



ROSS TOWNSHIP
1000 Ross Municipal Drive
Pittsburgh, PA 15237
Phone: (412) 931-7055 Fax: (412) 931-3508

POOL / SPA / HOT TUB PERMIT SUBMITTAL GUIDELINE

Please read this guide in full prior to submitting a Building Permit Application. The following is a check list. You must have a "**checkmark**" in all sections below prior to submitting an application.

- Completed Building Permit Application
- Two (2) copies of your survey / plot plan showing placement of proposed swimming pool, spa, or hot tub with distances in feet to the front, side, and rear property lines. Show deck with the same requirements (if applicable).

IN-GROUND swimming pool, spa, or hot tub:

- Two (2) copies of complete drawings that **show in detail** code compliance for all of the work proposed to include **but not limited** to the following information:
 - Detailed construction drawings from manufacturer or installer showing wall construction, type, depth, etc.
 - Safety barrier - show type (fence, walls, etc.) for your specific pool, spa, or hot tub installation including height
 - Deck construction (if applicable) - Use deck submittal guide for these requirements

ABOVE GROUND swimming pool, spa, or hot tub:

- Survey or plot plan must also indicate the safety barrier as required by 2009 IRC Appendix G. If pool height is 48" or above finished grade, pool wall may serve as this requirement provided the ladder is locked in up position, or gate is locked while pool is not in use.
- Separate Electrical Permit
- Provide a copy of the contractor's Certificate of Insurance verifying General Liability and PA Workers' Compensation insurance. An "Affidavit of Exemption" may be submitted in lieu of Workers' Compensation if the contractor has no employees.

Ross Township will review plans submitted to determine code compliance within fifteen (15) business days of submittal for residential projects and within thirty (30) business days of submittal for commercial projects. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be stamped "approved" and the permit can be issued. **The Township Offices will contact you once the permit has been approved. Permit applications are reviewed in the order in which they are received.**



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POOL / SPA / HOT TUB PERMIT INSPECTION PROCEDURES

- ★ Building Permit must be posted at the work site and clearly visible from the road until completion of the project
- ★ Your approved plans must be available at the time of inspection. These are the plans that were submitted with the application and were marked "Approved" by Ross Township and/or Code.sys Code Consulting, Inc.
- ★ **DO NOT schedule an inspection if the work is not ready!**
- ★ When scheduling an inspection, you must supply your permit number to the inspector.

THE FOLLOWING MINIMUM INSPECTIONS REQUIRE 48 HOURS NOTICE.

Evan Russell, Building Code Official: 412-931-7055 x240

- ✓ **Footing Inspection:** (in-ground installations only) to be done after forming and prior to placing of concrete.
- ✓ **Wall Inspection:** (in-ground only) prior to placing of liner or concrete.
- ✓ **Deck Inspection:** If installing deck around or next to a pool, spa, or hot tub. All railings, steps handrails, guardrails, and decking shall be completed. Framing inspection and final inspection may be conducted at the same time, if all portions of the framing are visible [minimum of 36" clearance under deck] upon completion of the deck.
- ✓ **Safety Barrier Inspection:** Done prior to filling pool, spa, or hot tub with water.
- ✓ **Final Inspection:** When job is completely finished, prior to occupancy permit and after final Electrical Inspection.

Gene Meaner, Code.sys Code Consulting, Inc.: 412-821-0337 x39

- ✓ **Electrical Inspection:** Bonding of all metal parts (rebar if concrete, ladders, etc.) associated with installation. Underground to be inspected prior to backfilling.
- ✓ **Final Electrical Inspection**

Failure to comply with these minimum inspection requirements may cause your permit to be revoked and/or legal action to be filed.