



City of
**West University
Place**

Public Works Department
Development Services
3826 Amherst St.
West University Place, TX 77005

713.662.5833

713.662.5304 (F)

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SWIMMING POOL/SPA INFORMATION PACKET

**2021 INTERNATIONAL SWIMMING POOL AND SPA CODE
2020 NATIONAL ELECTRICAL CODE**

BUILDING–SWIMMING POOL/SPA PLAN SUBMITTAL CHECKLIST

2021 INTERNATIONAL SWIMMING POOL AND SPA CODE
CITY CODE OF ORDINANCES CHAPTER 18 & 26
2020 NATIONAL ELECTRICAL CODE

#	ITEM	YES	NO
1.	Original Building Site Designation Form Signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>
2.	Site Plan Survey—showing all existing and proposed structures, paving, etc. & on-ground staked survey with original seal, signature and dated by a licensed Surveyor	<input type="checkbox"/>	<input type="checkbox"/>
3.	Condition of Permit for swimming pool/spa	<input type="checkbox"/>	<input type="checkbox"/>
4.	Complete Building Permit Application Signed and dated	<input type="checkbox"/>	<input type="checkbox"/>
5.	Electrical Load analysis—include size of main disconnect, current load, and pool load	<input type="checkbox"/>	<input type="checkbox"/>
6.	Completed Zoning and Code checklist	<input type="checkbox"/>	<input type="checkbox"/>
7.	Tree Disposition submitted with plans	<input type="checkbox"/>	<input type="checkbox"/>
8.	Complete pool/spa design plans, two sets of all structural calculations and details for swimming pool permit application. Must have original seal, signature and dated by a registered professional Engineer .	<input type="checkbox"/>	<input type="checkbox"/>
9.	Drainage Plans (as-designed), Two (2) sets, signed and sealed— max 11" x 17" NOTE: As-built drainage plans will also be required prior to occupancy of the pool/spa. See Chapter 18, Section 18-56	<input type="checkbox"/>	<input type="checkbox"/>
10.	8 Letters to surrounding neighbors (3 in front, 3 behind, and 1 on each side). Envelopes must include a Site Plan, be addressed to surrounding neighbors, include Contractor's return address and stamped postage. Must also include a letter for CenterPoint Energy Attn: Code Violation Dept. 4300 Bissonnet, Bellaire, TX 77401 LETTERS NOT TO BE SEALED AND MAILED OUT BY CONTRACTOR	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT		
ADDRESS		
CITY	STATE	ZIP CODE
ACKNOWLEDGMENT		
<p>TO PROCESS YOUR SWIMMING POOL/SPA PLAN REVIEW APPLICATION, THE ADJACENT DOCUMENTS AND/OR INFORMATIONS ARE REQUIRED.</p> <p>I understand not providing some or all of the information requested above may result in a delay of my plan review and permit approval.</p>		
APPLICANT SIGNATURE		DATE
PRINT NAME		

OFFICIAL USE ONLY	
RECEIVED BY	
SIGNATURE	DATE SUBMITTED

BUILDING-PERMIT APPLICATION

PROJECT INFORMATION	
ZONING DISTRICT	FLOOD ZONE
BLOCK	LOT
OCCUPANCY TYPE <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL	
CLASS OF WORK <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ADDITION	
RENOVATION / DEMOLITION	
As required for Public or Commercial buildings by Senate Bill 509 Effective January 1, 2002	
Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)? <input type="checkbox"/> YES <input type="checkbox"/> NO	TDH INSPECTOR LICENSES NUMBER DATE OF SURVEY COPY ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
NOTE: If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of West University Place.	
SIGNATURE	DATE
RESIDENTIAL	
NUMBER OF STORIES <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 2.5 <input type="checkbox"/> BASEMENT	NUMBER OF BEDROOMS
GARAGE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> ATTACHED <input type="checkbox"/> DETACHED	# OF BATHS
EXTERIOR <input type="checkbox"/> BRICK <input type="checkbox"/> STONE <input type="checkbox"/> STUCCO <input type="checkbox"/> OTHER	
FRAMED AREA _____ SQ.FT.	BUILDING HEIGHT _____ .FT.
BUILDING SITE _____ SQ.FT.	
DESCRIPTION OF WORK	
VALUATION OF PROJECT \$ _____	IMPROVEMENTS _____ SQ.FT.
SIGNATURE OF PERMITEE	DATE

