

## **Building Permit Checklist for Swimming Pools**

A Swimming Pool is 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.

Any pool 24" deep or more requires a permit.

All design and Construction must be in accordance with the 2018 International Swimming Pool and Spa Code (ISPSC) and the amendments adopted by Johnson County on March 12, 2020, Johnson County Code of Regulations for Buildings & Construction 2018 Edition

### **Before Making Application**

1. For any regulations/restrictions or flood plain information pertaining to your property contact: Johnson County Planning and Zoning 913-715-2200.
2. Pool installation on a property with a septic system contact Johnson County Environmental, 913-715-6900 for a location verification.

A licensed pool contractor shall be listed as the General Contractor. A class DS Swimming Pool license shall entitle the holder thereof to install outdoor or indoor, above ground, or below ground swimming pools, spas, or hot tubs, including installations of solar heating and appurtenant equipment associated with such construction.

### **Making Application**

1. View Instruction Guide on how to create a user account for [MyGovernmentOnline](https://jocogov.org/sites/default/files/documents/BLD/MyGovernmentOnlineCustomerPortalInstructions.pdf)  
<https://jocogov.org/sites/default/files/documents/BLD/MyGovernmentOnlineCustomerPortalInstructions.pdf>
2. Make application through MyGovernmentOnline and upload all required documents.
  - a. Required documents:
    - i. Completed Building Permit Application form.
    - ii. Site Plan, must be uploaded, to scale the size and location of new construction, existing structures, existing septic tank and laterals on the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey.
    - iii. Land Disturbance Certification Form or Permit. In order to comply with Federal and State Regulations, Johnson County has adopted Resolution Number 068-08. Effective January 1, 2009, this resolution requires those engaging in land disturbing activities to obtain a Johnson County Land Disturbance Permit and implement erosion and sediment control measures. For details please go to the [Public Works web site](#) or contact a Planner, 913-715-2200 with questions.
    - iv. All plans must be uploaded at the time of application in the Customer Portal. A complete set of the swimming pool plans sealed by a design professional, for concrete and gunite pools. Copy of the cut sheet from pool manufactures to verify the design of the swimming pool against lateral loads, for premanufactured liner pools. In-ground concrete, and gunite swimming pools, shall be designed and sealed by a licensed design professional registered in state of Kansas.
    - v. Submit completed copy of the Energy Efficiency Compliance Sheet (ANSI/APSP/ICC-15) showing compliance with 2018 ISPSC section 303.3.
    - vi. Information sheets from the equipment manufacturer. (Re: Heater, filters, pumps, wet-niche luminars, etc.)
    - vii. Swimming pool barriers shall be in accordance with Johnson County requirements and barrier information shall be provided and clarified on the site plan. Dimensions, type of fencing, gates, contractor and installation dates shall be included in the permit submittals. Barrier requirements must be completed to pass a final inspection and the pool shall not be filled with water until a Certificate of Occupancy is issued.
    - viii. A licensed electrician shall be shown on the permit application and perform the electrical work. A licensed plumber shall be shown on the permit if a gas line for a heater is to be installed.
    - ix. The electrician and the plumber shall complete Sub-contractor forms.
      - i. Homeowner Installation form, if the homeowner will perform the work.

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Website: <https://jocogov.org/dept/planning-and-codes/bld/home>

Customer Portal <https://www.mygovernmentonline.org/>