RESIDENTIAL SWIMMING POOL/HOT TUB/SPA PERMIT CHECKLIST

All design and construction must be in accordance with the 2018 International Residential Codes (IRC) & 2018 International Swimming Pool and Spa Code (ISPSC)

**Required documents needing to be submitted with application packet.**

*If viewing on-line, you may click on the blue hyperlinks to open the site/document. [https://www.douglascountyks.org/depts/zoning-and-codes](https://www.douglascountyks.org/depts/zoning-and-codes)*

1. Click on BUILDING CODES tab. 2. Click on BUILDING PERMIT APPLICATIONS 3. Swimming Pool & Spa

- Approval from Lawrence Douglas County Health Department [www.lcdchelath@ks.org/eh](mailto:www.lcdchelath@ks.org/eh)  E-mail address [ehinfo@ldchealth.org](mailto:ehinfo@ldchealth.org).

- Site plan- An aerial view is accepted and will need the following on site plan.
  - North Direction Arrow
  - Property owner’s name & address of property.
  - Location of proposed pool on the lot showing all dimensions:
    a. Front setback from the center of the road.
    b. Side & rear setbacks from property lines.
  - Identify floodplain if applicable.
  - Fence/Barrier location

- 2 Sets of Pool Construction drawings shall include the following:
  - Pool cross section and elevations. Include slope of pool floor and depths.
  - Illustrated Pool Equipment Location
  - Main Drain Locations
  - Provide equipment specification information.
  - Provide pool volume in gallons, turn-over time, and flow rate.
  - Detailed information depicting the pool barrier method:
    - Provide manufactures specifications and installation recommendations if using an ASTM F 1346 power safety cover. Or provide barrier information.

**Other documents:**

- Completed building permit application.
- Owners Authorization Form (If you are the owner’s authorized agent obtaining the permit)
- Pool Construction Affidavit
- Helpful Hints- Property viewer can help you create your site plan, from the aerial. Located under [gis.douglascountyks.org/propertyviewer](http://gis.douglascountyks.org/propertyviewer), another helpful document is [GIS Quick Guide](http://gis.douglascountyks.org/propertyviewer) which will help you navigate the property viewer. Swimming pool hot tub spa guide.
As the owner or contractor of the property located at __________________________, in the Douglas County, Kansas, I am aware of, and have received a copy of the requirements for the enclosure of a pool.

I take full responsibility, as the property owner, for ensuring that the building permit for the pool fence enclosure is obtained and that the pool or spa shall be appropriately protected by a properly constructed fence or barrier during and after construction. In addition, I shall ensure that the finished side of the fence is facing the surrounding properties in accordance with the Douglas County Zoning Ordinance.

**An ASTM F 1346 Power Safety Cover can replace a barrier fence around the pool**

In addition the structure will not be filled with water for use or occupancy as a swimming pool or spa until Douglas County Zoning & Codes Department has granted all final inspection approvals.

_________________________________  __________________________  __________
Owner’s/Contractor’s Name (Print)    Owner’s Signature             Date

State of Kansas
County of Douglas

The foregoing was sworn to and acknowledge before me this _____ day of ____________, 20__.

___________________________________
Notary Public

My Commission Expires: ________________
When an Access Restriction Agreement has been approved by the County Engineer the Minimum Lot Width/Parcel Width Requirement may be reduced per that executed agreement upon the filing of the Agreement at the Register of Deeds.  

When an Access Restriction Agreement has been executed

<table>
<thead>
<tr>
<th>Distri</th>
<th>Max. Feet in Height</th>
<th>Base setback (from Rd centerline)</th>
<th>Min. Depth of Front Yard in Ft.</th>
<th>Min. Depth of Side Yard in Ft. (2 required)</th>
<th>Min. Lot Width at road right-of-way or road easement line (in Feet)</th>
<th>90% of Min. Lot Width (in feet)</th>
<th>Min. Depth of Lot in Feet</th>
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<tbody>
<tr>
<td>1</td>
<td>&quot;AG-1&quot; Agricultural 20+ Acres</td>
<td>35</td>
<td>35'</td>
<td>35'/40' 50' 75'/60'</td>
<td>50*</td>
<td>1 dwelling unit</td>
<td>250*</td>
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<td>75**</td>
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<td>per 20 acres 30 20 acres</td>
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<td>100***</td>
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<td>500-660***</td>
<td>450-594</td>
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<td>&quot;AG-2&quot; Agricultural less than 20 Acres</td>
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<td>75**</td>
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<td>per 20 acres 30 30 acres</td>
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<td>1188</td>
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<tr>
<td>3</td>
<td>&quot;CP&quot; Cluster Preservation District</td>
<td>35</td>
<td>35'</td>
<td>35'/40' 50' 75'/60'</td>
<td>50*</td>
<td>1 dwelling unit</td>
<td>250*</td>
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<td>per 20 acres 5 acres</td>
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<td>4</td>
<td>&quot;LS&quot; Lone Star Lake Lot Residential District</td>
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<td>&quot;LB&quot; Lake Oriented Business District</td>
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<td>35</td>
<td>35/40 50 75'/60'</td>
<td>40** 40*** 40**** 80*****</td>
<td>10'/20 30</td>
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<td>&quot;RT&quot; Rural Tourism Business</td>
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<td>40</td>
<td>3 acres 3 acres 5 acres</td>
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<td></td>
<td>10'</td>
<td>20</td>
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<td>&quot;LI&quot; Light Industrial</td>
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<td>50' 75' 100'/10 150'</td>
<td>15'/25' 20'/30' --</td>
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<td>SAME AS UNDERLYING ZONING DISTRICT REGULATIONS--</td>
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</tbody>
</table>

