

## **SWIMMING POOL PERMIT APPLICATION**

Please submit the **Permit Application** (attached) with all supporting documentation listed in the **Specific Application Checklist** below. Applications may be submitted in person or electronically (pdf format) by e-mail. For electronic submittals, please include the address of the property and the type of application in the subject line of the e-mail.

Incomplete and partial applications will not be accepted.

### **Submit application packets to:**

Jennifer Lopez: [jlopez@brookshirecity.org](mailto:jlopez@brookshirecity.org)  
Claudia Harrison: [charrison@brookshirecity.org](mailto:charrison@brookshirecity.org)  
Maria Marx: [mmarx@brookshirecity.org](mailto:mmarx@brookshirecity.org)

**Please include the following in the subject line of the e-mail:** Address of the project/Commercial or Residential/Type of permit. Example: 1000 Main Street/Commercial/Fence Permit

### **Contractors Registration** will need to be sent in a separate email to the following:

Jennifer Lopez: [jlopez@brookshirecity.org](mailto:jlopez@brookshirecity.org)  
Claudia Harrison: [charrison@brookshirecity.org](mailto:charrison@brookshirecity.org)  
Maria Marx: [mmarx@brookshirecity.org](mailto:mmarx@brookshirecity.org)

**Subject Line:** Name of Contractor's business/ Address of the property

### **SPECIFIC APPLICATION CHECKLIST**

Please submit the following items or indicate NA if not applicable

- Completed Permit Application Form (Attached)
- Application Processing Fees and other application fees
- Letter of intent explaining the request in detail and reason for the request
- Authorization required on the form if the application is signed by someone other than the property owner.
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (examples include property deed or current year tax statement)
- The general required documents in electronic format
- Plot plans with site grades dimensioned, and drawn to a scale of not less than one-eighth inch per foot, and showing the following:
  - a. Property lines, easements, right-of-way of record, and overhead utilities adjacent to pool area or over the property.
  - b. Existing structures, fencing, retaining walls, and other relevant characteristics adjacent to pool area.
  - c. The proposed pool shape, dimensioned and located to show setbacks, side yards, and clearance from existing structures adjacent to pool area.
  - d. The proposed mechanical equipment pad, dimensions, and location as to setbacks and side yards.
  - e. All deck equipment items, if included.
  - f. The proposed deck work configuration, showing its anticipated drainage.
  - g. The anticipated overall drainage of the pool area.
- A structural plan showing at least the following:
  - a. The type of construction, whether gunite, poured concrete, prefabricated or other.
  - b. The pool dimensions, including the depth, and adequate cross-sections drawn to scale.
  - c. Computations, stress diagrams, and other data sufficient to show the correctness of the plans, including the reinforcing of steel schedule and detail.
  - d. A statement by the applicant concerning the anticipated nature of the soil under and around the pool structure regarding possible flood zone, etc.

- e. The interior finish details and the pool edge details.
- A mechanical plan showing at least the following:
  - a. The volume, system flow rate in gallons per minute and turnover in hours.
  - b. The type and size of filtration system and means of waste disposal.
  - c. The type and size of pool heater, if included, including the method of venting and provisions for combustion air.
  - d. The pool piping layout with all the sizes shown and types of material to be used and showing the location of the main outlet, surface skimmers, and inlets.
  - e. The rated capacity of the pool pump in gallons per minute at the design head with the size and type of motor indicated and identified as to type of pump.
  - f. The means of adding makeup water.
  - g. The size, length from source to heater and routing of the gas supply line, if applicable.
- Plan showing electrical wiring and equipment showing at least the following:
  - a. All electrical wiring and equipment shall be designed and installed so as to be reasonably safe to persons and property.
  - b. All electrical wiring and equipment shall conform to and be installed in conformity with this Code and the building code adopted by the city, and any subsequent building code amendments or revisions adopted by the city.
  - c. Rerouting of existing utilities must be shown on plans.
- Contractor Registration
- Drawings showing the height, material, and other pertinent details.
- Recent Survey
- Every swimming pool located within the city limits shall be enclosed by a fence of not less than four feet in height, with no openings, holes, or gaps larger than four inches measured in any direction.

