



**Pool  
Submittal  
&  
Inspection  
Packet**



221 N. Tennessee, P.O. Box 517, McKinney, Texas 75069 (972) 547-7400

## ***Residential Pool Plans Submittal Requirements***

1. Three (3) sets of plans with utility clearance stamp (no larger than 11" X 17").
  - Plans must comply with the 2006 International Residential Code and the 2005 National Electrical Code.
  - Pool must be located no closer than 5 feet from waters edge to rear property line, and 5 feet from water's edge to side property line. There must be a one to one ratio from foundation of residence to water's edge.
  - Manufacture specs for the entrapment protection must be identified on the pool plans at the time of submittal for permit (see number 3 below).
  - Fence detail must be included to show either existing fence or proposed fence location and compliance with fence barrier requirements around pool.
2. Three (3) site plans with pool highlighted (no larger than 11" X 17", but preferably 8 1/2" X 14").
3. All pool pumps must be equipped with SVRS protection (entrapment protection). The manufacturer specs and location must be on the pool plans at the time of permit application submittal.
4. One subcontractor validation sheet with original signatures by licensed holder or their authorized signers.
  - Estimated value of pool shall be written on subcontractor sheet.
5. A plan review fee of \$100.00 must be provided at the time of permit submittal.
  - The \$100 fee **will apply towards** the total permit fee upon approval of permit. However, in the case that the pool builder does not pick up the permit, the \$100 plan review fee will be non-refundable. .
6. Pool or decking must not encroach in easement on property
7. Homeowners Association approval when required (no larger than 8 1/2" X 14").
8. Historical Preservation Board approval when required.

**CITY OF MCKINNEY**  
**Permit # \_\_\_\_\_**

<b>Subcontractor Validation Sheet for Permit Issuance</b>					
<b>Work Description:</b>					
<b>Project Address:</b>					
<b>Lot:</b>		<b>Block:</b>		<b>Subdivision:</b>	
<b>Electrical Contractor Company</b>					
<b>Master Electrician's <u>Name</u> that is the Master electrician for electrical company:</b>					
<b>McKinney Master License #:</b>					
<b>Print Name of Authorized Signer:</b>					
<b>Signature of Authorized Signer:</b>					
<b>Check Box if the Project has Gas Service:</b> <input type="checkbox"/>					
<b>Master Plumber's <u>Name</u>:</b>					
<b>State License #:</b>					
<b>Print Name of Authorized Signer:</b>					
<b>Signature of Authorized Signer:</b>					
<b>Master HVAC's <u>Name</u>:</b>					
<b>State License #:</b>					
<b>Print Name of Authorized Signer:</b>					
<b>Signature of Authorized Signer:</b>					
<b>General Contractor (GC) <u>or</u> Builder Company Name:</b>					
<b>GC/Builder Address:</b>					
<b>City / State / Zip Code</b>					
<b>GC/Builder Phone Number:</b>					
<b>Contact Person:</b>					
<b>Cell Phone # or Other Contact Number:</b>					
<b>Email Address of Contact Person (An email address is required)</b>					



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## **POOL INSPECTION CODES**

All inspections are requested by phone over the automated IVR system. The pool inspection codes are the following:

- 500 Belly / Steel / Ground
- 505 Deck
- 515 Gas Underground
- 520 Gas
- 525 P-Trap
- 530 Final Inspection

On your permit is a phone access code. You will use the pool phone access code to request all the swimming pool inspections. To identify your phone access code, look on your permit application that you received when you paid for your permit. Look for the phrase "phone access code" that is located under the heading "Pool Permit."

Oftentimes contractors ask if a p-trap inspection is required. Yes, a p-trap inspection must be requested and approved.

Additionally, when the final inspection on the pool is done a letter from the Atmospheric Vacuum relief system installer shall be on site for the inspector. The letter shall state this system was installed and tested by a qualified installer per the manufactures installation instructions or guidelines. The letter shall be on a company letterhead with a signature, or on the form provided with the vacuum relief product.



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## ***Pool Construction Requirements***

1. While under construction, as well as until project completion, every swimming pool or excavation site designed or intended to ultimately to become a swimming pool shall be continuously protected by an enclosure surrounding the pool or excavated area that is reasonably inaccessible to small children or animals.
  - A fence shall be not less than 4 feet tall with no openings, holes, or gaps larger than 4 inches measured in any direction.
  - Gates and doors accessing enclosure shall open outward and be equipped with self-closing and self-latching devices; gates and doors must be designed to keep and be capable of keeping such doors or gates securely closed; said latching device shall be attached to gate or door not less than 54 inches above the grade.
2. Pool company must provide a sign in front yard of residence with permit pack at the time of inspections.
3. Safety glass is required where windows are within 5 feet of water's edge.
4. Deck drains will drain to street only.
5. All disturbed grass areas must have sod replaced.
6. The certification of the house-pool protection device installation form is utilized to assist homeowners, contractors and our department in concluding the final inspection on residential pool and/or spa permits.

**Note: The following steps must be completed in order for the form to be accepted.**

- One (1) of the two (2) options must be marked.
- The Homeowner's name must be printed legibly on appropriate line.
- The site address must be printed on the appropriate line.
- A notary must notarize the homeowner's signature.
- The notary must complete final section of document.
- The form must be in the permit packet at the job site at the time of final inspection.

By utilizing this form, the inspection of the door alarms, self-closing devices, and self-latching devices by the inspector inside the residence is eliminated. The responsibility of complying with the 2006 IRC regulations is accepted by the homeowner by his/her written documentation implemented by this form.