

**City of Hagerstown
Code Administration Division**

3rd Floor, City Hall
1 East Franklin Street
Hagerstown, MD 21740

Telephone (301) 790-4163
Facsimile (301) 791-2650

PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR SWIMMING POOLS/HOT TUBS/SPAS

A swimming pool is defined as any structure intended for swimming or recreational bathing that is designed to contain water over 24 inches deep. This includes in-ground and above-ground pools, hot tubs, and spas. Plans should be to scale, with scale indicated on plans. An elevation plan showing height of swimming pool/hot tub/spa above grade is helpful. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please call 301-790-4163.

Note on drawing what type of structure as listed below:

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Above-ground pool | <input type="checkbox"/> Hot tub |
| <input type="checkbox"/> In-ground pool | <input type="checkbox"/> Spa |
- Dimensions of pool must be indicated on drawing to include:
 Size of pool
 Depth of pool
- If it is to be placed on an existing deck, details of the deck construction must include items a. – g. as listed below.
- If a deck is being built, please include the following framing details:
- a. Dimensions of new structure clearly indicated
 - b. Footing detail with depth of footing, diameter and thickness of concrete
 - c. Size and location of posts showing the span between posts
 - d. Size and location of beams
 - e. Joist size, spacing, and direction
 - f. Indicate type of decking material being used
 - g. Size and direction of decking material
 - h. If there is to be a cantilever, indicate the distance from end of deck to the beam and the distance from the post to the beam.
- If deck is to have stairs:
- a. Stair width, tread size, and height of riser (if known)
 - b. Location of stringers
 - c. Handrail or guardrail height, location, and design
- If attaching deck to house, show method of attachment to include:
- a. Size of ledger board and method of attachment (bolt size, type and spacing)
 - b. Structural component to which the ledger is attached
 - c. Method of flashing and type of material to be used.

General Notes:

Deck may NOT be attached to masonry veneer

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BUILDING PERMIT INFORMATION FOR RESIDENTIAL MISCELLANEOUS TO INCLUDE ADDITIONS, ALTERATIONS, BASEMENT FINISH, DECKS, SHEDS, PORCHES, GAZEBOS, SWIMMING POOLS, HOT TUBS, SPAS, CARPORTS, SUNROOMS, MORNING ROOMS, ARBORS, PERGOLAS, GARAGES, POLE BUILDINGS, AND OTHERS

Submittal Requirements

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing applicant to make application for permit is required.

- Two (2) copies of plot plan. The City encourages the use of a legal survey. If a survey is not being used, the plot plan can be drawn by hand. The plot plan must be on letter or legal size paper, and must include the following:
 - All property lines and property line dimensions.
 - If known - Building Restriction Lines (BRL) and any utility easements
 - Scale of drawing
 - Property Owner name(s)
 - Street Address of Property
 - Existing dwelling and any other existing structures
 - Existing driveway
 - Detailed dimensions of the proposed new construction
 - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION

- Two (2) sets of construction drawings – see attachment as to what must be included

- Fees are due at the time of application

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CONDITIONS FOR SWIMMING POOLS, HOT TUBS, SPAS
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All above-ground pools, in-ground pools, hot tubs, spas, etc. must be enclosed by a fence or other barrier extending not less than 4' above the ground. All gates shall be self-closing and self-latching with latches placed at least 4' above the ground.

If an above-ground pool wall is 48" high or greater, the pool wall is acceptable as the barrier. The pool entrance must be enclosed with a fence or similar barrier no less than 48" in height. A retractable ladder, in itself, is not adequate.

A properly installed electrical outlet or connection must be provided for the pump. The use of an extension cord is prohibited. All wiring must be performed by an electrician licensed with the City of Hagerstown.

Pools must be placed at least 25' from overhead electric lines if serviced by City of Hagerstown. If you have underground electric lines, contact your power company for details.

Conditions of Permit Approval:

Prior to the issuance of a building permit, an electrical permit must be obtained by an electrician who is licensed with the City of Hagerstown.

If a connection is made for water supply, a plumbing permit must be obtained by a plumber who is licensed with the City of Hagerstown, and backflow prevention must be installed.

Approval of Use:

An electrical approval is required prior to scheduling a final building inspection.

To ensure public safety, an inspection must be scheduled immediately upon filling the pool with water. (Call to do so at 301-797-6313)

The pool/spa/hot tub may NOT be used until final approval is issued.