



Swimming/Hot Tub Seasonal Pool Application

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Office Use

Date Received: _____

Fee Amount: _____

Permit No.: _____

Project Value (labor and material) \$ _____

Residential Commercial

Project Site

Property Address _____

Broadview Hts. OH, 44147

Auditor Parcel Number(s) (APN/PPN) _____

City/State/Zip _____

Zoning District _____

Sub Lot # _____

- Is this parcel a corner lot? Yes No (MANDATORY QUESTION)
- Is this parcel part of an HOA? Yes No (MANDATORY QUESTION)
If yes, then please provide a letter from the HOA agreeing with the proposed project.
- I affirm that I have answered these questions to the best of my knowledge and belief they are correct.
(PLEASE INITIAL HERE)

If the above questions are not answered, the permit cannot be processed.

Type of Project (check all that apply)

In-Ground Pool/ Above Ground Pool/ Seasonal/Temporary/ Hot Tub or Swim Spa

Pool Filter Pump: Yes No

Pool Heater: Yes No

Electrical for pool filter: Yes No

Gas line for pool heater: Yes No

Electrical line for pool heater: Yes No

Scope of Work: _____

A lot drawing of your property **MUST be provided** showing the scope of the work being done (location of pool, electrical and gas lines, pool pump and heater).

Contractor (company that is installing the pool)

Company Name: _____

Point of Contact Name _____

Address: _____

Cell/Phone _____

City/State/Zip _____

Email _____

Property Owner (of subject site)

Name: _____

Cell/Phone _____

Address: _____

Email _____

City/State/Zip _____

Name of Business or Tenant (if applicable) _____

Swimming Pool Application Continued

Additional Contractors/Subs:

Every contractor and subcontractor needs to be registered, bonded, insured & licensed.

State license electrician and plumber must be listed and be registered with the City to perform the electrical and plumbing work associated with the swimming pool installation.

Company Name: _____ Contact Person: _____

Trade: **Electrical** _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ Contact Person: _____

Trade: **Plumbing** _____ Email: _____

Phone #: _____ Cell: _____

I am authorized by the property owner to perform the necessary work. I agree to conform to all applicable codes of this jurisdiction and obtain final inspection approval.

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- A. **The permit holder is responsible for scheduling all inspections.**
 - B. If the homeowner obtains the permit on behalf of a contractor, you are liable for all work including any violations or any uncompleted work.
 - C. General contractors and subcontractors must be registered with the Building Department and are required to be bonded, insured and registered with R.I.T.A.
 - D. As the permit holder you are responsible to obtain the necessary approval of all the Committees, Boards or Associations that may have restrictions on the work covered by this permit and assume full responsibility for any lack of approval.
 - E. The permit holder shall be responsible to immediately notify the Building Department as to any changes to the approved permit (i.e. plans, contractor or subcontractors).
 - F. For purpose of reviewing, approving or disapproving this application and/or request the applicant hereby agrees, consents and grants right of entry to the above described premises to the necessary and appropriate City representatives.
 - G. Use of unregistered or unlicensed contractors or subcontractor are cause for refusal or revocation of this application and permit and may result in work stoppage, court citations or both.
 - H. **I know the location of my property lines. The accessory structures will be placed on my property, maintaining the appropriate setbacks and side yards.**

By signing below, I understand all of the above statements (A through H) and that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights, the State of Ohio Board of Standards, the Building, Mechanical, Plumbing and Residential Codes of Ohio.

Applicant's Printed Name

Date

Applicant's Signature Name

NO WORK IS ALLOWED TO BE STARTED UNTIL A PERMIT IS ISSUED. YOU CAN NOT START WORKING BEFORE THE PERMIT IS APPROVED, PAID FOR AND IS ISSUED.

Swimming Pool Application Continued

Instructions and Additional Information

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

Exterior Work:

A lot drawing of your property **MUST be provided** and specifies the following:

1. Size of the lot and distance between property pins
2. Location of house, garage, sheds, decks and other major structures
3. Location of accessory structures on the property.
4. Locations of swales, drain pipes/tiles, catch basins.
5. Sufficient drawings must be submitted with the application showing the location of the pool, equipment, accessory structures, patio, drainage etc.
6. .Electrical service line must follow the 2023 NEC 680.9(A)
7. • Gaslines must be 12" below current grade and 18" below driveways/concrete IFGC CHPT 404(no exceptions for later grade elevations)

Payment Methods:

Fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge).

Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen.
<https://pay.bridgепayment.com/64fbb531-7516-46d6-b8c8-c1099bfb78d6/Independent.aspx>

If you are paying in person no payments will be accepted or processed after 4:00 pm.

Codes & Applications:

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: www.broadview-heights.org.

All applications are available on the City's Web site www.broadview-heights.org under the Building Department section.

Inspections:

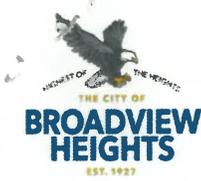
A 24-hour inspection notice is required prior to the time when inspection need to be performed. Please call 440-526-6864 between 8:30 a.m. and 4:00 p.m. to schedule an inspection. **A final inspection is required for all permits.** § 1448.09 All construction requiring and authorized by a building permit **shall be fully completed**, inspected and certified as being in conformance with all applicable provisions of the Building and Housing Code **within 12 months of the date of the issuance of the building permit.**

