

**MAKING APPLICATION
RESIDENTIAL POOL/SPA/HOT-TUB**

PRELIMINARY QUESTIONS BEFORE APPLYING

- Is your property in the City Limits?
 - a. If yes, continue to next question
 - b. If no, you need to Contact Frederick County Permits @ 301-600-2313
- Is your property in the Historic District?
 - a. If yes, you will need to obtain HDC approval before applying for the permit (Contact Planning/Zoning at 301-600-1499).
 - b. If no, go to “MAKING APPLICATION”

MAKING APPLICATION

Building Permit Application and all applicable forms may be obtained at the City’s

**Building Department
140 W. Patrick Street
or by calling 301-600-3829**

- Make sure you complete all information requested on the Permit Application Form
- Application Fees ***must*** be paid before the application can be processed.
- ***IMPORTANT NOTE:*** All permit fees are non-refundable and non-transferable.

BE PREPARED

It is important to be prepared when making application for your pool. Here’s a checklist to use before submitting your application:

ABOUT POOLS

- Pools must conform to setback requirements of at least 3 ft. from the side and rear property lines and 6 ft. from any structure. (*Contact Planning/Zoning at 301-600-1499 for further information concerning setbacks*).
- An outdoor swimming pool, including an in-ground, above-ground or on-ground, must be provided with a barrier (fence) per IRC Code, Section AG105 (Barrier Requirements for Swimming Pools, Spas & Hot Tubs) (*Copies of these requirements are available thru the Permits Coordinator – 301-600-3829*).
- A City Registered Plumber **MUST** apply for a Plumbing Permit for a backflow check valve. (Contact the Plumbing Inspector at 301-600-3821 for further information)
- If electrical wiring is installed, an electrical permit will need to be obtained

PLANS/OTHER MATERIALS REQUIRED

- Five (5) copies of a site plan showing (1) location/distances of the pool in relationship to existing property lines and structures; (2) location of the required barrier/fence and whether existing or proposed
- Three (3) sets of construction plans including information on type and height of barrier and/or fence required for pool
- List of materials
- Copy of Historic District (HDC) Approval letter, if applicable
- **FOR HOT TUBS/SPA** – If being placed on deck or existing deck, need to provide (2) two sets of structural plans, sealed by engineer, to certify deck can support weight of hot tub/spa

FEE \$128 (In-Ground; Above-Ground Pool) \$64 (Hot-Tub; Spa)

Checks payable to “City of Frederick.”

APPLICATION PROCESSING

After your permit application and fees are received, the following will happen:

1. Your Permit Application will be logged into the computer and assigned an “Application #” which will be printed on your receipt. ***NOTE:*** *Should you ever need to call about your application, it is important that you have this number readily available for more efficient response and tracking purposes..*
2. The Permits Coordinator will distribute the application w/plans to each appropriate department, as follows:
 - **Building:** The Building Plans Reviewer checks your building plans for compliance with all applicable building codes.
 - **Planning/Zoning:** The P/Z Administrator will review your submitted site plan to make sure that all applicable setback requirements are met. Additionally, should your project location be within the Historic District, they will confirm that the HDC has given their approval for construction of your project.
 - **Engineering:** The Engineering Department will review your site plan for easements and/or rights-of-way that may be affected with construction of your project.

PERMIT ISSUANCE

1. Once approvals from each of the above departments have been received, our Permits Coordinator will perform final processing and ISSUE THE PERMIT.
2. Your permit will be sent to you along with a set of any approved plans submitted with the application. Additionally, a Yellow Placard will be included which identifies the Permit Number and location of work to be performed.
3. **DISPLAY** the Placard in a location visible from the street. The approved set of plans should be located nearby for easy access by the inspector.

INSPECTIONS REQUIRED

1. **Building/Steel Inspection:** A building inspection is required for in-ground pools when excavation is completed and reinforced steel is installed.
2. **Electrical Bonding Inspection:** An electrical steel bonding inspection is required for in-ground pools.
3. **Trenching Inspection:** An electrical trenching inspection is required for any buried electrical wires/conduits.
4. **Final Electrical/Plumbing Inspections:** All pools require a final inspection when project is complete.
5. **Final Building Inspection:** All pools require a final building inspection. Call for a final inspection when entire project is complete.

<p><u>IMPORTANT:</u> <i>Please have your Permit No. Available when calling to schedule your inspection</i> <u>Call for Inspections</u> <i>Inspections will be made the same day that you call. To schedule, please call between the hours of 7:00 – 9:00 a.m. (Monday thru Friday)</i> Electrical Inspectors’ Office <i>301-600-3822 or 3823</i> Plumbing Inspectors’ Office <i>301-600-3820 or 3821</i> Building Inspectors’ Office <i>301-600-3818 or 3819</i></p>

PERMIT SHALL EXPIRE IF: *The work described on the permit has not been substantially begun within six (6) months of the date of issuance or the work has been abandoned for a period exceeding six (6) months from the date of the last, approved, building inspection.*

CERTIFICATE OF COMPLETION

A "Certificate of Completion" will be mailed to you once the final building inspection has been approved.



