

## **Pool and Hot Tub Regulations, Permits and Installation Guide**

*This document may not cover all pool/hot tub code requirements and is to be used as a guideline only. The information found within this guide is in relation to the City's adopted 2021 International Residential Code and the 2021 International Swimming Pool & Spa Code.*

### **PERMIT REQUIRED**

A permit is required to install a swimming pool, spa and hot tub in the City of Wentzville and is administered by the Building Department. All spa's, hot tubs and in-ground pools require a permit in addition to above ground swimming pools that are over 24" and/or have a pump, this includes the storable type swimming pools. The permit fee is calculated using the provided estimated cost of construction multiplied by 0.0050, with a minimum of (\$35.00) thirty-five dollars, in addition to a (\$50) fifty dollar plan review fee. Permits shall be applied for on the City's website or inside the City Hall Building in the Community Development lobby. A pool/hot tub permit can be approved within 5-7 business days after all required information is acquired with the permit application, the permit may be reviewed and potentially approved while you wait in our office by appointment. Permits are valid for 180 days from the issuance date and 180 days from the last approved inspection date.

***NOTICE: City permit approval Does Not constitute subdivision approval. Please contact your subdivision's H.O.A. for any of their requirements.***

### **SUBMITTAL DOCUMENTS**

All submitted documentation shall be a hard copy or in .pdf format and shall be clean and legible. Typically, the more detailed a plan is, the more streamlined the review is. The following information shall be submitted with the permit application for review of a pool/hot tub permit:

1. A set of plans including the following information for above ground pools, including the storable type:
  - A scaled drawing showing the location of the proposed pool/hot tub on the Plot Plan is required. An approved Plot Plan for the lot can be provided to you by the Building Department by request on our website or in our office including a north arrow, property lines and all known utility easements, sewer lateral, site drainage, locations and specifications of decking, pool stairs, steps, ladders, handrails, etc. and all existing structures on the same property. Including any overhead power lines.
  - Manufacturers make, model, and type if pre-manufactured
  - Location, types of material, and height of access barriers
  - Circulation equipment and location
  - Audible warning system as required
2. For in ground pools the additional information below is required for permit submission:
  - Include current and proposed grading on the plot plan
  - Include current and proposed: in, mid, and out point elevations of the swale or lowest point of stormwater drainage on the plot plan
  - Include current and proposed squiggly stormwater flow arrows on the plot plan
  - Reinforcing steel placement, steel diameter and steel specifications (bonding locations)
  - Professional Engineer sealed soils letter (In-ground Pool only) with remediation recommendations
  - Cross sectional view of the pool illustrating wall slope, floor slope and depth
  - Diving board system, if applicable
  - Stormwater/Property Drainage shall be considered during project design and shall remain compliant with approved subdivision grading plans or as approved by the City Engineer. Silt control is required until vegetation is established.

### **INSPECTIONS REQUIRED**

The following inspections are required to be approved prior to a final pool/hot tub approval. NO pool shall be used until the permanent enclosure is installed and final approval of the pool is granted by the city. The contractor or homeowner shall submit an inspection request online or call the Building Division to schedule an inspection at least 24 hours in advance.

1. In-ground pools shall schedule a footing/hole inspection (to verify location and soil conditions) once yard is leveled at pool location. Provide engineers certification of soil conditions at this time.
2. Above ground pools require a location inspection (string or spray paint) of area intended for pool location.
3. If you are installing an in-ground pool schedule a rough plumbing, bonding, and ground electric inspection. (Prior to any concrete being poured)
4. If you are installing an above ground pool, any new electric in the ground and inside the house shall be inspected prior to covering.
5. Final inspection for compliance with all applicable standards is required after the work area is completed. All barriers shall be completed in addition to the swimming pool.

### **GENERAL RULES**

This guide intends to offer basic information to help the customer with swimming pool, spa and hot tub projects, following all adopted codes. The plan reviewer may determine that unusual circumstances dictate the need for additional information on any particular project. The following are general guidelines, which may apply to swimming pools, spas and hot tubs in the City, and are not all encompassing:

