



## 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 (ISPSA)

### 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>

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](http://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](#) which will help you navigate the property viewer. Swimming pool hot tub spa guide.*



DOUGLAS COUNTY ZONING & CODES DEPARTMENT  
POOL FENCE AFFIDAVIT

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: \_\_\_\_\_

	District	Max. Feet in Height	Base Setback (from Rd centerline)	Min. Depth of Front yard in Ft.	Min. Width of Side yard in Ft. (2 required)	Min. Depth of Rear Yard in Ft.	Min. Lot Area Per Family in Acres or Sq. Ft.	Min. Lot Area in Sq. Ft.	Min. Lot Width at road right-of-way or road easement line (in Feet) <sup>i</sup>	90% of Min. Lot Width (in feet)	Min. Depth of Lot in Feet
1	"AG-1" Agricultural 20+ Acres	35	35' 35'/40' 50' 75'/60'	50*	30	30	1 dwelling unit	20 acres	250*	225	300
				75**			per 20 acres		330**	297	250
				100***					500-660***	450-594	250
				150****					1320****	1188	300
2	"AG-2" Agricultural less than 20 Acres	35	75/60	50*	30	30	1 dwelling unit	3 acres	250*	225	250
				75**			per 20 acres	330**	297	250	
				100***				500-660***	450-594	250	
				150****				10 acres	1320****	1188	300
3	"CP" Cluster Preservation District	35	35' 35'/40' 50' 75'/60'	50'* 75'** 100*** 150*** *	10	30	1 dwelling unit Per 3 acres	3 acres	250* 330** 500-660*** 1320****	N/A	250* 250** 250*** 300****
4	"LS" Lone Star Lake Lot Residential District	35	20'	20	6'	10		1,600		N/A	
5	"LB" Lake Oriented Business District	35	35 35/40 50 75'/60'	40'* 40** 40*** 80****	10'/20	30		15,000	75		125
7	"RT" Rural Tourism Business	35	35' 35'/40' 50' 75'/60'	40	20'	30	3 acres 3 acres 5 acres --10 acres		250' 330'		
	"GB" General Business	45	35' 35' 40' 50'	40	20	30	--		75'		
12	"LI" Light Industrial	55	35' 35'/40' 50' 75'/60'	20	20		15,000		75		125
						30	--	75	100		
13	"GI" General Industrial	75 -	35' 35'/40' 50' 75'/60'- -	50' 75' 100'/100' 150'	15'/25'	20'/30'	--		100		150'
14	"V" Village District	35	35' 35'/40' 50' 75'/60'- -	25'	10	30			75'		0
28	"F-W" Floodway					-- SAME AS UNDERLYING ZONING DISTRICT REGULATIONS --					
	"F-F" Floodway Fringe					-- SAME AS UNDERLYING ZONING DISTRICT REGULATIONS --					

\* 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

<sup>1</sup> 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. <sup>1</sup> 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.

**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]**

<b>OWNERS Name</b>				<b>PROJECT Address</b>			
Mailing Address				City	State	Zip	
City	State	Zip		Section	Township	Range	Acres
Phone:	Mobile:			Subdivision	Lot		Block
Email:							
<b>GENERAL Contractor</b>				<b>TYPE of Permit</b>			
Address				Residential <input type="checkbox"/>		Commercial <input type="checkbox"/>	
City	State	Zip					
Phone:	Mobile:			<b>TYPE Construction</b>			
Email:				New <input type="checkbox"/> Addition <input type="checkbox"/> Repair/Remodel <input type="checkbox"/>			
				<b>TYPE of Building Application</b>			
<b>ELECTRICAL Contractor*</b>				In Ground Pool <input type="checkbox"/>		Above Ground Pool <input type="checkbox"/>	
Address				Hot Tub <input type="checkbox"/>		Spa <input type="checkbox"/> Deck/Porch <input type="checkbox"/>	
City	State	Zip		Others <input type="checkbox"/> Explain			
Phone:	Mobile:						
<b>PLUMBING Contractor*</b>							
Address							
City	State	Zip					
Phone:	Email:			<b>BUILDING Area/Dimension [Sq. Ft.]</b>			
<b>SIGNATURE/Agent</b>							
DATE				<b>TOTAL Project Size [SQ FT]</b>			
COMMENTS:				<b>(Total cost of project to include materials &amp; labor)</b>		\$	
				<b>BUILDING VALUATION</b>			
*Electrical, Plumbing and Mechanical Contractor shall be licensed pursuant to KSA 12-1508 et.Seq.							
<b>Floodplain Area [if applicable]</b>		<b>Flood Elevation [if applicable]</b>		<b>Finish Floor Elevation</b>		<b>Hour Rating [if applicable]</b>	
<b>FOR OFFICE USE ONLY</b>							
<b>SITUS ADDRESS:</b>				City		KS	ZIP
Plate:		PIN		Zoning District			
<b>Septic/Sewer Permit</b>		Attached <input type="checkbox"/> Final <input type="checkbox"/> NA <input type="checkbox"/>		Township			
<b>Frontage Road Classification</b>				<b>Setbacks</b>		Front	Side
						Rear	
<b>Entrance Permit</b>		Attached <input type="checkbox"/>		Approved <input type="checkbox"/>		Final Inspection <input type="checkbox"/> NA <input type="checkbox"/>	
<b>Water Meter</b>		Installed <input type="checkbox"/>		Final Inspection <input type="checkbox"/>			
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 withy out 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: \_\_\_\_\_



**DOUGLAS COUNTY ZONING & CODES DEPARTMENT**

3755 E 25<sup>th</sup> St, Lawrence, KS 66046

Phone: 785.331.1343

**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 25<sup>th</sup> Street  
Lawrence, KS 66046