REQUIRED ENCLOSURE / BARRIER FOR POOLS

The 2015 International Residential Code (IRC), Section R326 references the 2015 International Swimming Pool and Spa Code (ISPSC) for the design and construction of pools and spas. The following excerpt from the ISPSC address the requirement for pool barrier/ enclosure. The entire requirements can be viewed www.iccsafe.org.

SECTION 305 BARRIER REQUIREMENTS:

305.1 General. The provisions of this section shall apply to the design of barriers for pools and spas. These design controls are intended to provide protection against the potential drowning and near drowning by restricting access to such pools or spas. These requirements provide an integrated level of protection against potential drowning through the use of physical barriers and warning devices.

Exceptions:

1. Spas and hot tubs with a lockable *safety cover* that complies with ASTM F 1346.
2. Swimming pools with a powered *safety cover* that complies with ASTM F 1346.

305.2 Outdoor swimming pools and spas. Outdoor pools and spas and indoor swimming pools shall be surrounded by a barrier that complies with Sections 305.2.1 through 305.7.

305.2.1 Barrier height and clearances. Barrier heights and clearances shall be in accordance with all of the following:

1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.
3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.
4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).

305.2.2 Openings. Openings in the barrier shall not allow passage of a 4 inch-diameter (102 mm) sphere.

305.2.3 Solid barrier surfaces. Solid barriers that do not have openings shall not contain indentations or protrusions that form handholds and footholds, except for normal construction tolerances and tooled masonry joints.

305.2.4 Mesh fence as a barrier. Mesh fences, other than chain link fences in accordance with Section 305.2.7, shall be installed in accordance with the manufacturer's instructions and shall comply with the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.
2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.

3. The fence shall be designed and constructed so that it does not allow passage of a 4 inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not be more than 4 inches (102 mm) from grade or decking.
4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to, devices that provide the security equal to or greater than that of a hook-and-eye type latch incorporating a spring-actuated retaining lever such as a safety gate hook.
5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 305.3.
6. Patio deck sleeves such as vertical posts receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of onground *residential* pools.

305.2.5 Closely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed 1¾ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches (44 mm) in width.

305.2.6 Widely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed 1¾ inches (44 mm).

305.2.7 Chain link dimensions. The maximum opening formed by a chain link fence shall be not more than 1¾ inches (44 mm). Where the fence is provided with slats fastened at the top and bottom which reduce the openings, such openings shall be not more than 1¾ inches (44 mm).

305.2.8 Diagonal members. Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not more than 1¾ inches (44 mm). The angle of diagonal members shall be not greater than 45 degrees (0.79 rad) from vertical.

305.2.9 Clear zone. There shall be a clear zone of not less than 36 inches (914 mm) between the exterior of the barrier and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the barrier.

305.2.10 Poolside barrier setbacks. The pool or spa side of the required barrier shall be not less than 20 inches (508 mm) from the water's edge.

305.3 Gates. Access gates shall comply with the requirements of Sections 305.3.1 through 305.3.3 and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool or spa, shall be self-closing and shall have a self-latching device.

305.3.1 Utility or service gates. Gates not intended for pedestrian use, such as utility or service gates, shall remain locked when not in use.

305.3.2 Double or multiple gates. Double gates or multiple gates shall have at least one leaf secured in place and the adjacent leaf shall be secured with a self-latching device. The gate and barrier shall not have openings larger than ½ inch (12.7 mm) within 18 inches (457 mm) of the latch release mechanism. The self-latching device shall comply with the requirements of Section 305.3.3.

305.3.3 Latches. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from grade, the release mechanism shall be located on the pool or spa side of the gate not less than 3 inches (76 mm) below the top of the gate, and the gate and barrier shall not have openings greater than ½ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

305.4 Structure wall as a barrier. Where a wall of a dwelling or structure serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall, one of the following shall be required:

1. Operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor and doors shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017. In dwellings or structures not required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located 54 inches (1372 mm) or more above the finished floor. In dwellings or structures required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.
2. A *safety cover* that is *listed* and *labeled* in accordance with ASTM F 1346 is installed for the pools and spas.
3. An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.

305.5 Onground residential pool structure as a barrier. An onground *residential* pool wall structure or a barrier mounted on top of an onground *residential* pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, the wall complies with the requirements of Section 305.2 and the pool manufacturer allows the wall to serve as a barrier.
2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 305.2.
3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 305.
4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4 inch (102 mm) diameter sphere.
5. Barriers that are mounted on top of onground *residential* pool walls are installed in accordance with the pool manufacturer's instructions.

305.6 Natural barriers. In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge not less than 18 inches (457 mm), a barrier is not required between the natural body of water shoreline and the pool or spa.

