



# Swimming/Hot Tub Seasonal Pool Application

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

<b>Office Use</b>	
Date Received:	_____
Fee Amount:	_____
Permit No.:	_____

**Project Value** (labor and material) \$ \_\_\_\_\_

Residential     Commercial

## Project Site

Property Address \_\_\_\_\_

Auditor Parcel Number(s) (APN/PPN) \_\_\_\_\_

**Broadview Hts. OH, 44147**

City/State/Zip \_\_\_\_\_

Zoning District \_\_\_\_\_

Sub Lot # \_\_\_\_\_

**Part of an HOA**  Yes  No (By not checking or checking no you are assuming full responsibility for any lack of approval)  
**If yes then please provide a letter from the HOA agreeing with the proposed project.**

**Type of Project** (check all that apply)

In-Ground Pool/ Above 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 by the City of Broadview Heights.**

**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.

### **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.bridgepayment.com/64fbb531-7516-46d6-b8c8-c1099bf78d6/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](http://www.broadview-heights.org).

All applications are available on the City's Web site [www.broadview-heights.org](http://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 4:00pm 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**

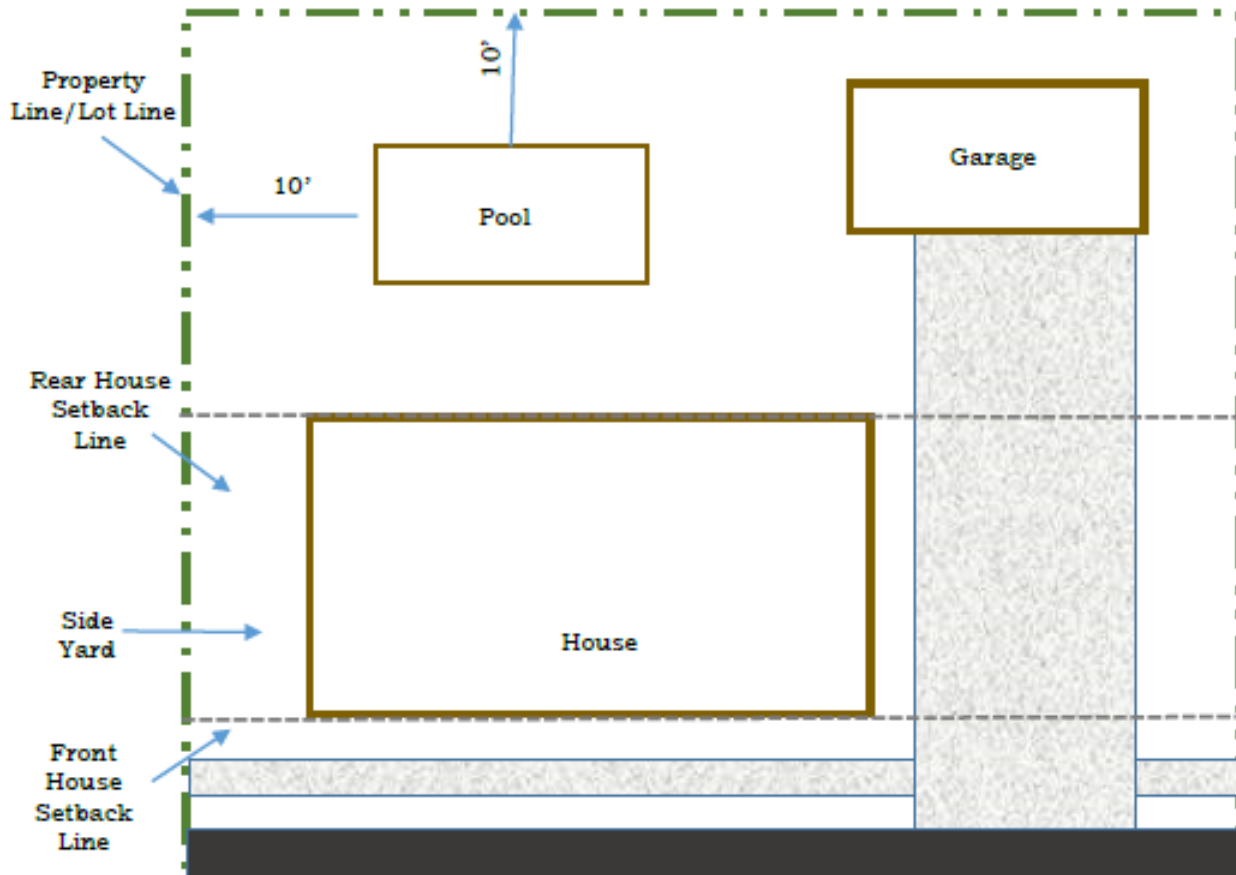
Any temporary seasonal above-ground pool (for example: inflated, rigid metal sides with metal supports, plastic sides with plastic supports, "baggy" soft-sided, etc.)

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 Pool Application Continued



## 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
- 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.
- No pool can't be closer than ten feet to any side or rear property line of any parcel
- No 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.
  - It 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.