



SWIMMING POOL (RESIDENTIAL) BUILDING PERMIT REQUIREMENTS

A Residential Swimming Pool is defined as “any structure intended for noncommercial swimming or recreational bathing that contains water over 24-inches deep including inground, aboveground, and onground swimming pools, hot tubs, and spas.”

Many subdivisions have Homeowner Associations with covenants that may place additional restrictions on Swimming Pools. Please consult with your Homeowners Association before submitting your Building Permit Application. The City of Snellville does not enforce subdivision covenants; issuance of a building permit does not convey compliance with any covenants.

Step 1 - Inground & Aboveground Swimming Pools Only - Obtain Approval from the Gwinnett County Environmental Health Department for Homes Served by a Private Septic System (If the home is served by the county sewer system, this step is NOT required). If the home is served by a private septic tank system, Gwinnett County Environmental Health must review and approve the location of inground or aboveground swimming pools on a lot before a permit can be issued. A 10-foot setback from the septic tank and drain field is required. The purpose of this review is to ensure that the existing septic tank and drain field is not affected by the pool's location. Information and forms can be obtained by calling (770) 963-5132. Gwinnett County Environmental Health Site Approval must be attached to the Building Permit Application.

Step 2 - Obtain the Following Forms from the City's Department of Planning and Development or on-line at the City's web page www.snellville.org:

1. Building Permit Application
2. Subcontractor Affidavit (if applicable)
3. Homeowner Affidavit (if applicable)

Step 3 - Submit a “Swimming Pool Location Plan” for Review and Approval by the City's Department of Planning and Development.

Purpose: The purpose of the plan is to verify compliance with city regulations regarding: rear yard location, building setbacks from property lines; non-encroachments into drainage or sewer easements; stream buffers; zoning buffers; floodplain encroachments; and Big Haynes Creek Watershed stream buffers and impervious surface setbacks.

Swimming Pool Location Plan: This plan must be drawn to scale such as 1”=10’, 1”=20’, etc. It must show lot boundaries, location of the existing home and driveway, pool, existing accessory structures, easements, streams, buffers, septic tank/drain field (if applicable) and the location of the proposed pool, and its protective barriers, decking and pumps, all with distances labeled to property lines. A copy of the survey many people obtain at loan closing is frequently used for this purpose. Also, a copy of the lot made from the recorded Final Subdivision Plat (available at the Deed Record's Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville (770-822-8100) may be used to prepare the plan.

General Location Information. Pools and their associated structures such as decking (wood, concrete, etc.), pumps, and diving boards cannot be located on vacant lots or in easements. They must be located in the rear yard, setback at least five (5) feet from any side or rear property line and at least the front setback distance from all streets on corner lots. Encroachments into stream buffers are not permitted.

Protective Barriers/Enclosures. Please contact the City's Building Inspector for specific protective barrier/enclosure information and requirements.

- **Inground** pools must have at least a 4-foot high protective barrier surrounding the pool.
- **Aboveground** or **onground** pools at least 4 feet high do not require a protective barrier. This is because the wall of the pool serves as the 4-foot barrier as long as the ladder or steps are capable of being secured, locked or removed to prevent access, or if the ladder or steps are surrounded by a barrier at least 4- feet high. However, if these type pools are less than 4-feet high, a protective barrier must be provided so that the total barrier height is at least 4-feet. **Barrier Openings and Access Protection.** Openings in any barrier shall not allow passage of a 4-inch diameter sphere. All access gates to the pool shall be self- closing and self-latching and shall be equipped with a locking device.
- **Fences in 100-Year Floodplains.** Although allowed, they must have openings sufficiently large enough to pass water and debris.

Obtain Building Permit at the City's Department of Planning and Development. See Checklist attached.

Post the Building Permit Card on-site and visible from the street (a minimum of five (5) feet above ground). The approved "Swimming Pool Location Plan" must also be present on-site. Fees: Plan Review \$50, Building Permit \$100, Certificate of Completion \$50. Total fees \$200.00.

