



DATE PROCESSED: _____
PERMIT #: _____
CLERK: _____

**BUILDING PERMIT APPLICATION  
 SWIMMING POOLS, HOT TUBS, SPAS**

**If The Property Is Located Within Any Incorporated Town Limits You MUST Include Your Approved Zoning Certificate/Construction Authorization When Submitting Your Application. See The Attached Check List For Guidance**

<p><b>Property Owner(s) Information:</b>                  Name(s) _____                  Mailing Address _____                  City _____ State _____ Zip Code _____                  Phone # _____ Other #: _____</p> <p>Person to contact when permit is approved:                  Name: _____ Phone: _____                  Email _____</p>	<p>Who is doing the WORK? <input type="checkbox"/> Owner <input type="checkbox"/> Contractor  <b>If Contractor the following information is required:</b>                  Company Name _____                  License Holder is: _____                  Maryland MHIC License # _____ Exp. Date: _____                  Mailing Address _____                  City _____ State _____ Zip Code _____                  Phone # _____                  Email _____</p>
Property Type: Primary Residence? <input type="checkbox"/> Yes <input type="checkbox"/> No    Rental Property? <input type="checkbox"/> Yes <input type="checkbox"/> No    Resale Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who is applying for Permit? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Representative of Owner <input type="checkbox"/> Representative of Contractor Name _____ Contact # _____ If property owner(s)/contractor not applying then Letter(s) of Permission from owner(s) & contractors will be required prior to issuance of the approved permit. Information regarding letters of permission(s) refer to submittal check list or contact our office	

**PROPERTY INFORMATION WHERE STRUCTURE IS TO BE BUILT**

Link To Maryland Tax Assessment Page <a href="http://sdat.dat.maryland.gov/RealProperty">http://sdat.dat.maryland.gov/RealProperty</a> is Helpful to Fill Out Required Property Account Information Property Account Tax ID# (8 digit #) District# _____ Account# _____ Location/Street: _____ City: _____ Subdivision: _____ Lot #: _____ Tax Map#: _____ Grid#: _____ Parcel#: _____
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**OFFICIAL USE ONLY: DIVISION OF PERMITS & INSPECTIONS**

\*Perform Hansen Property Search for Related Permits. Ex: Shell, Renewal, Expired, Voided, New Owner, Etc.

\*New owner or completed permit is NOT a renewal

**OFFICIAL USE ONLY: THIS SECTION TO BE COMPLETED BY DEVELOPMENT PLANS REVIEW ONLY**

**Verify Property Address for Critical Area/Forest Retention/Flood Plain And Any Related Records  
 When Reviewing Site Plans For Applicant.**

**WATER SOURCE?**     Artesian;     Town;     Private Community System;    Onsite Well:  Existing  New

**WASTEWATER SOURCE**     County;     Town;     Private Community System;    Onsite Septic:  Existing  New

**\*\*\*COOL SPRING DEVELOPMENT REQUIRES WASTEWATER INSPECTION\*\*\***

**GRADING /WASTEWATER**

Grading Permit required?  No  Yes    Permit # \_\_\_\_\_    Approvers Initials \_\_\_\_\_

Waste Water Permit required?  No  Yes    Permit # \_\_\_\_\_    Approvers Initials \_\_\_\_\_

**NOTICE**

ATTACHED IS OUR SWIMMING POOL, SPA, AND HOT TUB FORM AND INFORMATION PACKAGE  
IT MUST BE COMPLETED BY THE OWNER(S) OF THE PROPERTY AND SUBMITTED TO US BEFORE WE CAN ISSUE  
THE SWIMMING POOL, HOT TUB OR SPA PERMIT

ELECTRICAL PERMITS & INSPECTIONS ARE REQUIRED FOR ALL SWIMMING POOLS, SPAS AND HOT TUBS  
ELECTICAL PERMITS MUST BE OBTAINED BY AN ELECTRICIAN LICENSED IN CECIL COUNTY

GAS FIRED POOL HEATERS MUST BE INSTALLED BY A CECIL COUNTY MASTER PLUMBER or LICENSED MARYLAND GAS  
FITTER AND REQUIRES A PLUMBING PERMIT AND INSPECTION

**COMPLETE THE FOLLOWING INFORMATION**

What Is The Estimated Cost Of Construction? \_\_\_\_\_

What Are You Installing? \_\_\_ In-ground Pool; \_\_\_ Above Ground Pool; \_\_\_ Spa; \_\_\_ Hot Tub; \_\_\_ Endless Pool

What Type? \_\_\_ CONCRETE \_\_\_ FIBERGLASS \_\_\_ VINYL

What Is The Dimension Of The Pool? Length \_\_\_\_\_ X \_\_\_\_\_ Width = \_\_\_\_\_ Sq Ft