* based on local road fronted

** based on minor collector road fronted

*** based on major collector or minor arterial road fronted

**** based on principal arterial road fronted

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BUILDING PERMIT APPLICATION - SWIMMING POOLS, HOT TUBS AND SPAS
Douglas County Zoning & Codes Department
3755 E 25th Street, Lawrence, KS 66046 Phone: 785-331-1343
Website: http://www.douglascountyks.org

[VOID UNLESS WORK STARTED WITHIN 180 DAYS]

OWNERS
Name
Mailing Address
City State Zip
PROJECT
Address
City State Zip
Section Township Range Acres
Phone: Mobile:
Subdivision Lot Block
Email:

GENERAL Contractor
Address
City State Zip
TYPE of Permit
Residential Commercial
Phone: Mobile:
New Addition Repair/Remodel
Email:

ELECTRICAL Contractor*
Address
City State Zip
In Ground Pool Above Ground Pool
Phone: Mobile:
Hot Tub Spa Deck/Porch
Email:
Others Explain

PLUMBING Contractor*
Address
City State Zip
BUILDING Area/Dimension [Sq. Ft.]
Phone: Email:

SIGNATURE/Agent
DATE
TOTAL Project Size [SQ FT]

COMMENTS:
(Total cost of project to include materials & labor)

BUILDING VALUATION $

*Electrical, Plumbing and Mechanical Contractor shall be licensed pursuant to KSA 12-1508 et.Seq.

Floodplain Area [if applicable] Flood Elevation [if applicable] Finish Floor Elevation Hour Rating [if applicable]

FOR OFFICE USE ONLY
SITUS ADDRESS:
City KS ZIP
Plate: PIN
Zoning District
Septic/Sewer Permit Attached Final NA Final Inspection NA
Frontage Road Classification
Setbacks Front Side Rear
Entrance Permit Attached Approved Final Inspection NA
Water Meter Installed Final Inspection
CUP # Approval:
Site Plan # Approval:
BOZA Approval:
DOUGLAS COUNTY ZONING & CODES DEPARTMENT

POOL CONSTRUCTION AFFIDAVIT

As the owner or contractor of the property located at ___________________________, in the Douglas County, Kansas, I agree to meet or exceed the design criteria of the attached pool, spa, and/or hot tub detail and will comply with all the requirements of the Douglas County Zoning & Building Codes in effect at the time of issuance of the permit.

In addition, I am aware of the dimension of the pool, spa and/or hot tub cannot increase without prior approval.

________________________  ______________________  ________
Owner’s/Contractor’s Name (Print)   Owner’s Signature   Date

State of Kansas
County of Douglas

The foregoing was sworn to and acknowledge before me this _____ day of ____________, 20____.

________________________
Notary Public

My Commission Expires: _______________
OWNER AUTHORIZATION

I/WE _____________________________, hereby referred to as the “Undersigned”, being of lawful age, do hereby on this ________ day of ________________, ___________, make the following statements to wit:

1. I/WE the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:
   See “Exhibit A, Legal Description” attached hereto and incorporated herein by reference.

2. I/WE the Undersigned, have previously authorized and hereby authorize__________________________________________ (Herein referred to as “Applicant”), to act on my/our behalf for the purpose of making application with Zoning and Codes department regarding ___________________________________ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership, then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the undersigned, have set my hand and seal below.

__________________________________________   __________________________________________
Owner                                                Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The forgoing instrument was acknowledged before me on this _______ day of __________________, 20______, by _____________________________ (Print Owner(s) name).

My Commission Expires: ____________________________   ____________________________
Seal                                                Notary Public
Sample Site Plan

Bob and Jane Doe
3755 E 25th Street
Lawrence, KS 66046

Equipment pad
75'
40'
40'
35'
55'

Outward swinging self-closing gate(s)

48' above grade barrier fence around the pool.

20' X 15'

An ASTM F 1346 Power Safety Cover can replace a barrier fence around the pool.

House
Garage
Driveway

Septic System and Lateral Fields
REQUIRED INSPECTIONS FOR SWIMMING POOLS/SPAS


24 hours notification shall be given to Douglas County Zoning and Codes Department, Phone 785-331-1343, before all required inspections can be made.

Required inspections for pools and concrete hot tubs:

1. Any rough-in electrical work must be inspected. This includes wiring to all panels, motors, filters, lights and receptacles.
2. Bonding of any reinforcing steel and pool equipment (ladders, handrails, slides, etc.) before covering with any materials.
   a. Exterior of light shells must be bonded to bonding grid.
   b. #8 insulated copper conductor to be run with electrical supply to wet niche light.
   c. #8 insulated copper conductor bonds to and is potted to interior of wet niche light shell. Light fixtures and potting compounds must be inspected before filling pool.
4. Gas Line inspection (if heating pool or hot tub with gas heater).

A LICENSED MASTER ELECTRICIAN is required to perform all of the electrical installation.

It shall be the homeowners &/or pool contractors responsibility to see that these requirements are met and a final inspection by the County before the pool is placed in operation.

REINSPECTION FEES ASSESSED UNDER PROVISION OF SECTION 108.8 – minimum $47.00 per trip

Owner or agent is responsible for the coordination of all inspections noted above.

I have reviewed, and understand all information noted above

_________________________________________  _________________
Owner or Agent                                               Date

(Please sign that you are aware of all inspection, and that you take full responsibility for notification).