PROJECT INFORMATION		
PROJECT NAME		
PROJECT ADDRESS		
CITY	STATE	ZIP CODE
PROPERTY OWNER		
FIRST NAME (OWNER)	LAST NAME (OWNER)	
MAILING ADDRESS		
PHONE NUMBER	EMAIL	
CONTRACTOR COMPANY		
COMPANY NAME	CONTRACTOR REGISTRATION NUMBER	
COMPANY ADDRESS		
PHONE NUMBER	FAX NUMBER	
CONTACT PERSON		
FIRST NAME	LAST NAME	
PHONE NUMBER	EMAIL	
OFFICIAL USE ONLY		
PERMIT NUMBER		
PREMATURE WORK CHARGE - 100% OF PERMIT		
PLAN CHECKING FEE \$ _____	BUILDING PERMIT FEE \$ _____	TOTAL FEES \$ _____
RECEIVED BY		TIME STAMP
NO EXCEPTIONS TAKEN		DATE



BUILDING-PERMIT APPLICATION TREE DISPOSITION CHAPTER 82 SECTION 82-3

NOTES

- Complete copy of Chapter 82 is available in the Permit Office.
- Separate Permit is required for Tree Disposition.

(a) General Requirement

Every permit for development or predevelopment activity must contain tree disposition conditions meeting the requirements of this section.

(b) Essential and Mandatory Conditions

Tree disposition conditions are the most important means of protecting the urban forest of the city from unreasonable harm during development and predevelopment activity. Tree disposition conditions shall:

1. Prohibit removal of or damage to any large tree, except:

- Removal of a tree which is diseased, severely damaged or dead may be authorized;
- Damage to or removal of a tree which causes an unreasonable impediment to the use and enjoyment of the applicant's property may be authorized; and
- Damage to or removal of a low-value tree may be authorized.

2. Require replacement trees, to the extent provided in the criteria manual, for any large trees authorized to be damaged or removed.

EXCEPTION: No replacement is required for low-value trees.

3. Require Protection for Large Trees and Critical Root Zones

The conditions may specify the methods of protection to be used.

4. Require that any Authorized Damage to Trees be Minimized and Mitigated.

The conditions may specify methods of mitigation to be used.

5. Require, if there is major development,

that the affected subject site attain a minimum planting standard of tree density as set forth in the criteria manual.

(c) Procedure

The **building official shall not issue any permit** for any development or predevelopment activity unless all of the following have first occurred:

1. Tree Survey

The applicant must have filed a tree survey, and the urban forester must have approved it for compliance with this chapter.

2. Tree Disposition Conditions

Tree disposition conditions approved by the urban forester must have been inserted into the permit.

The urban forester may require all persons owning land where a tree is located to agree to any removal of or damage to the tree authorized by the conditions.

(d) "Low-Impact" Exception

Except for the requirement to insert the mandatory conditions, this section does not apply to a subject site, project or other activity that will not have any significant, adverse effect upon any large tree, as determined by the urban forester.

Notice Concerning Deed Restrictions: The property on which your are building may be subject to deed restrictions. It is your responsibility to determine the existence of and comply with any valid and existing deed restrictions. Permit approval by the City does not act as a waiver or permission to violate a deed restriction.

ACKNOWLEDGMENT

I hereby certify I have read and examined this document and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. I further understand that plans submitted for approval will be subjected to a comprehensive check against municipal ordinance and building code. Any set of plans that must be returned for modifications or corrections in order to come into compliance with ordinance or code will be subject to rechecking in order of submittal. Under no circumstances will paid fees be refunded or transferred.

Applications and plans will be held for 180 days. After 180 days this application and plans will be disposed of unless a valid building permit is issued.

SEPARATE PERMIT REQUIRED: Fence, Pool/Spa, Flatwork, Irrigation, Drainage (below grade), pavers, MEP's.

SIGNATURE OF PERMITTEE

DATE

PRINT NAME



Public Works Department
Development Services

BUILDING-TREE DISPOSITION PLANS AND SURVEYS

PROJECT		
ADDRESS		
CITY	STATE	ZIP CODE
CONTRACTOR		
FIRST NAME	LAST NAME	
PHONE	EMAIL	
COMPANY NAME		
COMPANY ADDRESS		
CONTACT PERSON		
FIRST NAME	LAST NAME	
MAILING ADDRESS		
PHONE	EMAIL	
PROPERTY OWNER		
FIRST NAME	LAST NAME	
MAILING ADDRESS		
PHONE	EMAIL	

OFFICE USE ONLY	
DATE SUBMITTED	PERMIT NUMBER

THE FOLLOWING ITEMS MUST BE ATTACHED
<input type="checkbox"/> Tree Survey —two (2) copies Include all trees 6" diameter and larger on property and adjacent.
<input type="checkbox"/> Proposed Site Plan —two (2) copies
<input type="checkbox"/> Narrative/Report on Trees i.e., removals, replacements, irrigation techniques and treatments.
PROJECT: PLEASE CHECK ONE OF THE FOLLOWING
<input type="checkbox"/> New Building—\$250.00 <input type="checkbox"/> Pool—\$250.00
<input type="checkbox"/> Remodel/Addition—\$150.00 <input type="checkbox"/> Garage—\$150.00
<input type="checkbox"/> Housemoving—\$150.00 <input type="checkbox"/> Demolition—\$150.00

