holder's discretion. Piping should be tied together with equipment isolated or bypassed for this inspection.

A water pressure test at 25 psi shall be maintained for 15 minutes.

**Exception:** Pre-fabricated package U.L. Listed pool assemblies do not require pressure tests.

**POOL LIGHT INSPECTION:** On pools with underwater lights using nonmetallic conduit, to be performed before water is placed in the pool. May be combined with the pool bonding inspection. To be made to verify that the termination of the 8 AWG bonding conductor is covered or encapsulated in a listed potting compound, per the *NEC*.

Additional notes on pool lights: *NEC – Servicing Wet-Niche Luminaries*, reads as follows:

*Servicing.* - All luminaries shall be removable from the water for re-lamping or normal maintenance. Luminaries shall be installed in such a manner that personnel can reach the luminaire for re-lamping, maintenance, or inspection while on the deck or equivalently dry location.

All installations of wet-niche luminaries in pools and spas located in Alpharetta must be positioned and installed in such a manner as to allow re-lamping, normal maintenance, and inspection from the deck or other dry location outside of the pool or spa.

**POOL ELECTRICAL BONDING INSPECTION:** To be made when all metallic parts of a pool structure, including metal reinforcing of the pool foundation and equipotential bonding plane and other equipment described in the *NEC*; forming shells and mounting brackets of no-niche fixtures; metal fittings within or attached to the pool structure; metal parts of pool equipment to include pumps, motors, covers, and other features; cables, raceways, and piping within five feet of the inside edge of the pool or within twelve feet above the pool maximum water level; are connected together with approved pressure connectors into a

common bonding grid with a minimum #8 solid copper conductor, bare or insulated, and the system is ready to be concealed.

**Note:** Dependent upon site conditions, this inspection may have to be done in several separate trips to be completed and shall be at the inspector's discretion.

**BACK FLOW INSPECTION:** To be made prior to or with the final pool inspection.

If the pool is equipped with a rigid filler pipe installed without an air gap, such as some auto fill mechanisms, the fill line must be equipped with a backflow valve or vacuum breaker, in accordance with Section 608 of the International Plumbing Code.

If the pool has a rigid filler pipe, and the fill pipe outlet end is indirectly connected to the pool by means of an air gap of at least two (2) times the size of the fill pipe, measured above the flood rim of the pool, and is positioned so as to prevent contaminated water from entering the pipe, no backflow protection is required.

If the pool has a flexible filler line (hose), the filler line must be equipped with a vacuum breaker in accordance with the IPC.

**GAS PIPING INSPECTION:** Where pipe is to be buried, this is an "open trench" inspection of the gas piping system and may be made at any time during construction but must be made before Final inspection.

**Note:** No gas piping may be covered, concealed or put into service without first being inspected.

Piping will be inspected from its point of connection to the gas service system to its points of connection to all equipment and appliances. Piping will be inspected for codes compliance with regard to location, materials used, connections made, support, protection, burial depth, and size installed.

A gas pressure test of at least 1.5 times (150%) the gas system operating pressure, but not less than 3 psi, is required for this inspection. Gas piping must be pressurized during inspection.

**PERMANENT FENCING INSPECTION:** To be made at any time during construction, but prior to filling any pool with water. Buildings may be used as part of the pool barrier, as long as doors are properly alarmed. *Bodies of water, such as a lake, do not meet the requirement of a pool barrier.*

**Note:** Construction safety barriers must remain in place until permanent fencing is 100% complete.

**Filling Pools without required permanent fencing in place is a violation of City ordinance.** Pools found being filled or full of water without required permanent fencing in place; will immediately be issued a **STOP WORK ORDER**, by City Code Enforcement Officers. Pool builders and property owners failing to immediately comply to a Stop Work Order and conditions stated thereon, will be issued a Summons to Appear for a public hearing in front of the city's Municipal Court to answer violation charges.

**POOL FINAL INSPECTION:** To be made after the pool and all associated construction is complete and ready for use.

**Note:** For commercial pools only and in addition to city Final inspection; Fulton County Health Department inspectors must perform a Final pool inspection, prior to the city issuing a Certificate of Completion for the pool. Pool permit holders must provide city building officials written proof of passing this health department mandatory inspection prior to the city issuing the pool Certificate of Completion. *(see Certificate of Completion below.)*



The pool must be full of water and all equipment, lights, ladders, steps, and other pool appurtenances must be in place, connected, and operable as designed for a complete pool system ready for use. All permanent fences, fence gates and entry warning alarms must be in place and operable. All life safety equipment must be in place.