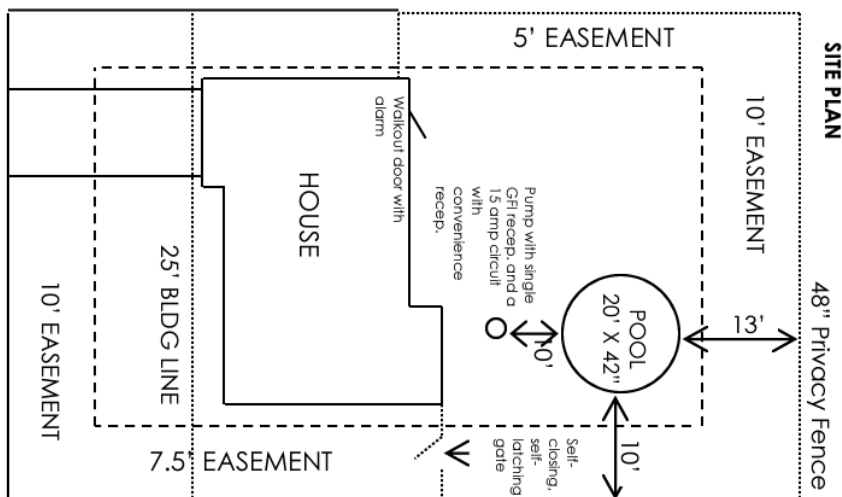
1. All construction must meet or exceed the requirements of the 2021 International Residential Code, 2021 International Swimming Pool and Spa Code and the 2014 NEC Electrical Code.
2. All in -ground pools shall be remediated of all high plastic soil.
3. All walls of any pool shall not be less than 5' from a side property line and 5' from any rear property line. They cannot be located in an easement. Minimum setback requirements for swimming pools, spas and hot tubs are determined by the zoning of the property.
4. A GFCI receptacle providing power for the pump motor shall be permitted between 6' and 15' from the inside wall of the pool. This must be a single receptacle of the locking and grounding type, with a weatherproof in-use cover. Cords supplying equipment shall be no longer than 3'. No outlets are permitted within 6 feet of the pool, and no switching or disconnecting means within 5' of the pool, but must be within sight.
5. On a permanently installed pool, provide at least one 125 volt 15 or 20 amp receptacle on a general-purpose branch circuit a minimum of 10' and no more than 20' from the inside wall of the pool. This receptacle shall not be located more than 6'6" above the floor, platform, or grade level serving the pool. All receptacles within 20' of the pool are to be GFCI protected.
6. The minimum turn over rate for water circulation is once every 12 hours. All metallic parts within 5' of the pool, i.e. handrails, lights, ladders and pool frame are to be bonded to a common bonding grid with a solid copper conductor not smaller than #8.
7. Overhead electrical lines must not be located above the pool and the area extending 10' horizontally from the inside walls of the pool. Underground wiring must not be located under the pool or within the area of 5' from the inside of the pool wall.
8. All pools are required to have a barrier/fence of at least 48" in height, measured from finished grade. If the fence is a scalloped style the lowest point of the scallop must be at least 48". The maximum vertical clearance between finish grade and the bottom of the barrier shall be 2". Separate fence permits are required for enclosure.
9. If the residence is going to serve as part of this barrier, then one of the three following options must be

- installed. 1. Any door from the residence with direct access to the pool must be equipped with an approved alarm. 2. All doors with direct access to the pool through that wall shall be self-closing and self latching with the latch located a minimum of 54" above the floor space. 3. The pool shall be equipped with an approved power safety cover.
10. Where the wall of an above ground pool is used as a barrier and the means of access is a fixed or removable ladder, the ladder must be surrounded by an approved barrier. A removable ladder will not constitute an acceptable alternative.
  11. Openings in the barrier shall not exceed 4". Additional restrictions may apply– check with the building department if you have questions regarding barriers.
  12. Maximum mesh size for chain link fences shall be a 1 1/4" square unless the fence is provided with slats fastened at the top or the bottom which reduce the openings to not more than 1 3/4".
  13. All gates must swing out away from the pool and be self-closing and latching and be equipped to accommodate a locking device. Where the latch release is located less than 54" from the bottom of the gate then it must be located on the pool side of the gate at least 3" below the top of the gate and the gate and barrier shall not have an opening greater than 1/2" within 18" of the latch release.
  14. Silt control shall be installed and maintained until vegetation is re-established.
  15. It is not permitted to alter the flow of water to or from adjacent properties.
  16. All excavated earthwork spoils shall be removed from the site in a timely manner and not disturb the existing stormwater flow, the silt shall not migrate from the site.

SPAS & HOT TUBS without an approved barrier must have a lockable safety cover meeting ASTM F 1346 requirements.

Note: Temporary construction fencing must be installed when the footing has been dug for in ground pools and above ground pools without barriers, and shall be maintained until permanent enclosure is installed

Questions? Please call the Building Department at (636) 327-5101.



NO POOL SHALL BE USED UNTIL THE PERMANENT ENCLOSURE IS INSTALLED AND FINAL APPROVAL IS GRANTED BY THE CITY. Pool enclosures are critical in protecting lives of children and pets. Make sure an enclosure is installed