



City of Highland
Building and Zoning

Application for Swimming Pool, Spa and Hot Tub Permit

Application Date: _____ Permit Number: _____
____ Residential ____ Commercial Permit Fee: _____ Check/Cash/CC: _____
Applicant: Owner/Contractor (Circle One) In-Ground/Above Ground (Circle One)

Property Location

Street Address: _____
Job Value: _____ Estimate Start Date: _____

Property Owner Information

Name: _____
Business Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____

Contractor Information

General Contractor: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____
Electrician: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____
Plumbing Contractor: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____



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JULIE Dig # (Dial 811 to have utility lines located): _____

Will the pool have a pool pump? _____ Will the pool be autofill? _____

The City of Highland requires a permit for any above or in-ground swimming pool, spa or hot tub with water that is deeper than twenty four inches (24"). This permit ensures that swimming pool, spa or hot tub in City limits comply with the 2012 International Residential Code, 2017 National Electric Code, 2012 NFPA 101 Life Safety Code, and the City's Zoning Code.

Setback requirements:

- Five feet (5') from the side and rear property line
- Pools are not allowed in front yards
- Five feet (5') from any accessory structure
- Ten feet (10') from the primary structure
- Twenty two and a half feet (22.5') from the nearest surface of water to any above ground service lines

The perimeter around all pools, which are over twenty four inches (24") in depth, shall be enclosed with a four foot (4') high or greater barrier. Any openings in the barrier shall not be greater than four inches (4"). This requirement can be met if the pool walls are four foot (4') above grade and there is a removable ladder. Otherwise, a fence at least four foot (4') tall is required around the pool.

Access to the pool shall be by a ladder that must be either removable or retractable with the ability to be locked in the up position. Ladders shall be locked or removed when the pool is not in use. Any permanent deck or fence used as a barrier shall have a self-closing gate that locks.

Additional fees may be required for the electrical/plumbing inspections if required.

- Electrical connections to operate the pool filtration system must be ground fault protected.
- Wiring from the power source to operate electrical equipment for the pool must be installed in conduit or cable designed and approved for direct burial.
- All of these methods shall be buried a minimum of 24 inches (24") below grade.
- A marked "Disconnect Switch" is required.

A final inspection is required upon completion. A final will not be approved if the fence or barrier is not installed.



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Site/Layout Plan, please include:

- Property
- Primary Structure
- Accessory Structures
- Above Ground Services Lines
- Location of Electric Service to Pool
- Pool Location and Dimensions
- Measurements from the Items Listed Above to the Pool

Site Inspection: Roughly mark the location of the pool, spa or hot tub, then call the Building and Zoning Department at 618-654-7115 to schedule a preliminary site inspection.

Required with permit application:

- Contractor Certificate of Insurance
- Plumbing License
- Pool/Spa/Hot Tub Specifications
- Electrical Drawing
- Plumbing Drawing is Applicable



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Inspections: Please call at least twenty four (24) hours prior to requested inspection time.

Above Ground Pool, Hot Tub, or Spa with Deck (separate deck permit required):

- Site Inspection
- Deck Pier Holes – Prior to installing posts, the minimum thirty inch (30”) depth of pier holes is verified. It is suggested thirty six inches (36”), but thirty inches (30”) is the code required minimum.
- Deck Framing – Inspection of the structural framing elements prior to any deck boards being installed. It is possible to perform this inspection after the deck boards have been installed but it is much easier for staff to verify items such as joist hangers prior to deck boards being installed.
- Electrical Underground or Electrical Rough-in- Trench Depth for Pool Electric – Prior to backfilling the trench that is dug for the wiring, the electrical inspector will need to verify the depth of installation.
- Final Electric – The electrical inspector will need to verify items such as GFCI and emergency disconnect switch with accompanying label.
- Final Deck and Pool – The only inspection from the building staff will be a final to ensure pool installation meets the necessary life-safety requirements. Items such as a self-latching gate will be checked at this time. A final will not be approved if the fence or barrier is not installed.

Above Ground Pool, Hot Tub, or Spa without Deck:

- Site Inspection
- Electrical Underground or Electrical Rough-in- Trench Depth for Pool Electric – Prior to backfilling the trench that is dug for the wiring, the electrical inspector will need to verify the depth of installation.
- Final Electric – The electrical inspector will need to verify items such as GFCI and emergency disconnect switch with accompanying label.
- Final Pool – The only inspection from the building staff will be a final to ensure pool installation meets the necessary life-safety requirements. A final will not be approved if the fence or barrier is not installed.

In-Ground Pool:

- Site Inspection
- Electrical Underground - Trench Depth for Pool Electric – Prior to backfilling the trench that is dug for the wiring, the electrical inspector will need to verify the depth of installation.
- Electrical Rough-In
- Electrical bonding, grounding and trench work prior to backfilling. The electrical inspector will need to verify the depth of installation.
- Plumbing Underground
- Plumbing Rough-In – If pool is connected to potable water. NOTE: Pool drains may not be connected directly to the sewer.
- Pool Reinforcing - Pre-pour and Erosion Control – Inspect rebar.
- Pool Deck



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- Final Electric – The electrical inspector will need to verify items such as GFCI and emergency disconnect switch with accompanying label.
- Final Plumbing
- Final Pool – The only inspection from the building staff will be a final to ensure pool installation meets the necessary life-safety requirements. Items such as a self-latching gate will be checked at this time. A final will not be approved if the fence or barrier is not installed.

Building Permit Fine Schedule

\$50.00 Fine**

- Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it***. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.

\$50.00 Fine for each item

- Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

\$500.00 Fine for each item

- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.

** Does not apply to re-inspections of corrected work.

***Applies to all Inspections.

After Hour Inspection Fees

Monday - Friday.....	\$126.00*
Saturday.....	\$126.00*
Holidays & Sundays.....	\$160.00*

*Subject to change

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner’s authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. I certify that the code official or the code officials authorized representatives 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.

Signature of Applicant: _____ Date: _____