

# HATFIELD TOWNSHIP

## **POOL/SPA PERMIT PROCEDURES**

A pool/spa permit is required for construction/renovations of all types of pools and spas.

**PART I** – Location of Property – Complete address including city, state and zip code must be provided on all applications.

**PARTS II thru VIII** – Complete every section.

**PART IX** - Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides. **The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.**

**PART X** – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner’s approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must be registered with the township prior to starting construction.

### **PLANS AND SPECIFICATIONS**

- Three (3) copies of all plans and specifications must be submitted with all applications for pool permit. Cross Section Drawings, giving structural details as outlined below, must be included. Plans must include all stormwater information necessary for review by Township Engineer.
- All pools require additional fence and electrical permits and must comply with the IBC pool codes.
- An Earth Disturbance Permit must also be included as part of permit submittal **for in ground pools.**
- A Stormwater Management and Best Management Practices Operations and Maintenance Agreement must be signed by applicant/homeowner(s) prior to issuance of permits.

A. **DIMENSIONS** – Show all dimensions of proposed pool – width and length. Give overall site plan showing all dimensions including pool deck and filter systems.

B. **GRADING** - Show proposed grading around new pool area. Include proposed contour.

### **ADDITIONAL INFORMATION**

**FEES** – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Hatfield Township”.

**REVIEW** – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

**PERMIT GRANTED** – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

**PLUMBING AND HVAC** – All plumbing, electrical, heating and air conditioning contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done.

### **ELECTRICAL REQUIREMENTS**

- 1) GFCI (ground fault circuit interrupter) protected receptacle required between 6 and 20 feet from pool.
- 2) Pool pump receptacle must be twist lock, GFCI protected with an in-use cover located minimum 6 feet from pool.
- 3) Conduit for pool pump shall be minimum 18" cover.
- 4) Pool pump receptacle shall be mounted on a post usually 4" x 4" pressure treated.
- 5) Pool pump motor needs to be bonded to pool with a #8 solid copper wire.
- 6) Pool pump receptacle feed wires shall be individual conductors in PVC or metal (rigid or intermediate). All wiring methods must have an insulated copper ground conductor not smaller than #12. **UF cable not allowed.**
- 7) All metal within 5 feet of inside wall of pool shall be bonded to the pool with #8 solid copper.
- 8) Bonding connectors shall be stainless steel, brass, copper or copper alloy.
- 9) The pool pump motor shall be listed and labeled for swimming pool use.
- 10) If the pool ladder is metal, it must be bonded to the pool.
- 11) A minimum 9 square inch conductive plate shall be installed in contact with the water. The plate must be included in the bonding network. This plate can be satisfied with a metallic fill pipe or a metal filter basket.
- 12) The perimeter surface, even if unpaved (lawn), must be bonded to the bonding grid at 4 points equally spaced around the perimeter. Bury the #8 solid copper 4 inches into the soil. If the pool structure contains no metal parts, extend the bonding ring to the pool pump. If the pool pump is double insulated, coil the bond wire at the pump to allow for future replacement of the pump. For non-conductive pool shells (fiberglass an example) bonding at four points shall not be required (see NEC Article 680.26 for specifics). 12-18 inches from pool.  
**Special Note:** The above statements are illustrative of Code requirements only. Strict adherence to all Article 680 requirements is mandatory.
- 13) Romex allowed inside dwelling for pump branch circuit. Outside dwelling, THWN in conduit required including an insulated ground wire.

**Any questions regarding these electrical or bonding requirements, please contact United Inspection Agency at 215-542-9977 (Township Electrical Underwriter & Inspector).**

**INSPECTIONS** – Call the Township Office (215-855-0900) at least 24 hours in advance to schedule each inspection. **All electrical inspections will be performed by UNITED INSPECTION AGENCY, INC. (215-542-9977).** Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval.

# HATFIELD TOWNSHIP

## POOL/SPA PERMIT APPLICATION

### I - LOCATION OF PROPERTY

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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### II - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

OWNER Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CONTRACTOR Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

DESIGN Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PROFFESIONAL

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**III - TYPE OF POOL**

In ground       Above ground       Spa

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**IV - TYPE OF CONSTRUCTION OR IMPROVEMENTS**

New       Repair/Renovation

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**V - PROPOSED USE**

Residential       Non-Residential

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**VI - DIMENSIONS**

Pool Size: Length & Width \_\_\_\_\_ Pool Square footage: \_\_\_\_\_

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**VII - COST**

Cost of Construction Improvements \$ \_\_\_\_\_

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**VIII - FEE** (see fee schedule)

**PERMIT FEE:** \$ \_\_\_\_\_

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**IX - SITE OR PLOT PLAN** –Please provide or attach plot plan with details showing pool, pool deck, filter system and fencing. Provide a grading plan showing final contours of grade and stormwater management.

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**X - SIGNATURE**

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

**SIGNATURE OF APPLICANT**

**DATE**

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# **SCHEDULE OF FEES**

## **Swimming Pools and Spa Fees**

A) In Ground Pool - \$100.00 plus \$0.45 per square foot surface water area.  
(Fee includes 2 bonding inspections, 1 pool and 1 deck, and final inspection.)

B) Above Ground Pool/Spa - \$100.00

**PLEASE NOTE: An Electrical Permit must accompany all Pool/Spa Permits. An Earth Disturbance and Drainage Permit is also required for in ground pools. In addition, a fence permit is needed if there is no fence on the property or not included with the pool installation.**