Other Information and Inspections. The Building Permit includes electrical and plumbing installation inspections (if applicable). Therefore, a separate permit for this work is not required. State licensed electrical and mechanical subcontractors must submit a Subcontractor Affidavit form to the City's Department of Planning and Development at least 24-hours prior to requesting inspections. Homeowners installing electrical and mechanical systems themselves must submit a Homeowner Affidavit.

Inspections are requested by calling (770) 985-3513. The following inspections must be successfully passed and a Certificate of Occupancy (C.O.) issued prior to pool use or occupancy:

- Site Location, Erosion & Sediment Control, Temporary Protective Barriers, and Reinforcing Steel or Basket Inspection.
- Electrical Light Bonding Inspection; Air Test Inspection of Pool Pump Lines; and Electrical Rough- In Inspection.
- Mechanical Inspection (if pool is heated with gas).
- Final Inspection. This inspection includes final electrical, structural and mechanical (as applicable). Installation of permanent barriers and alarms verified. If successfully passed, a Certificate of Completion (C.C.) can be issued and the pool can be used.

The final inspection includes a final electrical inspection. Prior to use or occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Completion obtained.

Sewer System Connection. National and State water quality laws do not allow pools to be connected to the sanitary sewer system. The concentration of chlorine in the water would harm the safe operation of the sewer treatment system.

Draining a Pool. City and County law does not address whether or not a pool may be drained onto private property. However, it is recommended that one be a good neighbor and seek approval if one drains a pool onto a neighbor's property. It is possible that Georgia nuisance laws may cover this through the filing of a private lawsuit.

SWIMMING POOL LOCATION PLAN

The Department of Planning & Development requires a Swimming Pool Location Plan (SPLP) to be submitted in order to obtain a Building Permit for swimming pools on residential lots.

The SPLP must be approved prior to the issuance of a Building Permit for the pool. An SPLP is submitted to the Department of Planning & Development for review and approval to ensure that the rear yard location and accessory structure setback requirements are met and that easements are kept free and clear of encroachments.

The SPLP does not have to be drawn by a surveyor or an engineer, however, it must be drawn "to scale" using either an engineer or architect's scale (1"=10', 1"=20', etc.). Approval of an SPLP makes the property owner and contractor aware of location constraints on a lot. A sample SPLP is attached.

An SPLP should show the following (as applicable) on the plan:

- ✓ Boundary lines of the lot with distances;
- ✓ Location and names of all abutting streets or other street rights-of-way;
- ✓ Minimum required front building setback lines with dimensions;
- ✓ Minimum required 5-foot accessory structure setback from side and rear property lines;
- ✓ Self-closing and self-latching gate equipped with a locking device;
- ✓ Pump, equipment structures and decking;
- ✓ Septic tank and drain field (if applicable);
- ✓ Height, type and location of required pool fencing;
- ✓ The approximate outline of all buildings, driveways, parking areas, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines;
- ✓ Location and dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tanks, and septic tank drain field location on the lot;
- ✓ Subdivision name, lot and block designation;
- ✓ North arrow and scale;
- ✓ 100-year floodplain limits, any applicable stream buffers or other special building setback lines; and
- ✓ Any other applicable requirements of the Zoning Resolution or conditions of zoning approval.

Note: Swimming pools and their appurtenant structures (pump equipment, decking, etc.) must be located in the rear yard and setback at least 5-feet from side and rear property lines. Pool must be at least 10-feet from any septic tank and its drain field.