All site work, walks, drives, paved areas, and landscaping included in the plans submitted at permit issue must be completed final inspected, and signed off by the various departments and authorities listed on the permit yard card at permit issue, prior to the Building inspections department sign off and issuance of a Certificate of Completion for the pool.

**A valid City issued "Certificate of Completion" must be obtained prior to any use of a pool.**

Failure to request and pass code required Final Inspection and obtain a Certificate of Completion for the pool construction, by either the pool builder or homeowner, may subject both parties to being issued a "**Summons to Appear**" in Municipal Court or in front of the City's Codes Enforcement Board. Severe fines and penalties may be levied by the Court or the Board for building and City code violations. In addition, the pool contractor's permitting rights in the City may be suspended or revoked for cause.

Both the pool builder and the property owner are liable for requesting and passing all mandated pool inspections required by these regulations and for obtaining a Certificate of Completion for all pool construction.

### **Additional Inspections**

**GENERAL:** Additional site, building, gas, electrical, low voltage, plumbing, or other inspections may be required as determined by building or other officials to insure compliance to codes and other construction related regulatory agency rules and regulations or laws.

Site inspections are required for all construction projects where land has been disturbed prior to issuing a Certificate of Occupancy or Completion for the permitted work. Site conditions are normally inspected by City Engineering Department personnel at or near the end of construction. Engineering inspectors will check the site for proper drainage, erosion control measures, landscaping and tree save requirements, and final condition of curb cuts, driveways, and sidewalks. Items found to be incomplete, inadequate, damaged, broken, or otherwise not in compliance to regulatory requirements must be completed and repaired to the satisfaction of all governing authorities.

In addition, inspections may be required by other governing authorities, who either at the planning, permitting, or during the course of construction, have imposed regulatory issues to be resolved prior to Final approval. Typical examples of these regulatory issues are Development, Zoning, Variance Compliance, City Boards, Health and Welfare, Property or Personal Liability, Financial, Arbitration or Court Order issues, etc..

No Certificate of Completion for pool construction can be issued until all regulatory issues are resolved to the satisfaction of the building official.

### **Third Party Inspections & Reports**

Some jurisdictions allow pool builders or homeowners to hire a private inspector or a P.E. to perform code mandated inspections that the jurisdiction's inspectors may not be qualified to do or cannot do in a timely manner, per Georgia law. The City does not accept any written or verbal third party inspection certifications,

pictures, or approval reports for required inspections in lieu of City inspections, without prior approval of the Building Official.

Sometimes construction conditions warrant opinions and guidance counsel of professional engineers (P.E.) regarding how to proceed with structurally safe and codes compliant construction. A typical example of these needs are when poor soils conditions are encountered that prohibit installing a pool foundation in a normal fashion.

When this or similar conditions are encountered, builders, owners, and City inspectors will normally briefly discuss conditions and inspectors will require a pool builder or homeowner to hire a P.E. for guidance. When an engineer's opinion is required, the City expects the hired P.E. to visit the site, evaluate problems, offer options, and provide written, sealed repair orders to bring the construction into codes compliance.

The City also requires the reporting P.E. to provide the building official with copy of the repair orders for codes compliance review and signature. The City reserves the right to reject reports for reasonable cause. When the building official releases the repair order by signature, the builder or owner is required to follow the repair order in strict detail and City inspection is required prior to covering any repair or pouring any concrete.

The reporting P.E. may make such repair inspections as he/she deems necessary, but may not approve covering any repairs or approve any construction to proceed beyond a point of written City approval, without prior written approval from the Building Official.

#### **Written Release: "Signing the card"**

**It is very important to remember that, when doing permitted construction work in the City, do not cover anything up that has not been visually inspected and approved in writing by City inspectors.**

City inspectors and building officials will not approve any construction steps deemed necessary by the scope of work, or the building official, without first visually inspecting the work for codes compliance. If work is covered without written City inspector approval, the City will require the work to be uncovered for inspection, as determined by the inspector, building official, or a court of law.

Work shall not be done on any part of a pool or related structure, or any electrical, plumbing, fuel gas, energy conservation, or other system related to the pool construction beyond the point indicated in each successive pool inspection step without first obtaining a written release from building inspectors noted on the permit yard card, as applicable.