## PERMIT APPLICATION

*Please fill in all pages of this application and the applicable checklist/s*

Building Permit Number (to be filled by city staff): \_\_\_\_\_

Information to be provided by the applicant:

- **Contractor Registration**
- Completed **Permit Application** (this permit application)  Residential  Commercial
- Completed applicable **Specific Application Checklist** (for the specific permit)
- All items noted in the applicable **Specific Application Checklist**
- Applicable **Application Processing Fees**

**Complete all fields. Mark N/A if not applicable**

Project Address: _____	
Tax ID#: _____	Valuation: _____
Project/type of work: _____	
Area (Square Feet): Living: _____	Garage: _____ Number of stories: _____
Covered Porch: _____ Total (Square Feet): _____	
Is this property in the floodplain? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, complete the Flood Zone Application	
Does this building have a fire sprinkler? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please select the permit type. Please attach additional information for each project type as listed in <b>Specific Application Checklist</b>	
<input type="checkbox"/> New Construction/Remodel/Addition/Moving/Manufactured Buildings <input type="checkbox"/> Mechanical/Electrical/Plumbing <input type="checkbox"/> Solar Panels <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Fence <input type="checkbox"/> Accessory Building <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Roofing <input type="checkbox"/> Culvert <input type="checkbox"/> Driveway <input type="checkbox"/> Sign <input type="checkbox"/> Demolition <input type="checkbox"/> Flood Zone <input type="checkbox"/> Fire Permit <input type="checkbox"/> Other (specify): _____	
Please use a separate application for Certificate of Occupancy	
<i>Note: No building permit will be issued until one copy of the recorded final plat has been provided to the City. (Section 48-182 of the City Code of Ordinances)</i>	
<b>Applicant's Information:</b>	
Name: _____	
Contact Person: _____	
Address: _____	
Phone Number: _____	E-mail: _____
<b>Property Owner's Information: (If the owner is not the applicant)</b>	
Owner Name: _____	
Owner Address: _____	
Owner Phone Number: _____	E-mail: _____
Please complete the following as applicable:	
Engineer Name: _____	E-mail: _____ Phone Number: _____
Architect Name: _____	E-mail: _____ Phone Number: _____
General Contractor Name: _____	E-mail: _____ Phone Number: _____

Mechanical Contractor Name: _____	E-mail: _____ Phone Number: _____
Plumbing Contractor Name: _____	E-mail: _____ Phone Number: _____
Electrical Contractor Name: _____	E-mail: _____ Phone Number: _____

**Please note:**

1. Please check the appropriate box for the type of permit being applied for and provide the items as required in the attached applicable Specific Application Checklist.
2. All permits require final inspection.
3. A certificate of occupancy must be issued before any building is occupied.
4. All provisions of law and ordinances governing this type of work will be complied with whether specified or not.
5. The granting of a permit does not give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
6. All the Construction Plans need to be submitted as one PDF (preferable) and the application and supporting documents need to be included as another combined PDF.
7. Brookshire Katy Drainage District (BKDD) approval – Please contact BKDD to obtain the application form. Building permit will not be issued without the approval from BKDD.
8. Brookshire Municipal Water District (BMWD) approval - Please contact BMWD to obtain the application form. Building permit will not be issued without the approval from BMWD.
9. Texas Department of Transportation (TxDOT) approval (if required) - Please contact TxDOT to obtain the application form. Building permit will not be issued without the approval from TxDOT (if required).
10. Construction Site Guidelines:
  - Please remove all tree cuttings and brush from the site. Fresh wounds must be painted within 1 hour after cutting.
  - Please remove trash and debris daily to prevent it from blowing onto adjoining property.
  - Please confine your working hours to reasonable times to abide by the contractor/subcontractor work hour restrictions.

I hereby certify that I have read and examined this application and know the same to be true and correct.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(If other than the applicant. Signed letter of authorization is required if the application is signed by someone other than the property owner)*

**OFFICE USE ONLY:**

<b>City of Brookshire Approval</b>		Date Approved:	
<b>Bureau Veritas Approval Project # Stamp</b>		Date Approved:	

**Total Permit Fee:** \_\_\_\_\_  
 Plan Review Fee: \_\_\_\_\_  
 Inspection Fee: \_\_\_\_\_  
 Administrative Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_  
 Issued Date: \_\_\_\_\_  
 Issued By: \_\_\_\_\_