

THE TOWN OF  
*Highland Park*  
TEXAS

4700 Drexel Drive, Highland Park, TX 75205  
214-521-4161 office 214-559-9335 fax

**Department of Building Inspection**

Dear Pool Contractor,

Please review the following plan submittal requirements for permitting process. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161, should you have any questions.

**LIST OF REQUIREMENTS FOR POOL/SPA**

- Two Sets of Plans (3' min water to p.l. & easement line)
- Survey (With R.P.L.S. Stamp)
- Site Plan
- Section of Pool and/or Spa **w/dimensions**
- Show 3' Drain Separations and Anti Vortex Covers to prevent entrapment (ANSI/APSP-7 2006)
- Diving Board & Pool Dimensions per NSPI-5 Standards (if applicable)
- Deck Layout (if applicable)
- Drainage System Layout (Separate permit req'd & no discharge into easement!)
- Equipment Location (**not** in req'd side yard setback of house & **not** in easement)
- All dwelling doors that serve as enclosure to pool to comply w/Append.G of 2009 IRC
- Electrical Service on Site Plan (Overhead service drop @ 10ft min horizontally from water's edge)
- Fence (48"Ht min) w/Self-Closing & Self-Latching Gates & w/Four (4) Inch Maximum Openings
- Permit Fee (\$10.00 per \$1,000.00 of total construction cost... \$50.00 min permit fee)

**Required Inspections:**

- - Belly Steel
- - Grounding (By Electrician, either belly steel &/or deck steel)
- - Plumbing To Equipment (gas & p-trap by Plumber)
- - Deck Steel & Grounding
- - Pre-Plaster (w/enclosure, gates, door alarms, and anti-entrapment drains)
- - Pool Final

Sincerely,

***Building Inspection Department***

**Kirk Smith**  
Development Svcs Mgr  
[ksmith@hptx.org](mailto:ksmith@hptx.org)

**Don Young**  
Construction Coordinator  
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**Mary Kuebler**  
Permit Technician  
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TOWN OF HIGHLAND PARK

# B

Receipt No.

Bldg. Permit No.

DEPARTMENT OF BUILDING INSPECTION

Application for Building Permit and Certificate of Occupancy

Date

\$

Permit Fee

The undersigned hereby applies for a permit to build according to the submitted plans and specifications, a copy of which must be kept on the premises at all times during construction, and also agrees to complete this work in full conformity with the Ordinances of the Town of Highland Park and further applies for a Certificate of Occupancy and Compliance.

This permit becomes void unless the work is commenced within ninety (90) days from this date or if the work is abandoned or suspended, at any time after work is commenced, for a period of ninety (90) days.

OWNER: Address:

LOT: BLOCK: ADDITION:

JOB SITE: Number Street: District:

Building to be USED AND OCCUPIED as Res for 1 UNITS.

Description of Work:

Depth range of pool : (i.e.... 3'0"- 5'0"- 4'0")

Construct new swimming pool with sf of water area and.... spa / no spa included.

Equipment will be located

Install approx. sf of (stone, concrete, brick...) deck. Drainage system and arbor not included in this permit and separate permit is required for each. See plan attached to this application.

To Be Completed by Building Department

Permit Type:

- Permit Type checkboxes: Accy-Non-C, Mech, Tearout, Antenna, Move, Tent, Bpermit, New, OTHER, Commercial, Paint/Repairs, Pool, Concrete, Raze, Drain, Fence, Remodel, Fire, Reroof, Irrig, Sign

NOTE:

- 6 notes regarding plan changes, damages, signage, projections, zoning, and construction fences.

ESTIMATED COST OF CONSTRUCTION: \$

Contractor's Company Name

Contractor's Company Address

City/State

Zip

Signature of Applicant

Phone

Contractor's e-mail address

Building Inspector

## ORDINANCE No. 676 (ZONING ORDINANCE)

Section 7-201 SPECIAL DEFINITIONS – (13.) *Swimming Pool (Private)* A pool and related equipment located on a building site and which is an accessory use and designed and used only in relation to the occupancy of the premises. The edge of the pool's water surface shall be located a minimum of three (3) feet from the side or rear property line or easement line if no alley exists. Pool equipment may be located to the rear property line or easement line if no alley exists. All swimming pools shall be located behind the front building line. (Ord. No. 1008, § 1(1), 9-6-1983)

Section 15-101 FENCE REGULATIONS – Swimming pools shall be completely surrounded by a fence or wall not less than four (4) feet in height, which shall be so constructed as not to have openings, holes or gaps larger than four (4) inches in any dimension except for doors and gates. A dwelling house or accessory building may be used as part of such enclosure. All gates or doors opening through such enclosure shall be equipped with a self-closing and self-latching device for keeping the gates and doors securely closed at all times when not in actual use, ~~except that the door of any dwelling which forms a part of the enclosure need not be so~~ equipped (see IRC App. G). (Ord. No. 972, § 10, 5-4-1970; Ord. No. 847, § 1, 3-1-1976; Ord. No. 972, § 8, 12-28-1981; Ord. No. 1008, § 3, 9-6-1983)

## APPENDIX G

# SWIMMING POOLS, SPAS AND HOT TUBS

*(The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.)*

### SECTION AG101 GENERAL

**AG101.1 General.** The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the *lot* of a one- or two-family dwelling.

**AG101.2 Pools in flood hazard areas.** Pools that are located in flood hazard areas established by Table R301.2(1), including above-ground pools, on-ground pools and in-ground pools that involve placement of fill, shall comply with Sections AG101.2.1 or AG101.2.2.