Such written release shall be entered by inspectors on the permit yard card and release shall be given only after a visual inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing inspections. Work proceeding beyond the City written release point, regardless to reason or fault, shall be removed or uncovered or tested to the acceptance of the building official.

No further inspections or written releases of construction shall be made, nor shall any Certificate of Occupancy or Certificate of Completion be issued for any construction, until the permit holder or property owner demonstrates codes compliance to the satisfaction of the building official.

#### **CHECKING INSPECTION RECORDS ONLINE**

**If you want to know if you passed inspection:** - Visually check the onsite permit yard card for sign-offs.

## **Additional City Construction Requirements**

The City's Unified Development Code (*UDC*) requires the following.

**Temporary Toilet Facilities:** Per *UDC 4.4.5.G* -All construction sites within the City shall be provided with temporary sanitary non-sewer (portable) toilet facilities for worker use during construction and such toilets shall remain in place until access to permanent sanitary toilets are provided on site.

**Exception:** Those sites where permanent toilet facilities are open and available to workmen at all times.

Inspections will not be made without portable toilets or permanent toilets being in place and in a sanitary condition, as required.

The pool contractor of a permitted pool site shall be responsible for providing and maintaining required toilet facilities throughout the duration of construction.

**Structural Fill And Backfill:** Per *UDC 4.4.5.H* -Materials used for structural fill and backfill under and directly adjacent to buildings, drives, and walks and for backfill behind foundation and retaining walls shall be unfrozen, unsaturated natural soils, clean and free of organic matter, silt, large rocks or stones, or foreign matter and debris.

Additional backfill materials used may be course gravel, crushed natural stone, or sand free of silt, loam or soluble materials, or any combination of the above. Structural fills or backfill shall not be placed on subgrades that contain frost, mud, or are frozen.

In lieu of specific written direction and supervision by a Georgia licensed professional architect or engineer, fills shall be placed and compacted in loose layers of 6"-12" thickness and shall be compacted using sheepsfoot rollers, vibrating tampers, or other compaction equipment suitable to obtain the required density throughout the entire layer being compacted.

Fills and backfill shall be installed systematically and as early as is possible to allow for natural settlement and shall not be placed over wet, spongy, or porous subgrade materials.

**Cut Or Fill Slopes:** Per *UDC 4.4.5.H* – The top or bottom of any cut or fill slope in excess of one foot vertical rise to three foot of horizontal run (1:3) shall not be located any closer than two feet (2') horizontal measure from the edge of drives, walks, paved areas, or retaining wall top or toe of wall.

The two foot (2') area adjacent to drives, walks, paved areas, tops or toes of retaining walls shall be graded at a plus or minus (+/-) 2% slope (1/4"/ft.) and where feasible shall slope away from the paved surfaces and walls.

**Site Wall Safety Barriers:** Any portions of site retaining walls over four feet (4') in height, as measured from the top of wall to the exposed lower toe of wall, must be provided with a continuous safety barrier mounted at or immediately adjacent to the top of the wall at reasonably accessible areas.

Safety barriers shall be of substantial construction for the prevention of access, must be at least thirty six inches (36") in height (42" for commercial pools), as measured from grade at the base of the barrier to the top of the barrier.

## **Re-inspection Policy & Fees**

The city's reinspection policy for any inspection is explained as follows:

City reinspection policy is to charge a customer a \$25.00 reinspection fee when inspectors have to return to a site for a second inspection of the same kind. The first inspection fee is covered under the original permit fee.

When inspectors must return to a site a third time for the same inspection, a reinspection fee of \$50.00 is charged. Subsequent reinspections, fourth try, fifth try, etc., are charged a fee of \$100.00 per reinspection, until the inspection passes. Reinspection fees must be paid before any reinspection is performed. If a scheduled inspection is Failed, permit holders must correct noted violations and recall the inspection when ready, but not before the next workday.

**Inspectors will normally cite up to six (6) code violations per inspection visit before deeming a site "Not Ready" for inspection.**

When sites are deemed "**Not Ready**" by the inspector, the inspection is stopped, the permit holder is issued a Notice of Violation normally stating the violations noted thus far during the inspection, plus the words "**Not Ready**" are affixed to the Notice.

If receiving a "**Not Ready**" Notice of Violation, contact the inspector, as advised in the *Requesting Inspections* section herein, and discuss the inspection. Inspectors will normally tell you what to do to prepare for inspection.

