



## SWIMMING POOL PERMIT AND INSPECTION REQUIREMENTS

### Permit Applications

Permit Specialist - (972) 874-6357

All pool permit applications must contain the following information:

1. Two pool plans with original stamps by the electrical service provider (Oncor or CoServ), including a side elevation drawing reflecting the actual field conditions and actual pool configuration with the following dimensions:
  - A. The horizontal distance from the edge of the foundation to the pool.
  - B. The vertical distance from the top of foundation to the top of deck.
  - C. A line showing a 1:1 ratio from the top of grade, extending at a 45 degree angle past the pool shell. (Note: This measurement may be taken from the bottom of grade beam. If the bottom of the grade beam is used, a hole exposing this area will be required at the belly steel inspection.)
  - D. A full-length measurement of the pool.
  - E. A vertical measurement from the top of pool to the closest point of the 1:1 ratio. (Note: This measurement should also reflect the horizontal distance from the pool wall excavation to the vertical measurement.)
  - F. Any other measurement deemed necessary by the Town or the contractor to ensure the pool is not built encroaching into the 1:1 ratio from the building foundation.

**EXCEPTION:** Above-ground pools and spas are not required to provide plans stamped by the electrical service provider.

**\*\*\* All required plumbing drawings must be to ¼ or 1/8 scale. \*\*\***

2. Three site plans indicating the location of the pool in relation to property lines and the distance the pool will be from any structures. **Measurements will be made to the pool structure itself - not the water's edge.** Location and setback requirements include:
  - A. **Rear Yard** - The pool must be located at least five feet (5') from the rear property line. **Drainage swale flowline must be a minimum of one (1) foot off of fence or property line, and slopes shall not exceed 3:1.**
  - B. **Side Yard** - The pool must be located at least five feet (5') from the side property line. **Drainage swale flowline must be a minimum of one (1) foot off of fence or property line, and slopes shall not exceed 3:1.**

- C. **Easements** - Pools, pool decks, and pool equipment cannot be located within any easement.
- D. **Buildings** - Pools must be located no less than three feet (3') from buildings with foundations and at least one foot (1') for every one foot (1') of depth - measured to any point of excavation. For example, if a portion of a pool is five feet (5') deep, that portion of the pool must be located at least five feet (5') from a building that utilizes a foundation. Any pool located closer than the 1:1 ratio to the foundation will require a sealed engineered design.
- EXCEPTION:** Above-ground pools and spas do not have a minimum required setback from foundations, but are required to comply with property line setback and easement requirements.
- E. **Pool Equipment** - Pool equipment cannot be located within the front yard of a lot or within an easement. Pool equipment cannot be attached to a common fence separating an adjoining property. Pool equipment cannot be installed in drainage swales and designated drainage flows.
- F. **Rain Gutters** - A gutter or rain guard must be installed above equipment when the equipment is located beside a structure with an overhanging roof.
- G. **Septic Systems (OSSF)** - The setback requirements from the spray area of a surface irrigation system are twenty-five feet (25'). The setback requirements from subsurface disposal and all other system types are five feet (5').
- H. **Drain Lines** – The location of drain lines and arrows must be indicated on the plans. **All deck and overflow drains must go to the street, if possible. All drains constructed through the curb must be cored, and all work in right-of-way must have a ROW permit through the Engineering Division.**
- I. **Indicate Location of Access** – Arrows should be marked on the pool plans showing where the contractor will access property with excavation equipment. If accessing across a neighboring property, a notarized release from the property owner will be required and the pool permit held until furnished.
3. An original signed and notarized completed copy of the Pool Construction Affidavit must be submitted.
4. An original signed and notarized copy of the Pool Alarm Affidavit must be submitted.
5. A completed permit application. Applications must include the name of Town-registered plumbing and electrical contractors. **Incomplete applications will not be processed.**

6. **Permit Expiration:** All pool permits must receive an approved final inspection within 180 days of the issue date, or the permit will be expired. A contractor holding an unexpired permit may request an extension of the permit using the procedure outlined in the International Residential Code ordinance. Any permit that is expired must be resubmitted and a fee paid equal to the original permit fee.

**Permit Fees** - Permit fees for swimming pools are as follows:

In-ground pool	\$350.00*
Spa or above-ground pool	\$200.00

\*Plus Drainage Inspection Fee

**Inspection Requirements**

The following inspections are required for every pool constructed in the Town of Flower Mound. At all times during the construction of the pool, a temporary fence that is at least thirty-six inches (36") in height should completely surround the pool..