If Round Or Oval What Is The Diameter? \_\_\_\_\_ (Diameter \_\_\_\_\_ X 2 X 3.1416 = \_\_\_\_\_ SQ FT)

IS THERE A DECK/PATIO SURROUNDING THE POOL? \_\_\_ NO \_\_\_ YES IF YES WHAT IS THE SQUARE FOOTAGE: \_\_\_\_\_

WILL YOU BE INSTALLING CHAIR LIFTS? \_\_\_ NO \_\_\_ YES IF YES HOW MANY? \_\_\_\_\_

\*\*\*\*WHAT IS THE TOTAL SQUARE FOOTAGE OF PROJECT: \_\_\_\_\_ Sq Ft

DESCRIBE SCOPE OF WORK - BUILDING SCOPE OF WORK MUST MIRROR THE BUILDING PLANS SUBMITTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be PLUMBING? \_\_\_ No \_\_\_ Yes; If yes list fixtures being installed: \_\_\_\_\_

Will there be HVACR? \_\_\_ No \_\_\_ \*Yes \* Type of Heat? \_\_\_\_\_ (ex.Gas/Oil/Propane/Electric/ Geothermal)

*I UNDERSTAND AND ACKNOWLEDGE THAT WORK CANNOT BEGIN UNTIL APPROVED PERMIT IS ISSUED*

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CECIL COUNTY GOVERNMENT**  
Department of Land Use & Development Services  
**Division of Permits & Inspections**  
200 Chesapeake Boulevard, Suite 2200, Elkton, MD 21921

**BUILDING PERMIT APPLICATION INFORMATION AND SUBMITTAL CHECKLIST**  
**Permits Are Taken Monday-Friday 8:00am-3:30pm**  
**Permits Must Be Applied For And Picked Up In Person**

1. **Tax Assessment** page is helpful to fill out property information on application <http://sdat.dat.maryland.gov/RealProperty>. If the property owner(s) listed on this application do not correspond with what is currently on the Maryland Tax Assessment Page we will need a copy of the signed deed or settlement papers.
2. If property is within the incorporated Town limits of [Cecilton](#), [Chesapeake City](#), [Charlestown](#), [North East](#), [Perryville](#), [Port Deposit](#) their approval is required **prior** to you applying for a County Building Permit. Contact the appropriate Town for information and approval process. Town approval documentation must be presented when applying for your permit. We do not govern properties within the **Incorporate Limits Of The Town of Elkton** 410-398-4999 or **Rising Sun** 410-658-5353.
3. **Contractor must have a Maryland Home Improvement License. Verify by visiting Maryland Home Improvement Website:** [www.dllr.state.md.us/license/mhic](http://www.dllr.state.md.us/license/mhic) or contact them at 410-230-6309 or Toll Free 1-888-218-5925
4. **BUILDING PLANS:** Two (2) copies of building plan(s) – Three (3) copies if in Town of Charlestown. Questions regarding Building Plans contact our office to speak with Plans Reviewer for building codes and plans submittal requirements.
5. **SITE PLANS:** Three (3) copies of a site plan, indicating the location of the project for which you are applying, location of all other structures and the location of well and septic if applicable. Questions regarding property lines, setbacks and regulations regarding approval for where and what is allowed to be built on your property contact the [Division of Planning & Zoning](#) regarding their requirements. They can also assist you in obtaining site plans. 410-996-5220
6. **LAND USE & DEVELOPMENT SERVICES**  
**Development Plans Review** - The development plans review division evaluates grading permits, storm water management plans, and infrastructure plans (i.e. roads, storm drains, water, and wastewater). If Grading permit required it must be issued prior to applying for your building permit. **Contact the [Development Plans Review](#) regarding their requirements. 410-996-5225.**  
**Planning & Zoning** - P&Z coordinates major and minor subdivision review, administers the forest conservation act, oversees the Chesapeake Bay Critical Area and floodplain management programs, and ensures that all land use activity is done in conformance with the Cecil County Zoning Ordinance. In general, P&Z ensures that the goals and objectives of the County's Comprehensive Plan are implemented. Contact the [Division of Planning & Zoning](#) regarding their requirements. **410-996-5220**
7. **Health Department** – Contact the [Environmental Health Department](#) regarding Well, Sanitary, Food Service, etc. regulations & requirements. Office: (410)996-5160. Their Departmental approval is required prior to issuance of a permit and the certificate of occupancy.
8. **Who may apply:** The owner(s) of the property whose names are on the deed, a licensed contractor with a contract signed by the owner(s) for work for which he is applying or a letter of permission from the owner(s). If the owner(s) of the property nor the contractor are applying for the permit then a **Letter of Permission** will be required for those that are applying on behalf of the owner(s) and the contractor hired to do the work.  
**Letters of Permission:** If the property is in the name of a company or corporation the letter of permission must be on company/corporation letterhead and signed by the owner(s) or authorized person for the company. If a representative is applying for the contractor that was hired by the owner(s) they must submit a letter of permission on Contractors letterhead signed by the license holder to apply and pick up permits on their behalf.
9. **A \$30.00 non-refundable application fee will be required at time of application which is deducted from the cost of the permit fee.** Payment may be made by **cash, check, money order** or **certain credit cards**. There is a third party convenience/transaction fee when paying via credit card.