**Warning: Inspectors are not construction "Punch List" preparers.** If inspectors deem a permit holder is negligent in preparing for inspections and using inspectors to prepare Punch Lists, inspections will be suspended, the project will be placed in an "Inspections Hold" status and permit holders are required to schedule a meeting with the Building Official for instructions to resolve inspection issues.

## **Section IV: SAFELY ENJOYING YOUR POOL**

### **Safety:**

The National Spa and Pool Institute (NSPI) recommends that owners of swimming pools keep certain safety equipment on hand at all times:

1. A light, strong, rigid pole not less than 12 feet long.
2. A minimum ¼ inch diameter throwing rope as long as one-and-one-half times the maximum width of the pool, which has been firmly attached to a Coast Guard approved ring buoy having an outside diameter of approximately fifteen inches.

OWNERS OF POOLS MUST ALWAYS EXERCISE GOOD JUDGMENT AND CONTROL OVER FAMILY MEMBERS AND GUESTS WHO USE THEIR POOLS. WHILE RESIDENTIAL POOLS ARE NOT REQUIRED TO HAVE "POSTED" RULES, CERTAIN GUIDELINES ADD TO SAFE ENJOYMENT. THESE GUIDELINES INCLUDE, BUT ARE NOT LIMITED TO:

1. Solo swimming is discouraged.
2. Small children and other non-swimmers should not be in the pool area unless accompanied by responsible adult who can swim.
3. Any child not potty trained should wear plastic pants or a swim diaper to decrease risk of bacterial contamination.
4. No glass articles should be allowed in or around the pool. When breakage occurs, it is very difficult to remove all the tiny sharp fragments from the pool deck or pool bottom.
5. No running or rough play should be permitted. Also, persons showing signs of intoxication are at greater risk around the pool.
6. No swimming should be allowed when thunder or lightning can be seen or heard.
7. Headfirst diving should be prohibited unless the pool has been designed with an area deep enough to allow safe diving, and diving is restricted to that specific safe area, such as a diving board or platform.

### **MAINTENANCE**

It is the responsibility of the pool owner to maintain the pool in a safe, healthy condition, including maintaining water quality. Owners who allow their pool to "go green," by not operating the filter system and/or maintaining appropriate chemical balance, will be in violation of the City of Alpharetta Property Maintenance Code, are may be summoned to appear before the Code Enforcement Board or in Alpharetta Municipal Court.

## ABANDONMENT

Pool owners who no longer wish to have and maintain a swimming pool should contact the City of Alpharetta Building Division at 678-297-6080 to find out proper procedures for pool demolition. Specifically, on-site burial of demolished materials is prohibited.

## Section V: PROBLEMS & REMEDIES

### Stop Work Orders

Stop Work Orders are legal notices to immediately cease and desist all ongoing construction work on a property and to immediately and safely secure all hazardous perils to life and property on the site and to safely evacuate all work forces or other persons in an immediate orderly fashion. Stop Work Orders are issued by City officials or other regulatory agencies and respected by all City departments.

Stop Work Orders are legally binding at issue and pool builders and homeowners failing to immediately comply to Stop Work Orders and conditions stated thereon, will be issued a Summons to Appear in front of the city's Municipal Court in a public hearing to answer violation charges.

Stop Work Orders are the property of the City and shall not be removed from their posted location without written permission from the building official, under penalty of law. **The City will prosecute Stop Work Order violators to the fullest extent allowed by law.**

### Pools Concreted (Shot) Without Inspection

When an in-ground pool is concreted (shot) without first obtaining a required Foundation / Basket inspection, the construction site is automatically placed into a **Stop Work Order** status. *(See Stop Work Order section herein.)*

The pool builder is required to hire a Georgia P.E. to provide the City written confirmation, through testing, that the soils below and around the pool are structurally capable of supporting the foundation and the basket reinforcing steel is located at least 3 inches clear of all contact with the ground, per *ACI 318-99*.

### Soils testing shall be done as follows:

1. A minimum of four (4) random located test bores shall be made through the pool bottom and a minimum of four (4) random located test bores shall be made directly adjacent to the pool perimeter.
2. Using a standard cone penetrometer or other testing method approved by the building official, soils shall be evaluated for type, moisture content, density, and bearing capacity, per industry standards.
3. The P.E. shall prepare a plat of the tested area, locating and numbering each bore. In addition, a detailed report shall be included; listing at least the depth, type of soils, moisture content, N-values achieved, and bearing capacity determined at each bore, to industry standards.
4. Statements shall be included, attesting to the structural soundness of site soils around and below the pool and their ability to support the foundation to building code standards.
5. If testing reveals unsound structural conditions, the P.E. is required to provide written instructions to repair the unsound conditions, monitor all repair work, and provide written conclusions to the City.