**When calling for an inspection, verify that all dogs are removed from the pool area. For conformity, the permit packet must contain the permit, the original stamped approved plans, and any previous inspection tags and be located on the exterior of the rear door or window closest to the rear door. If a different location of the packet is needed, you must contact the inspector before 8:30 a.m. the day of the inspection so the alternate location can be noted on the inspection ticket. Failure to provide or comply with the proper placement of the pool packet may result in disapproval or disapproval with a reinspection fee if the packet continually cannot be located.**

**During relocation of excavation debris, a copy of the pool construction affidavit will be required to be presented upon request by a Town official if the debris is being relocated within Town limits.**

**DRAINAGE INSPECTION REQUIREMENTS:** When a pool permit is submitted to Building Inspections, the Engineering Drainage Inspector will be notified. The Drainage Inspector will review the plans and conduct a **pre-drainage** inspection. If the pre-drainage inspection is disapproved, the Engineering Drainage Inspector will contact the pool contractor and inform them of the required changes that must be made. The permit will not be reviewed by the Building and Inspection Services Division and cannot be issued until the Engineering Drainage Inspector has approved the pre-drainage inspection.

A second drainage inspection or **“final drainage”** inspection must be scheduled on the IVR line prior to the final inspection. At the time of this inspection, all drain lines and dirt work must be completed. Installation of erosion silt fence (steel post and wired backed) or established grass or sod need to be in place at all points where silt can exit private property onto any neighboring lots. In locations where the R. O. W. has been disturbed, all

areas must have established grass or sod in place. **NO SILTING OF NEIGHBORING LOTS.** Drainage must be in accordance with the subdivision drainage plan. The drainage inspections will be conducted by the **Engineering Division - 972-874-6324.** Please note that all inspection results can be verified by calling the IVR line after the inspection results have been entered at the end of the business day.

The following inspections must be requested through the Interactive Voice Response (IVR) system. To schedule an inspection, you must know your 5-digit contractor code, the last six (6) digits of your permit number, and the 2-digit inspection code (**DO NOT CALL THE OFFICE FOR THIS INFORMATION**). The IVR number is **972-874-6123.** Inspection requests are posted from the IVR at 7:30 a.m. each business day. Inspections can be requested through the IVR as late as 7:30 a.m. for a same-day inspection. Inspections scheduled after 7:30 a.m. will be automatically scheduled for the next inspection day (excluding weekends, holidays, and in-service days). Inspections can be cancelled using the IVR system if called before 7:30 a.m. the same day of the inspection. Any inspection cancellations that need to be made after 7:30 a.m. that day must be cancelled in person at our office by 8:30 a.m. You can also check the results of an inspection using the IVR system. Results are typically posted to the system after 3:30 p.m. but before 4:30 p.m. the day of the inspection. Please do not call our office for inspection results, as the information can also be obtained from the inspection ticket left at the job site in the pool packet.

Pre-Drainage (Conducted during plan review process*)	
Belly Steel	43
Deck Steel	44
P-trap & Gas	45
Pre-plaster	46
Final Drainage	19*
Pool Final	24

\*Conducted by the Engineering Division

1. **Belly Steel and Pool Placement Inspection** - This inspection is required prior to the placement of any gunite within the pool. Rebar must be a minimum size of three-eighths inch (3/8") and located no more than twelve inches (12") on center each way. **This inspection will not be made if the Assistant Building Official determines that it is too wet. All rained-out inspections must be recalled.**

**NOTE:** The outside temperature must be at least 38 degrees and rising in order for the inspection to be performed. If the inspection is requested and the temperature is less than 38 degrees, the inspection will be canceled and must be recalled when it is warm enough to place concrete. Inspections will also be canceled in wet conditions and must be recalled when the contractor verifies that the work is ready for inspection.

2. **Deck Steel, Electrical Bond, Electrical Underground, and Plumbing** - Before any concrete is placed for the pool deck, the placement of steel and the electrical

bond shall be inspected and approved. The concrete deck shall be a minimum thickness of three and one-half inches (3½"). Rebar must be a minimum size of three-eighths inch (3/8") and located no more than eighteen inches (18") on center each way. The bond conductor shall be a minimum size of #8 AWG. A minimum of four (4) ground clamps that are evenly spaced around the pool shall be required to electrically bond the pool from stray ground current. All electrical conductors buried in the ground shall be inspected and approved prior to covering. All electrical wiring and conduit buried in the ground must be inspected prior to covering with dirt. All pool plumbing shall be subjected to a minimum water test of fifteen (15) p.s.i. **This inspection will not be made if the Assistant Building Official determines that it is too wet. All rained-out inspections must be recalled.**

**NOTE:** The outside temperature must be at least 38 degrees and rising in order for the inspection to be performed. If the inspection is requested and the temperature is less than 38 degrees, the inspection will be canceled and must be recalled when it is warm enough to place concrete. Inspections will also be canceled in wet conditions and must be recalled when the contractor verifies that the work is ready for inspection.

