

# Items Needed to Apply for an Above Ground Pool or an In-ground Pool Permit

1. **Application**, filled out, signed, and notarized.
2. **Affidavits** for who's installing: (**All Contractors must be licensed with our office to work in our area**)

**Pool** – Two (2) copies of the installation manual for the Pool and information for the Filter, Pump, and Auto-cover (if applicable).

**HVAC & Plumbing** – If installing a heater or, plumbing for in-ground pools

**Electric** – How many amps (15, 20, or 30) to run the filter (ask the pool company)

**Fencing** – If the yard is fenced – we need a copy of the type of fence, height, and total footage around the yard. If no fence, we need a copy of the flyer for the pool fence around the top of the pool.

**Deck** – We will need two (2) copies of detailed construction drawings.

3. **Legal Description and a Copy of the Site Plan or Plat of Survey** – Draw on either:

Pool size – (must be at least 5 feet away from the property line)

Fencing around the yard (must be at least 4 feet high with locking gate(s), or show fencing around the top of the pool (mark with X's to represent).

If there's an automatic cover, no fencing is required.

Deck must be at least 5 feet away from the property line.

**If you have septic on the property**, you must also show where the septic tank and fields are located on the site plan or the plat of survey, and the Lake County Health Department will need to stamp your site plan or plat of survey, approving the location of the pool and/or deck, with all side and rear yard measurements included.

**Health Dept. is located at 2900 W. 93<sup>rd</sup> Avenue, Crown Point, IN Phone 219-755-3755**

**After application and all necessary paperwork is turned in at one time**, it will take approximately 3-5 working days to process the permit. You will be called when the permit is ready to be picked up, and that is when we will be able to tell you the fees due.

**After the permit has been issued**, your first inspection will be a site inspection. You must call 811 to have all the utilities marked and flagged, and you will also have to spray paint the yard (or some other easily identifiable method) to mark where the pool will be located. You will be given an inspection list to order your necessary inspections for the pool and/or deck. All inspections must be ordered a day in advance, and it always necessary to give us the permit number to schedule any inspections.