



DEPT. OF BUILDING & ELECTRICAL INSPECTION

3700 Coleman Road
Paducah, Kentucky 42001

Phone 270.444-4724 / Fax 270.444-1369

Residential Swimming Pool Checklist

Please use this checklist to ensure all necessary paperwork is submitted for plan review. In order to streamline our review process and maintain a high level of customer service, we will no longer be able to accept plans missing required paperwork.

A swimming pool permit is required for all pools including storable or inflatable pools unless:

- the pool is less than 24 inches deep and
- does not exceed 5,000 gallons and
- is installed entirely above ground

Submit the following forms and plans for plan review:

- Swimming Pool Permit Application** – List all applicable licensed subcontractors on permit application.
- Site Plan** –
 - Dimensions of property lines, location and dimensions of pool with setbacks from pool to each property line. Show distance between pool and house and other structures
 - Location of fence, deck or any other accessory structures.
 - Show any easements or overhead/underground power lines.
- Fence Plan** – All swimming pools and ornamental ponds and pools having a depth greater than twenty-four (24) inches and all hot tubs and spas shall be enclosed by fencing of a type that is not readily accessible by children and that contains no opening larger than four (4) inches. In lieu of fencing, spas and hot tubs may have a lockable cover capable of support a minimum of one hundred-fifty (150) pounds, and cover shall be locked when the spa or hot tub is not in use.
 - Height of fence. Fence may not be less than four (4) feet in height.
 - Construction material (wood, vinyl, metal etc.)
 - If picket fence is used, show spacing between pickets. Spacing can be no more than 4” between pickets.
 - If split rail fence is used, show spacing between rails. Spacing can be no more than 1 ¾” between rails and rails must be located on the pool side.
 - Clearance between grade and bottom of fence. Clearance can be no more than 2”.
 - Detail of gate, if gate is present. Gate must have a self-latching lock and must open away from the pool. Show overall dimensions of gate, spacing of pickets or rails on gate, and location of latch. If gate latch is below 54” in height, there can be no openings larger than ½” within 18” on either side of the latch.
 - If a door is present that opens onto a deck or patio area of the pool, an alarm is needed on the door or a gate is needed at the bottom of the stairs of the deck meeting the above requirements.
- Electrical Plan** – Location of electrical service, pump and filtration system, and bonding information.
- Pool Plan** – Dimensions, material and reinforcement material and location of pool drain/backwash system.

****NOTICE: Commencing construction activities without required permits will result in a \$500.00 fee in accordance with KRS 109.2***



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SWIMMING POOL PERMIT APPLICATION

PROJECT INFORMATION

Site Address

Property Owner Name

OWNER INFORMATION

Last Name or Business First

Address City State Zip

Phone: Cell:

CONTRACTOR INFORMATION

Project Contractor Phone

Mailing Address Cell

BUILDING INFORMATION

Description of Work

Is Pool Heated? Yes No If heated, please list gas contractor below

CONSTRUCTION COSTS

Valuation of Work: \$

Total cost of project (includes site development, professional design and all subcontractors)

Please list all applicable subcontractors below. All subcontractors must have McCracken County business license.

Electrical Contractor: Phone:

Master Electrician: CE # ME#

Gas Contractor: Phone:

Plumbing Contractor: Phone:

Is this property located in a flood zone? If yes, what is the flood zone classification?

I certify no construction or portion of construction will be built over or under any electrical, water, sewer, storm water or any other utility easements or rights-of-way. (initials).

Date Faxed to Tax Dept. Date Approved by Tax Dept.

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I further testify that the above information is true and accurate.

Signature

Date

Departmental Approvals: Zoning

Date