**Basket steel testing shall be done as follows:**

1. Tests may be destructive or non-destructive. If non-destructive, testing equipment used shall be listed and readings measured listed in the required compliance report to the City.
2. A minimum of four (4) random located tests shall be made at the pool bottom and a minimum of four (4) random located tests shall be made at pool sides.
3. Tests shall affirm or deny pool reinforcing steel is installed with at least a minimum three inch (3") clearance from soils at each test location and in compliance with *ACI 318-05*.
4. If testing reveals noncompliance to *ACI 318-05*, the P.E. is required to provide written instructions to remedy non-compliant conditions, monitor all repair work, and provide written conclusions to the City.
5. In addition, if testing is destructive, the P.E. is required to provide written instructions to repair the test areas, monitor all repair work, and provide written conclusions to the City.

Reports must be professionally sealed, addressed to the building official, include City issued building permit number, test site street address, the name of the pool builder, and a chronological summary of tests and repairs done. This report will be filed with the pool permit file and retained by this department for record.

The pool site shall remain in a Stop Work Order status until test results are accepted by the building official.

As an alternative to the above, the pool structure may be demolished and hauled away to an EPD approved dumping site and the property returned to its original state prior to beginning construction again.

**Pool Decks Concreted Without Electrical Bond Test**

When decks around pools are concreted without a code required electrical bond inspection being approved by the building inspector, the construction site is automatically placed into a Stop Work Order status. (See *Stop Work Order section herein.*)

The installing electrical contractor or Georgia P.E. is required to prepare the site for an electrical bond test.

The installing electrician or P.E. is then required to contact City building inspectors (678-297-6080), during normal inspection request hour (7:30–8:30 am), and arrange a site meeting to witness the required electrical bonding test.

The bonding test shall prove code compliance with the *NEC* in all pools and specialized pool equipment,

Regardless to whether the installing electrician or a P.E. performs the bonding test for the inspector, in addition to proving electrical continuity during this code mandated inspection; the bonding system installing electrician must prepare a letter attesting to:

1. The type and size wire used in the concealed bonding system.
2. Describe the methods of connection utilized.
3. List the type of connectors used.
4. Include other essential information vital to the concealed bonding system.

This letter must also:

1. Be written on company letterhead.

2. Be addressed to the building official.
3. Include the site street address, where the system is installed.
4. Include City issued electrical permit number.
5. List the name of the installing electrician.
6. List the installing electrician's Georgia contractor license number.

This electrician's letter must be presented to the building inspector at the time of the bonding test. This letter will be filed with the pool permit file and retained by this department for record.

If any part of the bonding system fails to show electrical continuity, that failed part of the system shall be exposed to view, repairs shall be made by the electrician, and the system shall not be re-covered prior to inspection and approval by the building inspector.

The pool site shall remain in a Stop Work Order status until test results are accepted by the building official.

As an alternate to the above, the deck may be entirely removed and hauled off site to an approved landfill and the exposed electrical bonding system may be inspected by City inspectors. If inspection passes, the deck may then be re-installed.

## **SERIOUS VIOLATIONS**

Violations of building codes, construction regulations, and City laws are misdemeanors and violators may, in certain cases, be prosecuted to the fullest extent allowed by law.

Most violations occurring during permitted construction are usually processed by City inspectors issuing a pool builder a simple notice of violation (Red-Tag) and posting it on the permit yard card. The pool builder corrects the noted violations, recalls the inspection, the inspection passes, and pool construction continues undelayed.

There are some violations related to building pools that are more serious in nature and that can cause expensive repairs, temporary or permanent termination of pool construction, or severe consequences to a violator's construction rights within the city.

