



Caroline County, Maryland  
Department of Planning & Codes  
**Customer Assistance Guide**

**2**

## **RESIDENTIAL SWIMMING POOLS, HOT TUBS & SPAS**

**Applications for building permits are accepted from 7:30 A.M. until 4:00 P.M.** The information herein is the most common for how to obtain the necessary permits for your project and is not representative of all the conditions you may encounter.

### **WHEN DO I NEED A PERMIT?**

A building permit is required for the construction and installation of a residential pool that is designed to contain water over 24 inches deep. This includes in-ground, above-ground, and on ground swimming pools, hot-tubs and spas. Convenient portable inflatable swimming pools that contain water over 24 inches are required to meet the same requirements as permanent swimming pools.

### **WHAT INFORMATION IS NECESSARY TO COMPLETE THE APPLICATION?**

Every application for a swimming pool permit shall be accompanied by the following:

1. Site plan drawn to scale (see attached site plan requirements)  
*\*must indicate total square foot of disturbed area and show limits of disturbance\** If disturbed area exceeds 5,000 square foot, additional stormwater and sediment/erosion control plan approvals will be required.
2. Two sets of plans indicating material used in the construction, structural drawings, size of pool and depth. If the pool is pre-manufactured, two brochures with this information should be submitted. The plans must indicate fence and gate specifications for compliance with barrier requirements. Above-ground pools must provide documentation on type of fold-up or removable steps or ladder.
3. Property Address/Location
4. Owner Information
5. Contractor/Builder Information (must have MHIC Home Improvement License)
6. Electrician and/or Plumber Information (must have Caroline County License)
7. Job value or a copy of the contract
8. Water/Sewerage Verification Approval from the Division of Environmental Health (*you can obtain information via their website <http://www.carolinehd.org> or by phone at 410.479.8045*)

Please be advised that this guide pertains to those properties located outside the Chesapeake Bay Critical Area. If your property is located within the Critical Area, please refer to the additional site plan requirements. Properties located within the Critical Area will be reviewed to determine if a Critical Area Buffer is present, the amount of existing and proposed lot coverage and existing forest coverage. Staff will assist you in determining what Critical Area regulations affect your property.



## HOW MUCH WILL THE PERMIT COST?

All fees must be paid at the time of application by cash, check or credit card. All credit card payments will be assessed a 2.65% convenience fee.

**Building/Zoning Permit** - \$100.00 (in-ground) or \$50.00 (above-ground)

**Plan Review/Inspection** - \$100.00 (in-ground) or \$72.00 (above-ground/spa/hot tub)

**Electrical Permit**

- \$72.00 (above-ground/spa/hot tub)
- \$87.00 (in-ground, complete one-trip)
- \$72.00 each trip (bonding, wiring, equipment if inspected separately)

## WHAT INSPECTIONS WILL BE REQUIRED?

For all inspections, a set of approved plans stamped by Caroline County must be on the job site for the inspector's review. All work, especially if underground, needs to be inspected prior to coverage or concealment. Depending on the type of pool, all of the inspections listed below may not be applicable. It is the applicant's responsibility to ensure that all required inspections are called in to the appropriate inspection agency. Failure to do so, may require that the area or work that was not inspected to be exposed, for inspection, before any further work can proceed.

**Electrical Service** – To pass inspection your pool pump and filter must be provided with appropriate electrical service; ***you cannot use an extension cord.*** A separate electrical inspection permit must be obtained from the Department of Planning & Codes. No electrical plans are required since code compliance is verified during inspections. All work must be installed under the 2011 National Electric Code.

**Bonding** – A bonding inspection is required prior to pouring concrete to verify that all metallic parts of the pool are electrically bonded (connected together) including reinforcing bars in the concrete for the pool walls, bottom and deck; diving boards, ladders, handrails, fixtures for pool lights, electrical conduits and metal fences.

**Safety Barrier** – Barriers are required to provide protection against potential drowning by restricting access to swimming pools, hot tubs and spas. To pass inspection your pool must be surrounded by a minimum 48" high enclosure. An above-ground pool may serve as its own enclosure, provided the pool is equipped with a fold-up or removable steps or ladder and the wall of the pool is a minimum of 48" from grade to the top of the pool wall. Where fixed stairs/ladders are used; the stairs/ladders shall be protected by a barrier. Where a wall of a dwelling is used as a barrier and there is direct access from the dwelling to the swimming pool, at least one of the following options shall be used:

- The pool shall be provided with a power safety cover; or
- All doors and its screen with direct access through that wall shall be provided with an audible warning alarm when opened.

**Access Gates** – When an access gate is installed within a barrier; the access gate shall be self-closing and self-latching; additionally, the gate shall open outward away from the swimming pool. When the release mechanism of the self-latching device is located less than 54" from the bottom of the gate, a release mechanism shall be located on the pool side of the gate at least 3" below the top of the gate and the gate and barrier shall not have an opening greater than ½ inch within 18" of the release mechanism.

**Final** – **A FINAL INSPECTION MUST BE APPROVED BEFORE THE POOL IS USED OR OCCUPIED.**