**Exception:** Pools located in riverine flood hazard areas which are outside of designated floodways.

**AG101.2.1 Pools located in designated floodways.** Where pools are located in designated floodways, documentation shall be submitted to the *building official*, which demonstrates that the construction of the pool will not increase the design flood elevation at any point within the *jurisdiction*.

**AG101.2.2 Pools located where floodways have not been designated.** Where pools are located where design flood elevations are specified but floodways have not been designated, the applicant shall provide a floodway analysis that demonstrates that the proposed pool will not increase the design flood elevation more than 1 foot (305 mm) at any point within the *jurisdiction*.

### SECTION AG102 DEFINITIONS

**AG102.1 General.** For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

**ABOVE-GROUND/ON-GROUND POOL.** See "Swimming pool."

**BARRIER.** A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

**HOT TUB.** See "Swimming pool."

**IN-GROUND POOL.** See "Swimming pool."

**RESIDENTIAL.** That which is situated on the premises of a detached one- or two-family dwelling or a one-family *townhouse* not more than three stories in height.

**SPA, NONPORTABLE.** See "Swimming pool."

**SPA, PORTABLE.** A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating *equipment* are an integral part of the product.

**SWIMMING POOL.** Any structure intended for swimming or recreational bathing that contains water over 24 inches (610

mm) deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas.

**SWIMMING POOL, INDOOR.** A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

**SWIMMING POOL, OUTDOOR.** Any swimming pool which is not an indoor pool.

### SECTION AG103 SWIMMING POOLS

**AG103.1 In-ground pools.** In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG108.

**AG103.2 Above-ground and on-ground pools.** Above-ground and on-ground pools shall be designed and constructed in conformance with ANSI/NSPI-4 as listed in Section AG108.

**AG103.3 Pools in flood hazard areas.** In flood hazard areas established by Table R301.2(1), pools in coastal high hazard areas shall be designed and constructed in conformance with ASCE 24.

### SECTION AG104 SPAS AND HOT TUBS

**AG104.1 Permanently installed spas and hot tubs.** Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-3 as listed in Section AG108.

**AG104.2 Portable spas and hot tubs.** Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6 as listed in Section AG108.

### SECTION AG105 BARRIER REQUIREMENTS

**AG105.1 Application.** The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

**AG105.2 Outdoor swimming pool.** An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of

- the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
  3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
  4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed  $1\frac{3}{4}$  inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed  $1\frac{3}{4}$  inches (44 mm) in width.
  5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed  $1\frac{3}{4}$  inches (44 mm) in width.
  6. Maximum mesh size for chain link fences shall be a  $2\frac{1}{4}$ -inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than  $1\frac{3}{4}$  inches (44 mm).
  7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than  $1\frac{3}{4}$  inches (44 mm).
  8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
    - 8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
    - 8.2. The gate and barrier shall have no opening larger than  $\frac{1}{2}$  inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
  9. Where a wall of a *dwelling* serves as part of the barrier, one of the following conditions shall be met:
    - 9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346; or
    - 9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and *labeled* in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
    - 9.3. Other means of protection, such as self-closing doors with self-latching devices, which are *approved* by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.
  10. Where an above-ground 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:
    - 10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
    - 10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

**AG105.3 Indoor swimming pool.** Walls surrounding an indoor swimming pool shall comply with Section AG105.2, Item 9.

**AG105.4 Prohibited locations.** Barriers shall be located to prohibit permanent structures, *equipment* or similar objects from being used to climb them.

**AG105.5 Barrier exceptions.** Spas or hot tubs with a safety cover which complies with ASTM F 1346, as listed in Section AG107, shall be exempt from the provisions of this appendix.

## SECTION AG106 ENTRAPMENT PROTECTION FOR SWIMMING POOL AND SPA SUCTION OUTLETS

**AG106.1 General.** Suction outlets shall be designed and installed in accordance with ANSI/APSP-7.

## SECTION AG107 ABBREVIATIONS

### AG107.1 General.

ANSI—American National Standards Institute  
11 West 42nd Street  
New York, NY 10036

APSP—Association of Pool and Spa Professionals  
NSPI—National Spa and Pool Institute  
2111 Eisenhower Avenue  
Alexandria, VA 22314

ASCE—American Society of Civil Engineers  
1801 Alexander Bell Drive  
Reston, VA 98411-0700

ASTM—ASTM International  
100 Barr Harbor Drive,  
West Conshohocken, PA 19428

UL—Underwriters Laboratories, Inc.  
333 Pfingsten Road  
Northbrook, IL 60062-2096

## SECTION AG108 STANDARDS

### AG108.1 General.

#### ANSI/NSPI

ANSI/NSPI-3-99 Standard for  
Permanently Installed Residential Spas . . . . . AG104.1

ANSI/NSPI-4-99 Standard for Above-ground/  
On-ground Residential Swimming Pools . . . . . AG103.2

ANSI/NSPI-5-2003 Standard for  
Residential In-ground Swimming Pools . . . . . AG103.1

ANSI/NSPI-6-99 Standard for  
Residential Portable Spas . . . . . AG104.2

#### ANSI/APSP

ANSI/APSP-7-06 Standard for Suction Entrapment  
avoidance in Swimming Pools, Wading Pools, Spas,  
Hot Tubs and Catch Basins . . . . . AG106.1

#### ASCE

ASCE/SEI-24-05 Flood Resistant  
Design and Construction . . . . . AG103.3

#### ASTM

ASTM F 1346-91 (2003) Performance  
Specification for Safety Covers and Labeling  
Requirements for All Covers for Swimming Pools,  
Spas and Hot Tubs . . . . . AG105.2, AG105.5

#### UL

UL 2017-2000 Standard for General-purpose  
Signaling Devices and Systems—with Revisions  
through June 2004 . . . . . AG105.2