

Swimming Pool and Spa Permit Instructions

ITEMS REQUIRED TO BE SUBMITTED

SWIMMING POOL AND SPA PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3663/Swimming-Pool-and-Spa-Permit-Application>

PLANS STAMPED BY ELECTRIC UTILITY COMPANY (pdf format)

SITE PLAN SHOWING THE PROPOSED LOCATION OF THE SWIMMING POOL OR SPA WITH RESPECT TO PROPERTY LINES, EASEMENTS, AND STRUCTURES. (pdf format)

POOL PROTECTION DEVICE AFIDAVIT

<https://www.annatexas.gov/DocumentCenter/View/4092/Pool-Affidavit>

FEES - *Application fees must be paid when an application is submitted to the City.*

<https://www.annatexas.gov/DocumentCenter/View/3173/Building-Permit-Fees>

The City cannot accept an application that does not have all the required submittal items listed above.

PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit. Permits will only be released to a contractor registered with the City of Anna.

PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

IMPORTANT SWIMMING POOL OR SPA PERMIT REQUIREMENTS

- Swimming pools are not allowed in the front yard.
- Location and set back requirements include:
 - Rear Yard - The pool must be located at least eight feet (8') from the rear property line.
 - Side Yard - The pool must be located at least eight feet (8') from the side property line.
 - Easements - Pools, pool decks and pool equipment cannot be located within any easement.
 - Buildings - Pools must be located no less than three feet (3') from buildings with foundations and at least one foot (1') for every one foot(1') of depth - measured to any point of excavation. For example, if a portion of a pool is five feet (5') deep, that portion of the pool must be located at least five feet (5') from a building that utilizes a foundation.
- The measurement will be from the point at which the natural grade touches the foundation and any area excavated for the pool construction.
- Exception: Above ground pools and spas do not have a minimum required setback from foundations but are required to comply with property line setback and easement requirements.
- Pool Equipment:
 - Pool equipment cannot be located within the front yard of a lot or within an easement.
 - Pool equipment cannot be attached to a common fence separating an adjoining property.
- Septic Systems (OSSF) - The setback requirements from the spray area of a surface irrigation system is twenty-five feet (25'). The setback requirements from subsurface disposal and all other system types is five feet (5').
- Applications must include the name of the plumbing and electrical contractors. Incomplete applications will not be processed.
- Permit Expiration: All pool permits expire one-hundred eighty (180) days from the date the permit is issued. There are no automatic extensions of the permit.

IMPORTANT SWIMMING POOL AND SPA FENCING REQUIREMENTS

- The top of the barrier must be at least forty-eight inches (48") above grade measured on the side of the barrier which faces away from the swimming pool.
- The maximum vertical clearance between the grade and the bottom of the barrier must be two inches (2") measured on the side of the barrier which faces away from the swimming pool.
- The maximum vertical clearance at the bottom of the barrier may be increased to four inches (4") when grade is a solid surface such as a concrete deck, or when the barrier is

- mounted on the top of the above ground pool structure.
- When barriers have horizontal members spaced less than forty-five inches (45") apart, the horizontal members shall be placed on the pool side of the barrier.
 - Any decorative design work on the side away from the swimming pool, such as protrusions, indentations or cutouts, which render the barrier easily climbable, is prohibited.
 - EXCEPTIONS:
 - When the top surface of any horizontally run member is at least 45 degrees, when measured from the horizontal, such members are not required to be at least 45 inches apart.
 - When the barrier is an existing fence located adjacent to private property, horizontal members that are less than 45 inches apart are not required to be placed on the pool side of the barrier.
 - Openings in the barrier must not allow the passage of a one and threequarter inch (1 3/4") diameter sphere.
 - EXCEPTIONS:
 - When vertical spacing between such openings is forty-five inches (45") or more, the opening size may be increased such that the passage of a four inch (4") diameter sphere is not allowed.
 - For fencing composed of vertical and horizontal members, the spacing between vertical members may be increased up to four inches (4") when the distance between the tops of horizontal members is forty five inches (45") or more.
 - Access gates must comply with the requirements of items one (1) through three (3) listed above. Pedestrian access gates shall be self closing and have a self-latching device. Where the release mechanism of the self-latching device is located less than fifty-four inches (54") from the bottom of the gate.
 - The release mechanism must be located on the pool side of the barrier at least three inches (3")below the top of the gate, and
 - The gate and barrier must have no opening greater than one-half inch (1/2") within eighteen inches(18") of the release mechanism.
 - Pedestrian gates must swing away from the pool. Any gates other than pedestrian access gates must be equipped with lockable hardware or padlocks and must always remain locked when not in use.
 - Where an aboveground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then:
 - The ladder or steps must be capable of being secured, locked or removed to prevent access, or
 - The ladder or steps must be surrounded by a barrier which meets the requirements stated above.
 - When the ladder or steps are secured, locked or removed, any opening created must be protected by a barrier complying with the requirements stated above.

IMPORTANT SWIMMING POOL AND SPA INSPECTION REQUIREMENTS

- Pools must be built to the current adopted code for the City of Anna
- At all times during the construction of the pool, a temporary fence that is at least thirty-six inches (36") in height must completely surround the pool. Whenever an inspection is performed and the temporary fence does not completely surround the pool, the pool company will be subject to a re-inspection fee as well as citations.
- When calling for an inspection, verify that all dogs are removed from the pool area.
- The following inspections are required for every pool constructed in the City of Anna:
 - Belly Steel and Pool Placement Inspection
 - Deck Steel, Electrical Bond, Electrical Underground and Plumbing
 - P-Trap and Gas Line - All pools that have City sewer.
 - Pool Final - At final inspection, a Swimming Pool Alarm Affidavit Document must be notarized and signed and turned in the city.

This is not intended to be an all-inclusive list. It is simply a helpful guideline to use when constructing in the City of Anna.