**CECIL COUNTY GOVERNMENT**  
 Division of Permits and Inspections  
 200 Chesapeake Boulevard, Suite 2200, Elkton, MD 21921  
 410-996-5235  
[www.ccgov.org](http://www.ccgov.org)

**SWIMMING POOLS, SPAS, AND HOT TUB FORM AND INFORMATION PACKAGE**  
**This form must be completed by the owner(s) of the property and submitted to us**  
**prior to the issuance of the swimming pool, hot tub or spa permit.**

**ALL SWIMMING POOLS, SPAS AND HOT TUBS ARE REQUIRED TO HAVE AN ELECTRICAL PERMIT OBTAINED BY**  
**A LICENSED ELECTRICIAN. GAS FIRED POOL HEATERS REQUIRE A PLUMBING PERMIT BE ISSUED**  
**TO A LICENSED PLUMBER/GAS FITTER**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Required Inspections include;**

- Electrical Bonding and Final from the Electrical Inspector**
- Gas Inspection from the Plumbing Inspector (if necessary)**
- Excavation, Steel Placement and Final by a Building Inspector**

This form is to verify that as the property owner(s), you are hereby assuming total responsibility for erecting  
 “enclosure” to surround the swimming pool located at \_\_\_\_\_  
Address of Property

and you herewith release the pool, spa, hot tub contractor \_\_\_\_\_  
Contractor  
 of the responsibility for the installation of any barrier, fence, gate, and/or safety device. **Unless specified in the contract to be completed by the contractor.** The undersigned being the owner(s) of the above referenced property, hereby accept(s) the responsibility for the installation of an approved fence and safety devices required by Chapter 157 of the Cecil County Code and Section 3109 of the International Building Code (IBC).

I/we are aware and agree that the fence and safety devices shall be erected and installed prior to the FINAL building inspection being made **as per attached codes**. All inspections shall be made prior to the placement of any water in the pool. If it is necessary to place water in the pool prior to completion of the barrier, a “temporary barrier” may be acceptable upon approval of the building inspector. This form shall be submitted prior to issuance of the permit.

\_\_\_\_\_  
 Owners Signature

\_\_\_\_\_  
 Owners Printed Name

\_\_\_\_\_  
 Owners Signature

\_\_\_\_\_  
 Owners Printed Name

\_\_\_\_\_  
 Contractor Signature

\_\_\_\_\_  
 Contractors Printed Name

\_\_\_\_\_  
 Owners Telephone/Cell

\_\_\_\_\_  
 Contractors Telephone/Cell

**Questions or concerns involving the installation of a swimming pool or the codes should be directed to the Division of Permits & Inspections at 410-996-5235 Or [ccgov.org](http://ccgov.org) for more information.**

AS PART OF THE ADOPTION OF BUILDING CODES IN CECIL COUNTY, SECTION 3109 OF THE INTERNATIONAL BUILDING CODE HAS BEEN ADOPTED THAT APPLIES TO SWIMMING POOLS, SPAS AND HOT TUBS. IN ADDITION TO THIS SECTION, SECTION 403.9 OF THE INTERNATIONAL ENERGY CONSERVATION CODE HAS BEEN ADOPTED BY THE STATE OF MARYLAND. BELOW ARE SOME OF THE HIGHLIGHTS AND IMPORTANT SECTIONS OF SECTION 3109 OF THE IBC AND SECTION 403.9 OF THE IECC.

## SWIMMING POOLS, SPAS AND HOT TUBS

### SECTION 3109 GENERAL

Swimming pools shall comply with the requirements of Sections 3109.2 through 3109.5 and other applicable sections of this code.

### SECTION 3109.2 DEFINITIONS

#### Swimming Pools.

Any structure intended for swimming, recreational bathing or wading that contains water over 24 inches (610mm) deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas.

### SECTION 3109.3 Public Swimming Pools.

Public swimming pools shall be completely enclosed by a fence at least four (4) feet (1290 mm) in height or a screen enclosure. Openings in the fence shall not permit passage of a four (4) inch (102 mm) diameter sphere. The fence or screen enclosure shall be equipped with self-closing and self-latching gates.

### SECTION 3109.4 RESIDENTIAL SWIMMING POOLS.

Residential swimming pools shall be completely enclosed by a barrier complying with Sections 3109.4.1 through 3109.4.3.