### **THE FOUR MOST COMMON VIOLATIONS OF THIS MORE SERIOUS NATURE ARE:**

1. Starting pool construction without required permits. (*Violation SBC §104.1.*)
2. Covering work without required inspections. (*Violation SBC §105.7*)
3. Filling pools without required permanent fencing in place around the pool. (*Violation UDC §2.3.3.B.*)
4. Not calling and passing Final Inspection and obtaining a Certificate of Completion for the pool work, prior to the pool being used. (*Violation SBC §106.2*)

The City does not process these four violations with a typical Red-Tag violation issued by a building inspector, but rather processes these violations by issuing **Stop Work Orders**. (*see Stop Work Orders section herein*)

### **Building Pools Without Permits:**

1. Pools found being built without first having city permits will be issued Stop Work Orders.



2. Stop Work Orders will be posted on site and state "**Violation SBC §104.1 – Work Without Permit**" and will advise the homeowner and pool builder to contact the building official.
3. If workmen are on the violation site, they will be ordered to stop all work and leave immediately. If resisting this order, police assistance will be called immediately and violators may be arrested.
4. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the pool builder and/or the homeowner a "**Summons to Appear**" before the Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the building official.

#### Covering Work Without Required Inspections:

1. Sites found covering pool related work without required inspections will be issued Stop Work Orders.  
**Examples:** Covering work without required inspections are; concreting pools without first passing a Basket inspection or; concreting decks without first passing an Electrical Bonding inspection.
2. Stop Work Orders will be posted on site and will state "**Violation SBC §105.7 – Work Covered Without Required Inspection**" and will advise the homeowner and pool builder to contact the building official.
3. If workmen are on the violation site, they will be ordered to stop all work and leave immediately. If resisting this order, police assistance will be called immediately and violators may be arrested.
4. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the pool builder and/or the homeowner a "**Summons to Appear**" before the Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the building official.

#### Filling Pools Without Permanent Fencing In Place Around The Pool:

1. Pools found filling or filled without code required permanent fencing being in place around the pool will be issued a Stop Work Order.
2. Stop Work Orders will be posted on site and will state "**Violation UDC §2.3.3.B – Pool Filling / Filled – No Fenced Enclosure**" and will advise the pool builder and homeowner to contact the building official.  
**Note:** The building official will order the pool drained immediately and construction safety barriers re-erected around the pool. The pool must remain empty and safety barriers effectively in place until the permanent fencing around the pool is in place and approved by City inspectors.
3. If workmen are on the violation site, they will be ordered to drain the pool immediately; erect a safety barrier around the pool; and then leave the site. If resisting this order, police assistance may be called immediately and violators may be arrested.
4. Failure to immediately drain the pool and erect a safety barrier around the pool, by either the pool builder or the homeowner, will result to City officers issuing the pool builder and/or the homeowner a "**Summons to Appear**" before the Municipal Court to answer violation charges.

5. The Stop Work Order will remain in effect at the violation site until released by the building official.

**Exception:** Permanent fence enclosure work may proceed without delay, so as to expedite site safety.

**Note:** When permanent fencing is in place, the pool builder or homeowner must contact City inspectors for a Permanent Fence inspection. If the fenced enclosure meets codes compliance, the Stop Work Order will be released by the building official, the pool may be filled, and pool construction may proceed towards Final inspection.

### **Failure To Request & Pass Final Inspection & Obtain A Certificate Of Completion (CC) For Pool Work.**

1. Pool sites found with the pool in operation and being used by occupants, without having first passed a Final inspection and being issued a Certificate of Completion, will be issued Stop Work Orders.

**Note:** It is a responsibility of the pool builder and the homeowner to assure a Final inspection is requested and passed and a Certificate of Completion is issued by the City, prior to using any pool.

2. Stop Work Orders will be posted on site and will state "**Violation SBC §106.2 –Pool In Use – No CC Issued**" and will advise the homeowner and pool builder to contact the building official.

**Note:** The building official will order immediate cessation of pool use in the interest of life safety, until the pool undergoes and passes a Final inspection to codes compliance.

3. Continued use of a pool on a site posted with a Stop Work Order will result to City officers issuing the pool builder and the homeowner a "**Summons to Appear**" before the Municipal Court to answer violation charges.
4. The Stop Work Order will remain in effect at the violation site until released by the building official.

### **Penalties**

Because of the life safety and property liability issues presented when pools are built without permits, work is covered without inspections, pools are filled without protective fencing, and pools are used without final inspections and certificates of completion being issued, which are all building code and city law violations; the City enforces strong penalties to discourage these actions and protect the health and welfare of the public.

For any violation regarding "**performing work without first having a permit**"; normal permit fees are assessed a 100% penalty fee, in addition to normal permit fees, per *SBC §104.7.2*.

