



Pools, Spas and Hot Tubs

Residential Small Project Review Checklist

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Inspections

A checklist is required to accompany all Residential Small Project Review Building permits.

TO BE COMPLETED BY APPLICANT		Initial
Omission of any requirements below will result in rejection of the application package and requiring a complete package submittal.		
Application Requirements		
Completed and signed building permit application with correct address number. Complete means no required line left unaddressed or indicated as "TBD". Incomplete applications without addresses or recorded plats cannot be submitted for review.		
A scaled and dimensioned plot plan is required, clearly showing the existing residence and the proposed pool structure. The proposed setbacks of the pool, spa or hot tub and a deck, if part of the project, must be shown as well. Please show the location of the fence or walls around the pool and the direction of swing of all pedestrian gates through the fence or wall. PLEASE NOTE: Many of the requirements from Appendix V of the 2018 N.C. Residential Code may be simply noted on the plot plan. Please show the location of the fence or walls around the pool and the direction of swing of all pedestrian gates through the fence or wall. In certain cases, a sealed survey may be required before a Certificate of Compliance is issued.		
A properly licensed contractor by the N.C. Licensing Board for General Contractors is required for any project costing \$30,000 or more. The contractor may be a Residential, Building or Specialty (Pool) Contractor. Please note a homeowner may qualify for a Homeowners' Exemption as allowed by GS 87-14(a)(1).		
Designated Lien Agent form or a notarized Lien Agent Waiver with the correct address is required for projects costing \$30,000 or more. Applications without a required Lien Agent form cannot be submitted for review.		
Construction plans are signed and dated per N.C. Admin Code 204.3. All plans shall be legible and to scale. Digital documents shall have all security removed and a designated space in the title block for the reviewers stamp before submittal.		
"Draft" or "Not for Construction" notes on the plans have been removed.		
The building permit application's job description, the scope of work indicated, the plans, if required, and the plot plan should all agree.		
I understand if there are unsatisfied parcel conditions that are brought to my attention during the plan review, it will be my responsibility to		
Zoning requirements for parcel (City-County Planning Department) Including but not limited to; Watershed, Historic and Neighborhood Protection overlays addressed concerning any requirements relating to such.		
If the proposed project includes a deck or porch and the deck or porch is attached to a modular home, you must obtain structural verification from a structural engineer licensed by the State of North Carolina. A stamped, signed and dated design must be provided.		
A detailed scope of work may be necessary. Please include a description of the size and use of the proposed structure. If there are any adjacent sleeping rooms please state this and show the sleeping areas on a simple plan view showing the proposed pool, spa or hot tub and		

Building Requirements		Initial
Copy of plot plan. A survey may be required.		
Provide the existing structures and the proposed pool, spa or hot tub, showing distances to property lines in accordance with the Unified Development Ordinance. (UDO). Include proposed decks and/or porches as well. The proposed setbacks of the pool should be measured perpendicularly from the nearest property lines to the nearest part of the proposed addition.		
Impervious calculations may be required if the property is in a watershed overlay and any hard surface such as a concrete apron, brick or other cementitious patio. If so, provide the proposed and allowable area in square feet. Consult Planning at (919) 560-4137 to confirm the presence of possible watershed overlays.		
Stream and no build buffers and any easements with all corresponding dimensions		
Flood Plain survey with corresponding FEMA data		
Show the fence or wall that forms the barrier around the pool, spa or hot tub. See Appendix AV 105 (Attached) and specifically AV 105.2 for specifics. Also note there is an exception for spas and hot tubs. See AV 105.5. There are 10 separate parts of AV 105.2 that all relate to limiting access to pools and most if not all may be shown on the plot plan. Whether you include them on the plot plan or on separate sheets, please include all pertinent portions of AV 105.2: Wall or fence height, the distance between the barrier and the ground, patio or walkway, openings in the fence or wall and their gates, gate direction of swing, self-closing gate hardware and latch location and installation. If any part of the residence is used to limit access to the pool, all doors must have an audible alarm that complies with UL 2017 must be installed on any door that opens into the area. If an above ground pool is proposed, and is considered as the barrier, lockable ladders may be used. Also note there is a barrier exception for spas and hot tubs if a lockable cover complying with ASTM F1346 is used. Either state this or supply a specification sheet from the manufacturer. See AV 105.5.		
Include a statement or a specification sheet from the manufacturer indicating that all suction outlets for pools and spas shall be designed and installed in accordance with ANSI/APSP-7. See AV106.		

Plans are generally not required beyond the plot plan but, if provided, should include the following:	
Plans should be to scale, agree with the plot plan and the scope of work.	
Plans should be fully labeled.	
If a deck or porch is part of the proposed project, also include a completed Deck and Porch Checklist. Any portion of a deck or porch that supports a spa or a hot tub must be designed by a currently licensed structural engineer and the design must have a valid North Carolina engineer's seal, the designer's signature and the date.	
If a porch or deck is included in this application, you must follow all the requirements on the Deck and Porch Application.	

It is acknowledged by initialing the above residential requirements, that: I have verified that all the above information is included in the construction plans and applications and understand that any omissions will result in disapproval of this application. It is also acknowledged there will be a re-review fee for omissions resulting in disapproval of initial requirements for applications. As soon as my application is entered in the Inspections Department's LDO system, I will receive an e-mail directing me to pay an application fee online. This fee must be paid prior to any review by a Small Project Review plans reviewer. Acceptance of a building permit application for entry in our system does not constitute a review or approval.

Your review will be conducted in the order it was received. An office visit, while sometimes warranted, does *not* guarantee a faster re-review or approval nor does it eliminate the requirement for your updated revisions to be entered in the Small Project Review queue.

Signature

Date