

## **CHECKLIST/INSTRUCTIONS FOR POOL PERMIT**

1. Submit a completed application (Accessory Permit Application with Electrician).
2. Plot plan or survey to scale showing the required 35% natural area with all calculations and all applicable building setbacks and all existing structures.
3. Plot plan or survey shall also indicate the required 15-foot distance separation required from the pool wall to all three parts of the septic system (tank, lines and repair area).
4. If the pool decking is constructed of wood or wood substitute material then two sets of plans are required showing how the deck will be constructed.
5. If the pool is located in a VE Flood Zone, the anchoring of the pool must be certified by a N.C. Licensed Professional Engineer.
6. Flood Development Permit Application (if applicable).
7. Copy of Minor CAMA Permit (if applicable).
8. Applicable permit fees (see Fee Schedule) will be required at the time the permit is issued and picked up by the contractor.