In addition, violation sites shall remain in a Stop Work status, until the work is permitted by city building officials.

### **First Violation:**

1. Violation sites shall remain in a Stop Work status until the cited violation is corrected, inspected, and approved by city inspectors.

**Exception:** Violation trade repairmen and P.E. testing forces only may make required repairs and tests as required and prior approved by the building official.

2. Violators' permitting rights, which are normally unrestricted, are placed into a city imposed "*Permitting Probationary Status*" for a period of one year from the date of violation discovery.

If at any time during the probationary period, violators are found violating the same previous cited code section, the violators' city permitting rights shall immediately be revoked for cause, by the building official. The building official will notify violators in writing of the above violation charges and conditions.

**Second Violation:** (*Same offense within one year probationary period.*)

1. Violators' city permitting rights shall be immediately revoked, effective on the date of violation discovery.
2. Violators shall be issued a ***Summons to Appear*** before the city's Municipal Court to answer violation charges.
3. The violation site shall remain in a Stop Work status until the Municipal Court holds a public hearing and renders decisions regarding the violation charges.
4. Violators' city permitting rights shall not be restored until so ordered by the building official.
5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be subject to severe fines, imprisonment, or both.

**Third Violation:** (*Same offense within one year probationary period.*)

1. Violators' city permitting rights shall be immediately revoked by the building official for a period of time not less than one year, effective on the date of violation discovery.
2. Violators shall be issued a ***Summons to Appear*** before the city's Municipal Court to answer violation charges.
3. The violation site shall remain in a Stop Work status until the city Municipal Court holds a public hearing and renders decisions regarding the violation charges.
4. Violators' city permitting rights shall not be restored until so ordered by the building official.
5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be punished by fines of up to \$1,000.00 or by imprisonment of up to 120 days, or both, or alternative sentencing as provided by law.

## Appeals

Any property owner, contractor, subcontractor, or authorized agent receiving notice from the building official may appeal a decision of the building official. Appeals must be in writing and must be received in this department within 15 days of receipt of such notice. Appeals must be addressed to the Director, Community Development Department, 2 Park Plaza, Alpharetta, GA. 30009.

The appeal notice must state the location of the property in violation, the date of the Notice or Order received, and the number of the Notice or Order received. A copy of the Notice or Order received may be included for clarity.

The appeal must state the relief requested, the reason therefore, the hardship or conditions upon which the appeal is made, and must be signed by the appellant.

# POOL PERMIT & PLAN LOG-IN CHECK-OFF FORM

To help save time when submitting applications for pool building permits, the City developed this form for your use. **Use this list to assure you have everything you need to permit your pool.**

Please fill in all blanks and check all appropriate boxes for each of your pool construction projects. Permits cannot be processed without this form first being completed and signed by applicants.

Pool Information?  Residential Use  Commercial Use  In Ground Pool  Above Ground Pool

Project Street Address: \_\_\_\_\_

Printed Name of Person Submitting Application: \_\_\_\_\_

Applicant is:  Owner/Agent  Contractor/Agent Tel. No. \_\_\_\_\_

Y N N/A

- Owner and contractor signed City pool permit application form included?**
- City Soils Erosion Control card included and signed by City Engineering?**
- Two (2) Pool Location Plans included, drawn to a minimum scale of 1" = 40' ?**
- Pool Location Plan shows all property lines, setbacks, easements, buffers, & drainage structures?
- Pool Location Plan shows all existing and proposed pools, buildings, structures, & their footprints?
- Pool Location Plan shows all pool equipment location & utility service connection points,
- Pool Location Plan shows pool drain / sanitary sewer connection point for filter backwash?
- Pool Location Plan shows pool drain / absorption pit connection point for filter backwash?
- Pool location Plan shows location of existing & proposed walks, steps, decks, & paved areas?
- Pool Location Plan shows location of Construction Safety Barriers & **Permanent Fencing?**
- Pool Location Plan shows location of required erosion control measures & tree save areas?
- Pool Location Plan shows location, height, & type of retaining walls, ancillary buildings & structures?
- Pool Location Plan includes notes clarifying what work is done by owner & what work by contractor?
  