**Exception:** A swimming pool with a power safety cover or a spa with a safety cover complying with ASTM F 1346 need not comply with this section.

#### 3109.4.1 Residential height and clearances.

The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier that faces away from the swimming pool. The maximum vertical clearance between grade and bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier that faces away from the swimming pool. Where the top of the pool structure is above grade, the barrier is authorized to be at ground level or mounted on top of the pool structure, and the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).

##### 3109.4.1.1 Openings

Openings in the barrier shall not allow passage of a 4 inch diameter (102mm) sphere.

##### 3109.4.1.2 Solid barrier surfaces.

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.

##### 3109.4.1.3 Closely spaced horizontal members.

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 (1143mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1 3/4 inches (44mm) in width. Where there are decorative cutouts within the vertical members, spacing within the cutouts shall not exceed 1 3/4 inches (44mm) in width.

#### **3109.4.1.4 Widely spaced horizontal members.**

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143mm) or more, spacing between vertical members shall not exceed 4 inches (102mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 ¾ inches (44mm) in width.

#### **3109.4.1.5 Chain link dimensions.**

Maximum mesh size for chain link fences shall be a 2 ¼ inch (57mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1 ¾ inches (44mm).

#### **3109.4.1.6 Diagonal members.**

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 ¾ inches (44mm).

#### **3109.4.1.7 Gates.**

Access gates shall comply with the requirements of Section 3109.4.1.1 through 3109.4.1.6, 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 (1372mm) from the bottom of the gate, the release mechanism shall be located on the pool side of the gate at least 3 inches (76mm) below the top of the gate, and the gate and barrier shall have no opening larger than ½ inch (12.7mm) within 18 inches (457mm) of the release mechanism.

#### **3109.4.1.8 Dwelling wall as a barrier.**

Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall apply:

- 1) 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 audible alarm shall activate within 7 seconds and continuously for a minimum of 30 seconds after the door and/or screen, if present, are opened and be capable of being heard throughout the house during normal household activities. The alarm shall be equipped with a manual means, such as touchpad or switch, to temporarily deactivate the alarm for a single opening. Such deactivation shall not be more than 15 seconds. In dwellings not required to be Accessible, Type A or Type B units, the deactivation switch(es) shall be located at 54 inches (1372 mm) maximum and 48 inches (1219 mm) minimum above the threshold of the door.
- 2) The pool shall be equipped with a power safety cover that complies with ASTM F 1346.
- 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 is not less than the protection afforded by Section 3109.4.1.8, item 1 or 2.

#### **3109.4.1.9 Pool structure as barrier.**

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, then the ladder or steps shall be capable of being secured, locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier which meets the requirements of Section 3109.4.1.1 through 3109.4.1.8. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102mm) sphere.

**3109.4.2 Indoor swimming pools.**

Walls surrounding an indoor swimming pool shall comply with Section 3109.4.1.8.

**3109.4.3 Prohibited locations.**

Barriers shall be located to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.

**3109.5 Entrapment avoidance.**

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

**ABBREVIATIONS**

ANSI – American National Standards Institute  
11 West 42<sup>nd</sup> Street  
New York, NY 10036

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

APSP – Association of Pool and Spa Professionals

ASTM - ASTM International  
100 Barr Harbor Drive  
West Conshohocken, PA. 19428

NSPI – National Spa and Pool Institute  
2111 Eisenhower Avenue  
Alexandria, VA. 22314

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

**INTERNATIONAL ENERGY CONSERVATION CODE CHAPTER 4 RESIDENTIAL ENERGY EFFICIENCY**

**403.9 Pools and in-ground permanently installed spas (Mandatory).**

Pools and in-ground permanently installed spas shall comply with Sections 403.9.1 through 403.9.3.

**403.9.1 Heaters.**

All pool heaters shall be equipped with a readily accessible on-off switch that is mounted outside of the heater to allow shutting off the heater without adjusting the thermostat setting. Gas-fired heaters shall not be equipped with constant burning pilot lights.

**403.9.2 Time switches.**

Time switches or other control method that can that can automatically turn off and on heaters and pumps according to a preset schedule shall be installed on all heaters and pumps. Heaters, pumps and motors that have built in timers shall be deemed in compliance with this requirement.

**Exception:**

1. Where public health standards require 24-hour pump operation.
2. Where pumps are required to operate solar-and waste-heat-recovery pool heating systems.

**403.9.3 Pool covers.**

Heated pools and in-ground permanently installed spas shall be provided with a vapor-retardant cover.

**Exception:**

Pools deriving 70 percent of the energy for heating from site- recovered energy, such as a heat pump or solar energy source computed over an operating season.

***Per the 2017 NEC (National Electrical Code) Article 680, all pools are to be connected to an electrical service and a permit is required. In this article the service cord is not to exceed three (3) feet, therefore extension cords are not permitted.***