



# Residential Pool Checklist

Job Address \_\_\_\_\_

- Building Permit Application & Permit Checklist** – completed and signed
- Zoning Compliance Application** – completed and signed
- Copy of recorded plat** – Clerk of Courts
- Proof of paid taxes** – Tax Commissioner
- Site Plan** (see **Zoning Compliance Application** and **Site Plan Exhibit**)
  - draw on 11" x 17" paper or greater
  - drawn to scale with dimensions in feet
  - must bear the seal* of a licensed architect, landscape architect, engineer, surveyor, or GA DPH certified professional soil scientist if less than 5 acres
- Flood Elevation Certificate** (if applicable) – plat/letter with engineer/surveyors seal required
- Environmental Health **Septic Tank** Permit
- Pool Fence Detail** (see attached example)
- Construction Plans** – if the site plan *CLEARLY* shows the pool, pool deck, and fence, there is no separate construction plan submittal required.  
A separate pool fence detail is required for all jobs.

**\* PLANS MUST BE ORIENTED AS SHOWN ON THE SITE PLAN AND AS INTENDED TO BE BUILT ON THE LOT. \***

- draw on 11" x 17" paper or greater, drawn to scale with dimensions in feet,  
show pool, pool deck, and fence in relation to the house
- Current Copy of General Contractor's** business license
- Subcontractor permits** required to be pulled before that work is started - \$50 each
  - o electric, gas
  - copy of business license and state license

\* Homeowners performing work need to obtain sub permits also

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_  
August 2023

# EXAMPLE OF POOL FENCE, GATE, AND LATCH DETAIL