- Two (2) Pool Building Plans included, drawn to a maximum scale of 1/8" = 1' ?**
- Pool Building Plan shows overhead plan view dimensioning size & shape of the pool?
- Pool Building Plan shows steps, ladders, skimmers, circulation inlets, overflows, lights, & drains?
- Pool Building Plan shows spas, diving boards, slides, waterfalls, & all other ancillary structures?
- Pool Building Plan shows side elevation view of pool's depth profile?
- Pool Building Plan shows side elevation view of all above & below water appurtenances?
- Pool Building Plan show construction details necessary to show code compliance?
- Pool Building Plan lists all pool equipment & operating capacities?
- Pool Building Plan includes notes clarifying what work is by contractor & what work is by owner?

For information regarding encroachment of any site easement, please call the following as applicable.

Storm Drainage Encroachment: 678-297-6200 Sanitary Sewer Encroachment: 404-730-7506  
Setback Encroachment: 678-297-6070

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Alpharetta**  
**POOL PERMIT APPLICATION**



Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a pool as described herein and shown on City codes compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and, if same is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

**ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES - PLEASE PRINT LEGIBLY**

Date: \_\_\_\_\_ **Applicant is:**  Owner/Agent  Contractor/Agent **Pool is:**  Residential  Commercial

**PROPERTY INFORMATION**

Project Street Address: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_  Public Sewer  Private Sewer

City Zoning Classification \_\_\_\_\_ Land Lot: \_\_\_\_\_ District: \_\_\_\_\_ Section: \_\_\_\_\_

Lot Building Lines: Left Side Setback: \_\_\_\_\_ ft. Right Side Setback: \_\_\_\_\_ ft. Rear Setback: \_\_\_\_\_ ft.

**PEOPLE INFORMATION**

**Property Owner:** \_\_\_\_\_ Phone No. \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone No. \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Reg. No. \_\_\_\_\_ Where Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

**POOL INFORMATION**

Type:  In ground  Above Ground Material:  Gunite/Shotcrete  Vinyl  Other: \_\_\_\_\_

Water's Edge Closest Point To: Rear Lot Line \_\_\_\_\_ ft. Side Lot Line \_\_\_\_\_ ft. House / Structure \_\_\_\_\_ ft.

Pool Length: \_\_\_\_\_ LF Pool Width: \_\_\_\_\_ LF Pool Surface area: \_\_\_\_\_ sq. ft. Capacity: \_\_\_\_\_ gal

Shallow Depth: \_\_\_\_\_ ft. Deep Depth: \_\_\_\_\_ ft.

Filter Type: \_\_\_\_\_ Chemicals Used: \_\_\_\_\_

Pump Type: \_\_\_\_\_ Size: \_\_\_\_\_ hp. Operating Pressure: \_\_\_\_\_ psi

Heated Pool?  No  Yes Heater Type:  Electric  Gas Capacity: \_\_\_\_\_ BTUs Gas Line Size: \_\_\_\_\_

Length of gas line from meter to pool heater: \_\_\_\_\_ LF

Will accessory structures, spas, waterfalls, slides, retaining walls, etc. be included in construction?  No  Yes  
(May require separate plans and permits)

If Yes - Briefly Describe: \_\_\_\_\_ Spa Area \_\_\_\_\_ sq. ft.

Associated Work?  Electrical  Gas  Sewer Alteration  Low Voltage – (Alarm, Lighting, etc.)  
(Requires separate permits)

Applicant Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_



**CITY OF ALPHARETTA  
AFFIDAVIT OF SWIMMING POOL OWNER**

I, \_\_\_\_\_, am the owner of the property at  
(Street Address)\_\_\_\_\_.

My Pool Contractor is applying to construct a pool on this property. The following information is furnished for the processing of this pool building permit.

**Pool Contractor Company Name** \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**PROPERTY OWNER'S COST OF POOL \$** \_\_\_\_\_

This cost includes the pool, equipment, plumbing, attached at-grade paving, fencing and (as applicable), gas lines, heater, waterfalls, grottos, etc. Detached at-grade paving, and landscaping are not included in this cost.

I understand that retaining walls, decks not attached to the pool, pergolas, pool houses, and other accessory structures will be permitted separately from the pool.

If necessary, I will provide documentation for the above cost if requested by the City of Alpharetta.

**I have reviewed the City of Alpharetta's Pool Permitting Procedures, including enclosure and fencing requirements, and, by signature below, do hereby agree to abide by same. I will not allow the pool to be filled until the enclosure is in place. I will not allow the pool to be used until the City of Alpharetta has issued a Certificate of Completion, under penalty of law.**

Owner Signature \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary Public \_\_\_\_\_

Seal