RECEIVED STAMP IMPRINT
HERE

CITY OF SNELLVILLE
DEPARTMENT OF PLANNING & DEVELOPMENT
2342 Oak Rd. 2nd Floor
Snellville, GA 30078
Phone (770) 985-3513 or (770) 985-3514

BUILDING PLAN SUBMITTAL FORM

PLEASE MAIL OR HAND DELIVER
CANNOT ACCEPT ELECTRONIC SUBMITTALS

APPLICANT & CONTACT INFORMATION

FIRM NAME: _____
CONTACT NAME _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE NUMBER _____ EMAIL ADDRESS _____

PLANS SUBMITTED BY

☐ GENERAL CONTRACTOR
☐ PROFESSIONAL ARCHITECT
☐ RESIDENT/HOMEOWNER
☐ OTHER

PROJECT TYPE

___ COMMERCIAL ___ RESIDENTIAL ___ NEW CONSTRUCTION (COMPLETE)
___ INDUSTRIAL ___ MIXED USE ___ SHELL ONLY
___ INTERIOR FINISH ___ WHITE BOX ___ ADDITION
___ ACCESSORY STRUCTURE ___ MONUMENT SIGN OTHER _____

PLAN REVIEW FEES COLLECTED

PROJECT INFORMATION

PROJECT NAME _____
PROJECT STREET ADDRESS _____
SUITE NUMBER _____ PARCEL _____
ZONING DISTRICT _____

TOTAL SQ FT _____
CONSTRUCTION
CONTRACT PRICE (REQUIRED)
\$ _____

PLAN REVIEW ACKNOWLEDGEMENT

In accordance with Part 2 of Article 1 of Chapter 2 of Title 8 of the Official Code of Georgia Annotated, and upon receipt and acceptance of the submitted building plans, the City of Snellville hereby notifies permit Applicant that the City of Snellville intends to complete the required plan review within 30 days of receiving the plans.

If applicable, a written notice of plan deficiencies will be provided to the permit Applicant and the 30 day period will then be tolled pending resolution of the matter. Upon receipt of any plan revisions which addresses the plan deficiencies, the local building official shall have the remainder of the tolled 30 day period plus and additional five (5) business days to issue the requested permit or to provide a second written notice to the permit applicant stating which of the previously identified plan features remain in non-compliance with the applicable codes. In the event that the revisions required to address the plan deficiencies or any additional revisions submitted by the permit Applicant require that new government approvals be obtained, the permit Applicant shall be required to obtain such approvals before a new plan report can be submitted.

APPLICANT PRINTED NAME	DATE	BUILDING OFFICIAL PRINTED NAME	DATE
APPLICANT SIGNATURE		BUILDING OFFICIAL SIGNATURE	

This route sheet shall be completed by the plan preparer in its entirety and submitted with each submittal.

**APPLICATION FOR BUILDING PERMIT
CITY OF SNELLVILLE, GEORGIA**

FOR CITY USE ONLY

Date Rcvd: _____

Permit No. _____

MAIL OR HAND DELIVER

DESCRIPTION OF WORK (Please mark all that apply)

☐ RESIDENTIAL ☐ COMMERCIAL

- | | | | |
|---|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> ADDITION | <input type="checkbox"/> REPAIR | <input type="checkbox"/> ACCESSORY STRUCTURE |
| <input type="checkbox"/> INTERIOR FINISH | <input type="checkbox"/> ALTERATION | <input type="checkbox"/> SHELL ONLY | <input type="checkbox"/> MONUMENT / WALL SIGN |

Description of Proposed Construction _____

Project Name or Business Location Name _____

Job Address _____ Lot _____ Block _____

Project/Subdivision _____ Tax Parcel # _____ - Zoning _____

BUILDING INFORMATION (NEW OR AFFECTED AREA ONLY) Basement / Slab / Crawl Space (Circle One) _____

Stories _____ Rooms _____ Baths _____ Bedrooms _____ Heated Sq.Ft. _____ Total Sq.Ft. _____

Lot Size _____ Water Tap # _____ Sewer Tap # _____ Septic # _____ On Septic: ☐ Yes ☐ No

☐ Sprinkler (Protected) ☐ Unprotected (Check One) Construction Contract Price \$ _____

TYPE OF CONSTRUCTION (NEW CONSTRUCTION ONLY) ☐-IA ☐-IB ☐-IIA ☐-IIB ☐-IIIA ☐-IIIB ☐-IV ☐-VA ☐-VB

OCCUPANCY TYPE (GROUP DESCRIPTIONS ON INTERNATIONAL BUILDING CODE LISTING)

