



City of Richmond Texas

POOL / SPA PERMIT PACKET



SUBMIT ALL APPLICATIONS TO
permits@richmondtx.gov

Residential Pool Submittal Requirements

1. Pool permits are applied for online at www.richmondtx.gov
 - Plans must comply with the 2015 International Residential Code and the 2017 National Electrical Code, 2015 Pool & Spa Code
 - Pool must be located no closer than 5 feet from water's edge to rear property line, and 5 feet from water's edge to side property line. There must be a one to one ratio from foundation of residence to water's edge
 - Fence detail must be included to show either existing fence or proposed fence location and compliance with fence barrier requirements around pool (attached)
2. Site plan with pool highlighted
3. Subcontractor Validation Sheet with signatures of license holder or their authorized signer
4. Plan review fee
5. Pool or decking must not encroach in any easement on property
6. Homeowners Association approval when required
7. Historical Preservation Board approval when required

SINGLE DRAIN POOL REQUIREMENTS

The City of Richmond requires that a Certificate of Compliance be presented at the Pool Belly / Steel / Ground inspection for any single drain pool and spa certifying that suction fittings for swimming pools, wading pools, spas and hot tubs have been investigated by UL in accordance with the standards indicated.

Standards for Safety

- ANSI/APSP-16: Suction fittings for use in swimming pools, wading pools, spas and hot tubs
- CAN/CSA B125.1-05: Plumbing fittings
- CAN/CSA C22.2 No. 218.2-93: Hydro massage bathtub appliances

Only products bearing the UL listing mark will be considered



POOL/SPA PERMIT APPLICATION

**ALL CONTRACTORS
MUST FIRST REGISTER**

****SUBMITTAL REQUIREMENTS****

The City encourages you to have approval from your HOA and Historical Preservation Board (if applicable) prior to submittal. **Separate permits required for ALL other structures.** Additional information may be required during plan review.

****PROJECT INFORMATION AND CHECKLIST****

Please check all that apply:

<input type="checkbox"/> Residential	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Pool plans to include, red utility stamp, equipment, barrier details and location
	<input type="checkbox"/> Fire Bowls with manufacturing, model and UL listing (if applicable)	
	<input type="checkbox"/> Sub-Contractor Validation Sheet	HOA <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Access Permission Letter attached (Letter from neighbor(s) allowing contractor on their property during construction of said project address.)	
<input type="checkbox"/> Commercial	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Sub-Contractor Validation Sheet
	<input type="checkbox"/> Engineered Pool Plans	<input type="checkbox"/> Pre-Construction Certificate
	<input type="checkbox"/> Pool Equipment Details	<input type="checkbox"/> Pool Description Class: _____ <input type="checkbox"/> Spa
	<input type="checkbox"/> Fence/Gate Barrier Details	<input type="checkbox"/> Apartment Name (if applicable)

PROJECT STREET ADDRESS: _____

PROJECT NAME: _____ **VALUE OF CONSTRUCTION:** _____

LOT: _____ **BLOCK:** _____ **SUBDIVISION:** _____

DETAILED SCOPE OF WORK:

FEES: All fees due to the City of Richmond shall be paid in full before issuance of the permit.

Swimming pool, Spa, Hot tub permit fee calculated by sq. footage | Total Sq. Ft: _____ X \$0.35 = \$ _____

****CONTACT INFORMATION****

NOTICE: AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE; OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. **ALL PERMITS REQUIRE FINAL INSPECTION.** I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

GENERAL CONTRACTOR (APPLICANT, BUILDER, AGENT)

Print Name:	
Address:	
Phone Number	
Email Address:	
Signature:	



SUB CONTRACTOR VALIDATION

Project Information	
	Project Address:
Electrical Subcontractor	
	TDLR - Electrical Contractor Company Name:
	TDLR - Electrical Contractor License #:
	TDLR - Master Electrician Name:
	TDLR - Master Electrician License #:
	License Holder/Agent print Name:
	License Holder/Agent Signature:
Plumbing Subcontractor	
Check box if the project has gas service <input type="checkbox"/>	
	TSBPE - Company Name:
	TSBPE - Master Plumber Name:
	TSBPE - Master Plumber License #:
	TSBPE - MED Gas License # (if applicable):
	License Holder/Agent print Name:
	License Holder/Agent Signature:
Mechanical Subcontractor	
	TDLR - Air Conditioning /Refrigeration Contractor Name:
	TDLR - License Holder Name:
	TDLR - License Holder #
	License Holder/Agent print Name:
	License Holder/Agent Signature:
Homeowners Association (HOA)	
	HOA Management Company Name:
	HOA Contact Name:
	HOA Contact Phone Number:
	HOA Contact E-mail address:
	<input type="checkbox"/> I HAVE RECEIVED PLAN APPROVAL FROM MY HOA
	<input type="checkbox"/> I HAVE NOT RECEIVED PLAN APPROVAL FROM MY HOA



POOL INSPECTIONS

All inspections are requested via email at inspectionrequest@richmondtx.gov
The following are the required pool inspections:

- Pool Belly / Steel / Ground Pool
- Elect Underground Pool Gas
- Underground Pool Gas
- Pool P-Trap Pool
- Deck
- Pool Pre-Plaster Pool
- Final Inspection

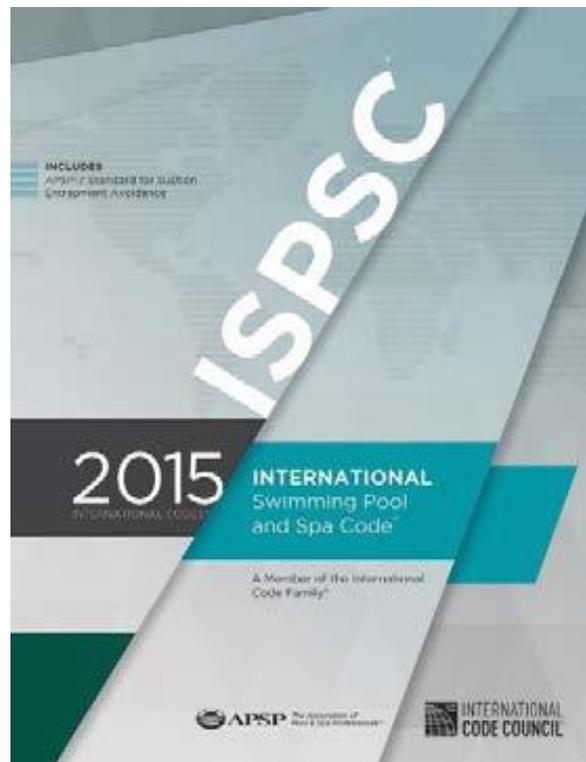
Frequently, contractors ask if a p-trap inspection is required.
Yes, a p-trap inspection must be requested and approved.

While under construction, as well as until project completion, every swimming pool or excavation site designed or intended to ultimately become a swimming pool shall be continuously protected by an enclosure surrounding the pool or excavated area that is reasonably inaccessible to small children or animals.

- A fence shall be not less than 4 feet tall
- Wrought iron fences must have no more than 4" between vertical pickets. Horizontal members must be a minimum of 45" apart. If the horizontal members are not on the pool side of the fence and the tops of the horizontal members are less than 45" apart, the following options for compliance are available:
 1. The horizontal members will have to be >45" apart, or,
 2. A separate barrier will have to be installed
 3. Another vertical member installed on the non-pool side
- Wood fences must have horizontal members on pool side or be beveled if existing on the outside. If the horizontal members are not on the pool side of the fence and the tops of the horizontal members are less than 45" apart, the following options for compliance are available:
 1. The horizontal members will have to be >45" apart, or,
 2. A separate no climb barrier will have to be installed on the tops of the horizontal members. If the adjacent property owner does not authorize the pool company access to the property to install the no climb barrier, the pool company will need to install a separate pool barrier.
- Gates and doors accessing enclosure shall open outward and be equipped with self-closing and self-latching devices; gates and doors must be designed to keep and be capable of keeping such doors or gates securely closed; said latching device shall be attached to gate or door not less than 54 inches above the grade. Vehicular access gates that comprise part of the pool barrier must be listed and labeled in compliance with UL325 and ASTM F 2200. In addition to this requirement the gates shall self-close and latch within 30 seconds after they have fully opened. The latching requirement may be by means of pneumatic latching.
- The pool company must provide a sign in front yard of residence with permit pack at the time of inspections.

- Safety glass is required where windows are within 5 feet of water's edge.
- Deck drains will drain to street only. *
- All disturbed grass areas must have sod replaced. *
- The Pool Contractor is responsible for compliance with all code requirements, including the fence/barrier installation.

NOTICE - The pool contractor is required to arrange for the homeowner to be at the house for the inspection of the pool protection device.



International Residential Code Pool Barrier Requirements

SECTION AG105 BARRIER REQUIREMENTS

AG105.1 Application.

The provisions of this appendix shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

AG105.2 Outdoor swimming pool.

An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa, shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow the passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions, except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1³/₄ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1³/₄ inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1³/₄ inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be a 2¹/₄-inch (57 mm) square, unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1³/₄ inches (44 mm).

7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than $1\frac{3}{4}$ inches (44 mm).

8. Access gates shall comply with the requirements of Items 1 through 7 and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates, other than pedestrian access gates, shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:

8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and

8.2. The gate and barrier shall have no opening larger than $\frac{1}{2}$ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

9. Where a wall of a *dwelling* serves as part of the barrier, one of the following conditions shall be met:

9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346;

9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and *labeled* in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or

9.3. Other means of protection, such as self-closing doors with self-latching devices, which are *approved* by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described herein.

10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:

10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or

10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

AG105.3 Indoor swimming pool.

Walls surrounding an indoor swimming pool shall comply with Item 9 of [Section AG105.2](#).

AG105.4 Prohibited locations.

Barriers shall be located to prohibit permanent structures, *equipment* or similar objects from being used to climb them.

AG105.5 Barrier exceptions.

Spas or hot tubs with a safety cover which comply with ASTM F 1346 shall be exempt from the provisions of this appendix.