305.7 Natural topography. Natural topography that prevents direct access to the pool or spa area shall include but not be limited to mountains and natural rock formations. A natural barrier approved by the governing body shall be acceptable provided that the degree of protection is not less than the protection afforded by the requirements of Sections 305.2 through 305.5.



The City of Frederick, Maryland
Building Department

140 W. Patrick St., Frederick MD 21701 / 301-600-3812 / FAX 301-600-3826
 www.cityoffrederick.com

**BUILDING / ZONING PERMIT APPLICATION
 RESIDENTIAL RENOVATION / ADDITION /
 ACCESSORY**

FOR OFFICE USE ONLY

App. No.: _____

App. Type Code: _____

Tax ID: 02- _____

App. Date: _____

SECTION 1 – Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.

Location of Work	Address:	Lot #
	Subdivision:	Unit #

Applicant	Contact Person:	
	Applicant/Contractor:	MHIC #
	Address:	
	Phone No:	Fax No:
	E-Mail Address:	

IMPROVEMENT COST: \$ _____ (DO NOT include plumbing, electric, land)

Description of Work	RENOVATION / ADDITION		
	Brief Description of Work to be done: _____ _____		
	Finished Square Footage:	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Full Basement
	Unfinished Square Footage:	<input type="checkbox"/> Slab	<input type="checkbox"/> Open
	Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Stories:	Height of Addition:
	DECK		FENCE
	Total SF of Deck: _____ Stairs: <input type="checkbox"/> Yes <input type="checkbox"/> No	Height: _____	Total Square Footage* _____
	Roof/Trellis: <input type="checkbox"/> Yes <input type="checkbox"/> No Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: _____	*(FOOTING REQUIRED IF OVER 400 S.F.)
	Floor Structure of Existing Dwelling: <input type="checkbox"/> Pre-Eng Truss -OR- <input type="checkbox"/> Standard Floor Framing:	# of gates: _____	Height of Shed: _____
		Size of gates: _____	Structure: <input type="checkbox"/> Kit <input type="checkbox"/> Pre-Built <input type="checkbox"/> Stick Built

Proposed Setbacks	Distance from rear property line:	Distance from front property line:
	Distance from right property line: (Looking at property from street)	Distance from left property line: (Looking at property from street)

Other	Is property located in flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No	SEWER: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Septic
	Is property located in Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No	HPC Case #:
	Board of Zoning Appeals Approval needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	BZA Case #:
	Change in the number of Dwelling Units? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Many Units?

FIRE PROTECTION SUMMARY (For Sprinklered Structures)			
Sprinkler (Requires Separate Permit)	<u>Existing</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Proposed</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments (check responses OR provide information where requested) <input type="checkbox"/> NFPA13 <input type="checkbox"/> NFPA-13D <input type="checkbox"/> NFPA-13R <input type="checkbox"/> Complete <input type="checkbox"/> Partial

Applicant/Owner Initial: _____ Date: _____

The City of Frederick, Maryland
BUILDING / ZONING PERMIT APPLICATION
RESIDENTIAL RENOVATIONS / ADDITIONS
(Page Two)

<p><i>FOR OFFICE USE ONLY</i></p> <p>App No.: _____</p>

APPLICANT/OWNER CERTIFICATION: The Applicant/Owner hereby certifies and agrees as follows:

That I am the owner, or authorized by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all work being done under this application will comply with all applicable Federal, State and Local regulations. That work will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc. unless otherwise approved by the Division Manager of Permits and Inspections. That the Division Manager of the Building Department can revoke the building permit or stop work being done under the building permit for non-compliance with this agreement in part or in whole Please be advised if the Building Permit is revoked **all fees are non-refundable and non-transferable**. I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

***PROPERTY OWNER SIGNATURE:** _____
**PROVIDE NOTARIZED AFFIDAVIT FROM PROPERTY OWNER if signed by anyone other than property owner*

Property Owner Name: _____ Date: _____

Mailing Address: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION II (For Office Use Only)

Building Permit Fee:	\$ _____	Date Paid: _____	Rec'd by: _____
Fire Code Review Fee:	\$ _____	Date Paid: _____	Rec'd by: _____
Other _____	\$ _____	Date Paid: _____	Rec'd by: _____
Other _____	\$ _____	Date Paid: _____	Rec'd by: _____

Frederick County Fees:

Excise Tax:	\$ _____	Receipt Due	Date Rec'd: _____	Rec'd by: _____
Impact Fee:	\$ _____	Receipt Due	Date Rec'd: _____	Rec'd by: _____

SECTION III (For Staff Use Only)

Review Comments: *(please write legibly)* Revised Site Plan Attached Revised Construction Plan Attached
 Fee Calculations attached _____

Reviewed By: _____ **APPROVAL DATE:** _____

Building (Blue) Planning (Green) Engineering (Salmon) Fire Code Review (Yellow) Other _____ Other _____