



## **Town of Fort Mill Residential Swimming Pool Check List**

**Please use this checklist to ensure all necessary paperwork is submitted for pool 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 (Building Permit App) - Any/All subcontractors will require a separate permit application & TOFM Business License. Please provide any/all subcontractors permit application with the original Swimming Pool Permit Application.
- Site Plan –
  - Show easements on property
  - 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.
- Zoning Compliance Application form
- Stormwater Erosion Control Form – if grading is required for pool installation. **See Storm Water Requirements.**
- DHEC Letter - Please provide DHEC letter of approval.
- Homeowner's Association or Architectural Review Board Approval Letter (If required).
- Electrical Plan – (All details must be provided at the time of plan review) (All electrical work will require a separate permit)
  - Location of electrical service.
  - Location of pump and filtration system.
  - Pump must be at least 10 ft. from pool.
  - Please provide a detailed plan for the electrical requirement for the pool equipment, bonding of pool/rails/ladders (wire size, conduit size, breaker size, panel location etc...) All metal parts must be grounded. See the currently adopted electrical code.
  - Please provide a pool equipment list.

Gas Piping Plan – Please provide (as a part of your plan) the BTU of any/all pool or spa heaters, show the location of the connection of the new gas piping to the existing gas piping, length and size of the new gas piping. (All details must be provided at the time of plan review) (All gas piping work will require a separate permit)

- If there is a heated Spa included as a part of the pool project, please provide a gas pipe riser detail for all required gas piping for review.

Pool Construction Plan

- Pool dimensions (length, width, depth).
- Cross section of pool showing material (fiberglass, concrete, vinyl) and reinforcement material with thickness and depth shown.
- Back-Wash Plan: Please provide detail of the minimum Back-Wash requirements as to the approved location of your back-wash water
- Need to show existing sewer cleanout location.

Fence Permit Application – Include fence plan with information shown above. If fence exists, this form is not needed but details should be provided for existing fence.

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 supporting 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" sphere can pass between pickets.
- If split rail fence is used, show spacing between rails. Spacing can be no more than 4" sphere can pass between pickets.
- Clearance between grade and bottom of fence. Clearance can be no more than 2".
- Detail of gate. 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 1/2" within 18" on either side of the latch. All required gates must be outswing.
- 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.
- See the Currently adopted ICC Swimming Pool and Spa Code for any/all other code requirements.

**All Items must be satisfied as part of the pool package prior to the approval for permitting.**

**Please Note: Swimming Pool Plan Review could take up to 15 Business days per submittal (Any Re-Submittal will take up to 15 Business days as well)**

## **TOFM Building Department Typical Pool Inspections**

- Pool Deck Bonding
- Bonding Grid
- Lite Niche (If required)
- Gas Piping (If required)
- Final Inspection (Pool must be complete and ready for operation before scheduling the Final Inspection. A

**Certificate of Completion will only be issued after an Approved Final Inspection  
by all TOFM Departments involved.)**

*Submittal Requirements: Residential Swimming Pool Requirement & Check List (Formatted July 1,2020)*

**P.O. BOX 159 • 200 TOM HALL STREET • FORT MILL, SC 29715  
E-MAIL [inpspections@fortmillsc.gov](mailto:inpspections@fortmillsc.gov) • TELEPHONE (803) 547-2034 • FAX (803) 547-2126**