- | | | |
|--|---|--|
| <input type="checkbox"/> -A-1 Assembly, theaters, with stage | <input type="checkbox"/> -E Educational | <input type="checkbox"/> -M Mercantile |
| <input type="checkbox"/> -A-1 Assembly, theaters, w/o stage | <input type="checkbox"/> -F-1 factory and industrial, moderate hazard | <input type="checkbox"/> -R-1 Residential, hotels |
| <input type="checkbox"/> -A-2 Assembly, nightclubs | <input type="checkbox"/> -F-2 Factory and industrial, low hazard | <input type="checkbox"/> -R-2 Residential, multiple family |
| <input type="checkbox"/> -A-2 Assembly, restaurants, bars, banquet halls | <input type="checkbox"/> -H-1 High Hazard, explosives | <input type="checkbox"/> -R-3 Residential, one- and two-family |
| <input type="checkbox"/> -A-3 Assembly, churches | <input type="checkbox"/> -H234 High Hazard | <input type="checkbox"/> -R-4 Residential, care/assisted living facilities |
| <input type="checkbox"/> -A-3 Assembly, general, community halls, libraries, museums | <input type="checkbox"/> -H-5 HPM | <input type="checkbox"/> -S-1 Storage, moderate hazard |
| <input type="checkbox"/> -A-4 Assembly, arenas | <input type="checkbox"/> -I-1 Institutional, supervised environment | <input type="checkbox"/> -S-2 Storage, low hazard |
| <input type="checkbox"/> -B Business | <input type="checkbox"/> -I-2 Institutional, incapacitated | <input type="checkbox"/> -U Utility, Garages, miscellaneous |
| | <input type="checkbox"/> -I-3 Institutional, restrained | |
| | <input type="checkbox"/> -I-4 Institutional, day care facilities | |

OWNER _____ Phone (____) _____

Address _____ City/State/Zip _____

Fax (____) _____ Cell (____) _____ E-Mail _____

CONTRACTOR _____ Phone (____) _____

Address _____ City/State/Zip _____

Fax (____) _____ Cell (____) _____ E-Mail _____

Business License # _____ Issuing Authority _____ Exp. Date _____

As the contractor, builder, owner or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plot plan is required, said structure will be located as shown on the plot plan. If the permit is granted, I shall construct same according to the development regulations, ordinances and code of the City of Snellville. Further, I shall be responsible for complying with all subdivision protective covenants (where applicable) and required set backs. I also understand that the structure authorized by the permit shall not be occupied or used until all inspections have been made, all re-inspection fees and fines paid and the Certificate of Occupancy/Completion has been issued by the Department of Planning & Development (and by the Gwinnett County Department of Fire & Emergency Services, when applicable). Applicant must hold a valid Occupational Tax Certificate (AKA "business License") for the type of construction covered by the permit issued. A homeowner is not required to have an Occupational Tax Certificate if building one's own personal home (not more than one home per year). I understand that before any inspections will be made, erosion control measures must be installed and properly maintained daily and licensed subcontractor affidavits must be submitted and accepted. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Signature _____ Print Name _____ Date _____



SUBCONTRACTOR AFFIDAVIT

**CITY OF SNELLVILLE DEPARTMENT
OF PLANNING & DEVELOPMENT**
2342 OAK ROAD, 2ND FLOOR, SNELLVILLE, GA
30078 (770) 985-3513 / (770) 985-3514
www.snellville.org

GENERAL CONTRACTOR SHALL CALL IN ALL INSPECTIONS

This form must be completed, signed and submitted to the Department of Planning & Development before work may commence. Call (770) 985-3513 at least 24-hours prior to inspection request.

MAIL OR HAND DELIVER COMPLETED FORM WITH A COPY OF THE CURRENT BUSINESS LICENSE, PROFESSIONAL STATE LICENSE AND DRIVER'S LICENSE.

