



**Homestead Borough**  
**221 East Seventh Avenue**  
**Homestead, PA 15120**  
**Phone: (412) 461-1340 Fax: (412) 461-4057**

## SWIMMING POOL/SPA/HOT TUB PERMIT SUBMITTAL GUIDE

Please read this guide in full prior to submitting your building permit application. The following is a check list. You must have **“checkmark”** in all of the sections listed below prior to submitting your application.

- Completed occupancy/building permit application (Submit both pages, side one completed in full).
- Two (2) copies of survey or plot plan showing placement of proposed swimming pool, spa, or hot tub on lot with the distances in feet to the front, side and rear property lines. Show deck with these same requirements (if applicable).
- As an accessory structure, a pool and accessory deck area shall be erected only in a rear yard, provided that it is no closer than five (5) feet to any lot line. On corner lots, a pool and accessory deck area shall be erected only in the larger side yard, provided that it is no closer than five (5) feet to any lot line.

### **In-ground swimming pool, spa, or hot tub**

- Two (2) sets of complete drawings that **show in detail** code compliance for all of the work proposed to include **but not limited to** the following information:
  - Detailed construction drawings from manufacturer or installer showing wall construction, type, depth, etc.
  - Safety barrier- show type (fence, walls, etc.) for your specific pool, spa or hot tub installation including height (2009 IRC, Appendix G or 2009 IBC, Section 3109).
  - Deck construction (if applicable). Use deck submittal guide for these requirements.

### **Above ground pools, spa or hot tub**

- Survey or plot plan must also indicate the safety barrier as required by 2009 IRC Appendix G. If pool height is 48 inches or above finished grade, pool wall may serve as this requirement provided the ladder is locked in up position, or gate is locked while pool is not in use.
- Separate electrical permit application.
- Provide copy of contractor's certificate of insurance verifying general liability and PA workers compensation insurance. An "Affidavit of Exemption" may be submitted in lieu of workers compensation insurance if contractor has no employees.

Homestead Borough will review plans submitted to determine code compliance within fifteen (15) business days of submittal for residential projects and within thirty (30) business days of submittal for commercial projects. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be stamped "approved" and the permit will be issued. **Please do not call the Borough Offices asking if your permit has been reviewed. We will contact you. Permit applications are reviewed in the order they are received.**



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## SWIMMING POOL/SPA/HOT TUB INSPECTION PROCEDURES

- Building permit must be posted on the work site and clearly visible from the road until completion of the project.
- Your approved plans must be available at time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by Homestead Borough or Code.sys Code Consulting, Inc.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number, including the letter, to the secretary or inspector.

### THE FOLLOWING MINIMUM INSPECTIONS REQUIRE 24 HOUR NOTICE

1. **Footing inspection** – (in-ground installations only) to be done after forming and prior to placing of concrete.  
**Dan Hankins** **Phone: (412) 461-1340, ext. 104**
2. **Wall inspection** - (in-ground installations only) prior to placing of liner or concrete.  
**Dan Hankins** **Phone: (412) 461-1340, ext. 104**
3. **Electrical inspection** – Bonding of all metal parts (rebar if concrete, ladders, etc.) associated with installation. Underground to be inspected prior to backfilling.  
**Dave Michel, Code.sys Code Consulting** **Phone: (412) 821-0337, ext. 32**
4. **Deck inspection** – If installing deck around or next to your pool spa or hot tub. Use deck inspection procedures and following requirements.  
**Dan Hankins** **Phone: (412) 461-1340, ext. 104**
5. **Safety barrier inspection** - Done prior to filling pool, spa or hot tub with water.  
**Dan Hankins** **Phone: (412) 461-1340, ext. 104**
6. **Final electrical inspection**  
**Dave Michel, Code.sys Code Consulting** **Phone: (412) 821-0337, ext. 32**
7. **Final inspection** - When job is completely finished, prior to occupancy permit and after final electrical inspection  
**Dan Hankins** **Phone: (412) 461-1340, ext. 104**

Failure to comply with these minimum inspection requirements may cause your permit to be revoked and/or legal action to be filed.