*Fences

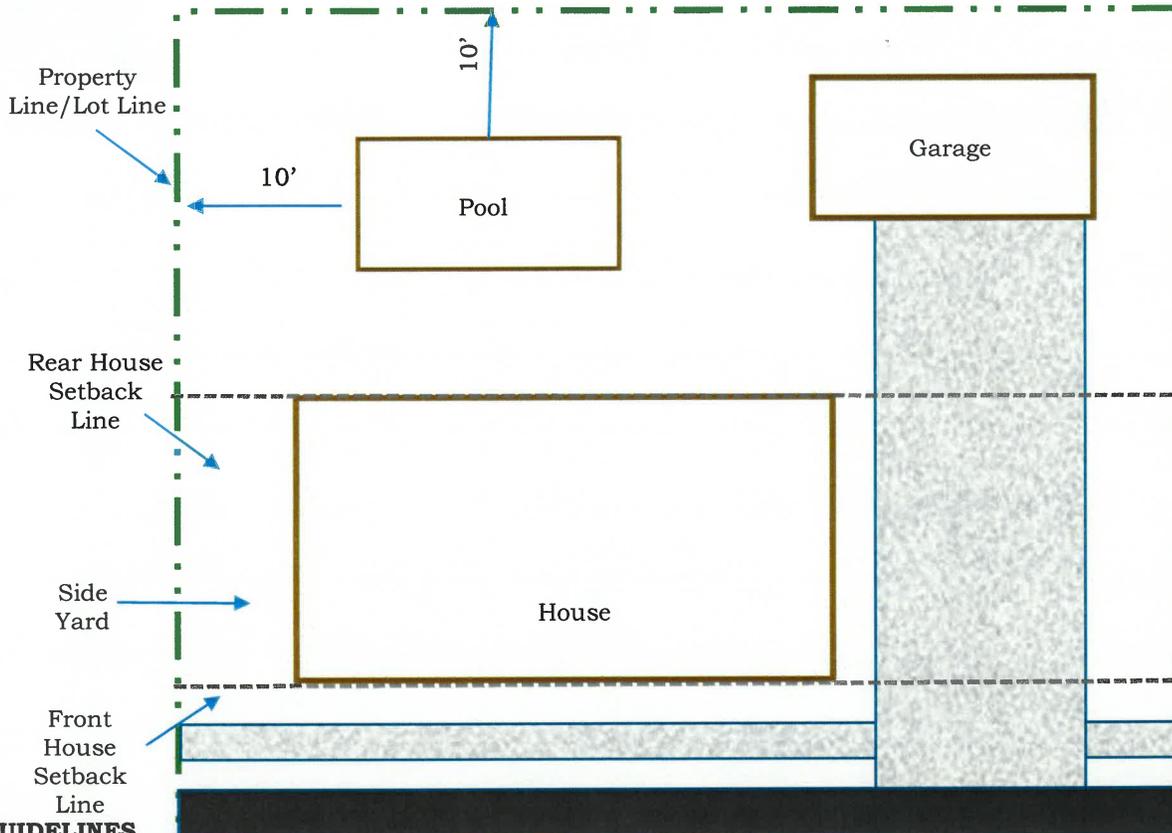
1. Show total linear footage
2. Show locations of the gates, height of fence, style of fence, type/material of fence
3. Show/label if the house on a corner lot

Temporary /Seasonal Pools

Any temporary seasonal above-ground pool (for example: inflated, rigid metal sides with metal supports, plastic sides with plastic supports, "baggy" soft-sided, etc.) Temporary swimming pools are only permitted from start of the swimming season to the end (May-September). Temporary pools shall meet all pool requirements. Temporary pools shall be removed after the month of September of each year and stored in a completely enclosed structure.



Swimming Pools



GUIDELINES

- 10' from the side yard and rear property lines
- No private permanent pool shall be constructed or any alteration, addition, remodeling or other improvement made there to, without first obtaining a permit
- No private portable pool shall be placed upon any premises or moved upon any premises, or moved from place to place, without first obtaining a permit.
- As part of the application you must show the location, size, depth, plans and specifications thereof of the pool, the site development and such other information as may be required.
- No swimming pool or swimming pool deck shall be located, constructed or placed at any side yard of a corner lot that abuts the street
- Electrical service line must follow the 2023 NEC 680.9(A)
- Gaslines must be 12" below current grade and 18" below driveways/concrete IFGC CHPT 404(no exceptions for later grade elevations)
- Required: copper bonding conductor 4" to 6" deep 18" to 24" from the pool edge to circle the entire pool and connected to the motor ground. Must bond all metal pool parts to the copper bonding ring
- Hard wired pump requires a switch within sight of the motor. Twist lock receptacle mounted on weather proof box with cover on a 4" x 4" post must be between 6' to 10' of pool. Gfi outlet mounted in a weather proof box with cover, within 20' from edge of pool.
- The pool can't be closer than ten feet to any side or rear property line of any parcel
- The pool can't be located, constructed or placed in any front yard.
- All overflow or drainage from a pool shall be contained on the property on which the pool is located.
- Each pool and/or spa shall be completely surrounded by a fence not less than 48 inches above grade.
 - TEMPORARY FENCE MUST BE INSTALLED IF PERM FENCE NOT INSTALLED BEFORE POOL EXCAVATION. doesn't apply to a pool entirely above the ground if the sides of the pool are at least 48 inches above finished ground level.
- All gates or doors opening into such enclosure shall be designed to permit locking
- No swimming pool or spa cover in any form or type of construction shall be considered a qualifying barrier or substitute for a fence barrier.
- An electrical and/or a plumbing permit is required – Installation by licensed electrician and plumber.
- Temporary swimming pools are only permitted from start of the swimming season to the end (May-September). Temporary pools shall meet all pool requirements. Temporary/ seasonal/ portable pools shall be removed after the month of September of each year and stored in a completely enclosed structure.