GENERAL CONTRACTOR: _____ PERMIT # _____

JOB SITE ADDRESS: _____ LOT / BLOCK: _____

SUBDIVISION / PROJECT NAME: _____

THIS IS TO CERTIFY THAT I WILL BE RESPONSIBLE FOR SUBCONTRACTORS PERFORMING:

☐ ELECTRICAL ☐ LOW-VOLTAGE ☐ HEATING & AIR ☐ PLUMBING

PLEASE CHECK THE TYPE OF STATE LICENSE HELD AND BEING USED FOR THIS JOB:

<input type="checkbox"/> Electrical Contractor Class I	<input type="checkbox"/> Electrical Contractor Class II (Unrestricted)
<input type="checkbox"/> Master Plumber Class I	<input type="checkbox"/> Master Plumber Class II (Unrestricted)
<input type="checkbox"/> Conditioned Air Contractor Class I	<input type="checkbox"/> Conditioned Air Contractor Class II (Unrestricted)
<input type="checkbox"/> Low-Voltage Contractor Class I	<input type="checkbox"/> Low-Voltage Contractor Class II (Unrestricted)

I certify that I am experienced in the classification above and I will comply with all codes and ordinances adopted by the City of Snellville that pertain to the construction of this structure. In the event of any change in my status on this installation, I understand that I will be held responsible for all indicated work at this job until Building Inspections have been notified, in writing, of any change.

SUBCONTRACTOR COMPANY NAME _____

PHONE NUMBER: _____ OCCUPATION TAX # OR BUSINESS LICENSE #) _____

EXPIRATION DATE: _____ ISSUING AUTHORITY: _____

MAILING ADDRESS: _____

STATE PROFESSIONAL LICENSE #: _____ EXPIRATION DATE: _____

SUBCONTRACTOR SIGNATURE: _____ PHONE: () _____

PRINT NAME: _____ DATE: _____

MAIL OR HAND DELIVER WITH A COPY OF THE CURRENT BUSINESS LICENSE, STATE PROFESSIONAL LICENSE AND DRIVER'S LICENSE OF CARD HOLDER.



SWIMMING POOLS SUBMITTAL CHECKLIST

Definition - "any structure intended for noncommercial swimming or recreational bathing that contains water over 24-inches deep including inground, aboveground, and onground swimming pools, hot tubs, and spas."

A complete submittal will include:

(Enter ✓ if submitted or N/A if not applicable)

- _____ **Building Permit Application**
- _____ **Contractors attach a current Occupational Tax License (Business License) or Homeowners submit Homeowner affidavit.**
- _____ **Submit a swimming pool location plan**
- _____ **Submit detailed plans**
- _____ **Submit Subcontractor Affidavits with current Business and Professional Licenses**
- _____ **Submit copy of Gwinnett County water/sewer bill -OR- septic system approval from Gwinnett County Environmental Health**
- _____ **If installing a deck, patio or other structure 20 square feet or larger for the pool include specific details and plans in the submittal.**
- _____ **Review Fee \$50 due at time of plan submittal**
- _____ **Balance of \$150 due at time of permit issuance**

Important Contacts

Gwinnett County Environmental Health www.gnrhealth.com	455 Grayson Hwy. Suite 600 Lawrenceville, GA	Phone: 770.963.5132
Planning Technician, City of Snellville Carole Amos www.snellville.org	2342 Oak Rd 2 nd Floor	Phone: 770.985.3514
Administrative Assistant, City of Snellville Nelie Wilson www.snellville.org	2342 Oak Rd 2 nd Floor	Phone: 770.985.3513

Inspections are typically scheduled on Monday, Wednesday, and Friday. Call the day before by 4:30 p.m. to schedule.

Please have the Building Permit Number, Street Address, and contact information when calling in.

Incomplete submittals may delay the project.

Submittals are accepted Monday – Thursday 8:00 a.m. till 4:30 p.m.

Submit in person or by mail.