



*This space provided for applicant reference*

Project Number: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

**Feel free to call our office for your Permit questions.**

To submit or review the status of your Permit, go to:  
<https://www.mygovernmentonline.org/>

## Guidelines and Checklist for Pool / Hot tub / Spa

### Guidelines

- This permit is required for applicants adding or replacing an in-ground or above-ground pool, hot tub or spa.
- Plot plans with the location of the proposed above-ground pool, in-ground pool, spa, or hot tub are required. Please note that above-ground pools, spas, and hot tubs must be 10 feet from pool wall to property lines. In-ground pools must be 10 feet from the edge of the concrete or other components bordering the waters' edge to the property lines.
- Applicants must provide the bill of sale.
- INGROUND POOLS - Applicant must provide the dimensions of all existing impervious surfaces (i.e. buildings, driveway, sidewalk, patio, game court, etc), as well as the dimensions of the proposed impervious pool surround (concrete/paving) measured from the edge of the water.
- ABOVE GROUND POOLS, HOT TUBS / SPAS - The area of the pool or hot tub that is filled with water is not included in the calculation of impervious coverage. Likewise, decks are also not included. Any proposal to add paving and/or concrete with an above ground pool or hot tub / spa would be included in the calculation of impervious coverage, and the applicant must provide the dimensions of all existing impervious surfaces, as well as the dimensions of the proposed paving/concrete.
- Proof of the fence requirements being met is required. Spas and hot tubs do not have a fence requirement if there is a locking cover. However, in-ground pools require a minimum of a 4 foot fence and must meet all pool barrier requirements. (see Kent County Barrier Requirements brochure.  
<http://co.kent.de.us/media/852314/pool-barrier-requirements.pdf>)
- If the property is located in Bowers, Farmington, Felton, Frederica, Hartly, Houston, Kenton, Leipsic, Little Creek, Magnolia, Woodside or Viola, then a town approval letter or a town permit must be provided.

### **Documents Required** – can be uploaded or provided to Permit Office

<input type="checkbox"/>	Plot Plans with Location of proposed pool, hot tub or spa and measurements from all property lines.
<input type="checkbox"/>	Receipt of Sale/Bill of Sale
<input type="checkbox"/>	Proof of fence requirement met – notate on plot plans the location of the fence. Include the total linear feet, height and type of the fence.
<input type="checkbox"/>	Town Letter – If the property is in the town of Bowers, Farmington, Felton, Frederica, Hartly, Houston, Kenton, Leipsic, Little Creek, Magnolia, Woodside, or Viola; then Town approval letter or Town Permit must be provided when applying for Kent County Building Permit.
<input type="checkbox"/>	Owner Approval Letter is required if the applicant does not own the property

#### **DEED RESTRICTION NOTICE**

Applicant for building permit shall be aware that the subject property may be impacted by private Deed Restrictions or Covenants that are not under the jurisdiction of Kent County Government. Kent County is not authorized to enforce private Deed Restrictions. However, this does not relieve the property owner from the requirements to maintain compliance with recorded Deed Restrictions. Deed Restrictions are enforceable through the Civil Court System. Approval of this building permit by Kent County shall not be construed to mean that the property is in compliance with applicable private Deed Restrictions. It is incumbent upon the Applicant of this building permit to verify and confirm compliance with any and all applicable Deed Restrictions.