3. **P-Trap and Gas Line** – Pool installations where public sewer is provided must dispose of waste water by means of a P-trap and backwash line located at the sanitary sewer clean-out. No portion of the P-trap or backwash line may be covered until the inspection has been approved. Pool installations where private sewer is provided must dispose of waste water in a manner as not to interfere with the function of the private sewer system nor drain on to adjoining properties. The test pressure to be used of the gas line shall not be less than 3 psig (20 kPa) guage. Test duration shall be held for a length of time satisfactory to the building official, but in no case for less than fifteen (15) minutes. For welded piping, and for piping carrying gas at pressures in excess of fourteen (14) inches water column pressure (3.48 kPa) (1/2 psi) and less than 200 inches of water column pressure (52 kPa) (7.5 psi), the test pressure shall not be less than ten (10) pounds per square inch (69.6 kPa). Test duration shall be held for a length of time satisfactory to the building official, but in no case for less than thirty (30) minutes. Plastic gas lines must be at least eighteen inches (18") below the ground with a yellow insulated (suitable for direct burial) copper tracer wire not less than 18 AWG, and the tracer wire shall terminate above ground at each end of the nonmetallic piping.. **This inspection will not be made if the Assistant Building Official determines that it is too wet. All rained out inspections must be recalled by the contractor.**
4. **Pre-Plaster Inspection** - Before any water is placed in the pool, the permanent fence shall be installed, inspected, and approved. (See the Fence and Wall Packet for a complete list of requirements).
5. **Final Drainage Inspection** - At the time of this inspection, all drain lines and dirt work must be completed. Installation of erosion control devices will be required in all disturbed areas in order to receive final drainage approval. The drainage inspections will be conducted by the **Town Engineering Division– 972-874-6324.**

6. **Pool Final** - All pool work must be completed. At least one (1) GFCI protected receptacle is required between ten feet (10') and twenty feet (20') from the edge of the pool. All receptacles installed outdoors in a location protected from the weather or in other damp locations shall have an enclosure for the receptacle(s) that is weatherproof when the receptacle is covered (attachment plug cap not inserted and receptacle covers closed). All pool lights (except fiber optic lights) must be GFCI protected. Curbs, town sidewalks, landscaping, and irrigation systems located in the right-of-way will be inspected to verify that no damage was done during construction. All windows within five feet (5') of the edge of the water must be safety glass. All metal surfaces within five (5) feet horizontally of the inside walls of the pool and within twelve (12) feet measured vertically above maximum water level of the pool, or any observation stands, towers, or platforms, or any diving structures shall be bonded. All ground wires and flexible conduit must be secured. The pool final inspection must be approved no later than one hundred eighty (180) days after the issuance of the pool permit. Failure to obtain the pool final inspection within one hundred eighty (180) days after the issuance of the pool permit is a violation of Town ordinance and cause for the issuance of citations and restriction/suspension of the contractor's registration within the Town. If the pool permit is expired, a new permit is required, and full permit fees will be accessed.

### **Reinspection Fees**

A reinspection fee may be assessed for any of the following reasons. If a reinspection fee is assessed, no further inspections will be performed on that job until the fee has been paid. When reinspections are requested, reinspection fees must be paid no later than 5:00 p.m. the day prior to the scheduled reinspection.

1. Inspection called for is not ready (this could include a first-time inspection where a history has developed for deficient items on a continual or repeated basis);
2. Town-approved plans and permit not on the job site;
3. The gate is locked, or the work is otherwise not accessible for inspection;
4. An inspection is disapproved twice for the same item; or
5. The previous inspection ticket has been removed from the place it was left by the inspector.

Town of Flower Mound  
Building Inspections Division  
Mailing Address: 2121 Cross Timbers Road  
Physical Address: 1001 Cross Timbers Road, Suite 2330  
Flower Mound, TX 75028  
Main Line: 972-874-6355  
Fax Line: 972-874-6474  
Web: [www.flower-mound.com](http://www.flower-mound.com)