



# POOL CONSTRUCTION PERMIT APPLICATION

Form revised 7/27/2023

## PROJECT INFORMATION

Project Type (please check one):  Residential Pool/Spa  Commercial Pool/Spa  
Job Address/Location: \_\_\_\_\_  
Number of Pools/Spas: \_\_\_\_\_ Construction Value: \$ \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
Email: \_\_\_\_\_

## CONTRACTOR INFORMATION

Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## SUBCONTRACTORS INFORMATION (must be registered with Town)

Electrical: \_\_\_\_\_ Phone: \_\_\_\_\_  
Plumbing: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant is:  Owner  Contractor  Other: \_\_\_\_\_

*I have carefully examined the completed application and know the same to be true and correct, and hereby agree to comply with all applicable Ordinances of the Town of Northlake whether herein specified or not. I, the undersigned, do hereby certify that I am the authorized agent/contractor/owner of the property above described and that I am applying for this permit at the request and with the permission of the same. I authorize the Building Inspector to enter my property to complete any inspections necessary in conjunction with the issuance of the permit.*

Applicant Name (print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PERMIT & INSPECTION INFORMATION

Submittal requirements (other plans may be necessary depending on complexity of project):

Email all the following documents (in PDF format) to our Permit Technician M.J. Randolph: [mrandolph@town.northlake.tx.us](mailto:mrandolph@town.northlake.tx.us)

1. Completed Application along with the protective device installation letter (must be notarized). A \$100 non-refundable plan review fee and a permit fee of \$150.00 will be due prior to issuance of permit.
2. Site plan showing placement of the pool in relationship to the lot boundaries, septic system, and spray heads (if applicable), and other structures on the lot and stamped approved by the applicable electrical utility provider.
3. Pool construction plans. *\*Accessory Structures will require a separate Residential Building Permit\**
4. **Before** filling pool please fill out the information at this link:  
<https://www.town.northlake.tx.us/FormCenter/Utility-Billing-10/Pool-Fill-Form-81>

Permits are subject to all applicable codes and ordinances of the Town of Northlake. The following codes (and amendments) have been adopted by the Town: 2018 International Building Code (IBC), 2018 International Residential Code (IRC), 2018 International Mechanical Code (IMC), 2018 International Plumbing Code (IPC), 2018 International Energy Conservation Code (IECC), 2018 International Fuel Gas Code (IFGC), 2018 International Fire Code (IFC), and 2017 National Electrical Code (NEC). Inspection requests may be called in at (940) 521-0470 or emailed [inspections@cwistx.com](mailto:inspections@cwistx.com) for inspections to be conducted on the next business day if called/emailed in before 3pm the day prior.

## HOUSE-POOL PROTECTIVE DEVICE INSTALLATION RESIDENTIAL POOL/SPA

The Certification for House-Pool Protection Device Installation form attached is utilized to assist homeowners, contractors, and our department in conducting the final inspection on residential pool and/or spa permits.

The following steps **must** be completed for the form to be accepted:

1. One (1) of the two (2) types of protection devices on **page 2** must be marked and initialed.
2. The homeowner's name must be printed legibly on the appropriate line.
3. The site address must be printed on the appropriate line.
4. The homeowner's signature must be NOTARIZED by a notary.
5. The notary must complete the last section of the document.
6. The form must be in the permit packet at the job site at the time of the Belly Steel & Bond Inspection.

By signing this form, you are authorizing the inspector to bypass entering the residence to inspect the door alarms or self-closing and self-latching devices.

The responsibility of complying with the 2018 ISPSC pool code regulations is accepted by the homeowner by his/her written certification implemented by this form. You understand that by utilizing this form you have certified compliance with all relevant 2018 ISPSC pool code requirements and accept total responsibility for such compliance or non-compliance.

You also understand that by utilizing this form you agree to indemnify and hold the Town harmless from any and all costs, expenses, suits, demands, liabilities, or damages, including attorney fees and costs of suit, arising, or resulting from compliance or non-compliance with the 2018 ISPSC pool code requirements.



### CERTIFICATION OF HOUSE-POOL PROTECTION DEVICE INSTALLATION

This document provides for the homeowner to certify that one (1) of the following protection devices has been installed at a particular address.

1. All doors leading into the pool area are equipped with an alarm and all operable windows having a sill height of less than (48) inches above the interior finished floor that lead to the pool are equipped with an alarm that produces an audible warning when the window or their screens are opened. The alarm sounds continuously for at least thirty (30) seconds or until the alarm is manually reset (if the door or window closes within the 30 second period, the alarm is manually reset). The alarm can be heard throughout the house during normal household activities. The alarm automatically resets under all conditions. The alarm shall be listed and labeled in accordance with UL 2017. The deactivation switch(s) shall be at least fifty-four (54) inches above the door's threshold.

2. All doors leading from the house into the pool area are equipped with self-closing and self-latching devices. The latch is at least fifty-four (54) inches above the floor.

Based upon this certification, I acknowledge and agree that the Building Official will not enter the residence to inspect the door alarms or self-closing and self-latching devices, and I take full responsibility for compliance with all related International Residential Code requirements. I agree to indemnify and hold the Town harmless from any costs, expenses, suits, demands, liabilities, or damages, including attorney's fees and costs of suit, arising, or resulting from compliance or non-compliance with the 2018 ISPSC pool code requirements.

PRINT NAME: \_\_\_\_\_  
(Homeowner)

SIGNATURE:  
(Homeowner)

Site Address (where protection installed): \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF

On this day \_\_\_\_ of \_\_\_\_\_, in the year \_\_\_\_ , before me \_\_\_\_ , Notary Public personally appeared personally known to me (or proved to me based on satisfactory evidence) to be the person(s) whose name(s) is (are) subscribed to this instrument and acknowledged that he/she/they executed it.

WITNESS my hand and official seal:

Notary's Signature: \_\_\_\_\_

Notary's Name (Print): \_\_\_\_\_

My Commission Expires: \_\_\_\_\_