ACKNOWLEDGMENT	
<p>I hereby certify that I have completed this document's information to the best of my ability. I understand that any information submitted in error will result in Tree Disposition Plans and Surveys being returned and an additional re-checking fee being assessed.</p>	
SIGNATURE	DATE
PRINT NAME	
TITLE	

BUILDING–SWIMMING POOL/SPA ZONING-CODE CHECKLIST

2021 INTERNATIONAL SWIMMING POOL AND SPA CODE
2020 NATIONAL ELECTRICAL CODE

CODE REQUIREMENTS			
#	ITEM	YES	NO
1	Gas Piping Route from meter to pool heater. Install a 2-stage gas meter. or a complete Gas Riser Diagram longest length, per IFGC table 402.4(2) signed by Master Plumber including the Master license number. Gas pipe shall be sleeved under concrete. Anodeless Risers are required.	<input type="checkbox"/>	<input type="checkbox"/>
2	Electrical Route from main disconnect to equipment.	<input type="checkbox"/>	<input type="checkbox"/>
3	Electrical Load Analysis. Existing load and with new pool/spa load, size of main disconnect, this shall be signed by Master Electrician including his master license number.	<input type="checkbox"/>	<input type="checkbox"/>
4	Pool/Spa Reinforcement, wall and beam detail. Must bear Engineer's wet seal and signature.	<input type="checkbox"/>	<input type="checkbox"/>
5	Pool/Spa Enclosure/barrier shall comply with Section 305. See Section 305, fences, door & window alarms and locally all gates shall be 6 feet high.	<input type="checkbox"/>	<input type="checkbox"/>
6	Backwash/Overflow shall drain to sanitary sewer.	<input type="checkbox"/>	<input type="checkbox"/>
7	Vertical and Horizontal Clearances from power lines. Per 2020 NEC figure 680.8	<input type="checkbox"/>	<input type="checkbox"/>
8	Site Plan showing location of pool/spa equipment.	<input type="checkbox"/>	<input type="checkbox"/>
9	An On-Ground Staked Survey , by a registered professional engineer or licensed surveyor locating the lot corners, all property lines, all utility and other easements and the pool location on the lot at time of application for permit. NOTE: An "as-built" Survey will be required by the Chief Building Official.	<input type="checkbox"/>	<input type="checkbox"/>
10	Suction Entrapment Avoidance per Section 310.	<input type="checkbox"/>	<input type="checkbox"/>
11	Horizontal Distance from existing foundations to outside wall of pool. If less than the depth of the pool have the engineer provide design letter as not to affect the existing structural foundation.	<input type="checkbox"/>	<input type="checkbox"/>
FOR MORE INFORMATION SEE CODE OF ORDINANCE ARTICLE VI, SECTION 18-169 & TABLE 7-6, PROJECTIONS.			

PROJECT			
ADDRESS			
LOT		BLOCK	
CONDITION OF PERMIT			
#	ITEM	YES	NO
1.	Signed Original is accompanying application.	<input type="checkbox"/>	<input type="checkbox"/>
ZONING REQUIREMENTS			
#	ITEM	YES	NO
A.	Distance from side property line = Five (5) feet minimum	<input type="checkbox"/>	<input type="checkbox"/>
B.	Distance from rear property line = Five (5) feet minimum	<input type="checkbox"/>	<input type="checkbox"/>
C.	No encroachment in or on a utility/easement shown.	<input type="checkbox"/>	<input type="checkbox"/>
D.	Pool equipment in compliance with Table 7-6 Note 6. Noise 70 decibels and 3' min. from side property line	<input type="checkbox"/>	<input type="checkbox"/>
E.	Pervious Area 35% of entire site. Only water area of pool/spa is considered pervious.	<input type="checkbox"/>	<input type="checkbox"/>
F.	70% of perimeter of pool/spa shall have 3' wide walkway.	<input type="checkbox"/>	<input type="checkbox"/>
G.	Building Site Designation.	<input type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY	
RECEIVED BY	
SIGNATURE	DATE SUBMITTED



City of
West University
Place

Public Works Department
Development Services

**BUILDING—SWIMMING POOL/SPA
CONDITION OF PERMIT**

PROJECT		
ADDRESS		
CITY	STATE	ZIP CODE
PERMIT NUMBER		
OWNER		
FIRST NAME	LAST NAME	
MAILING ADDRESS		
PHONE	EMAIL	
CONTRACTOR		
FIRST NAME	LAST NAME	
PHONE	EMAIL	
COMPANY NAME		
CONTRACTOR REGISTRATION NUMBER	COMPANY PHONE	
COMPANY ADDRESS		

ACKNOWLEDGMENT	
<p>I, the owner, acknowledge that before any water is placed in the swimming pool/spa for which a permit is being applied for, all code required enclosure requirements—fencing, gates, latches, any required door alarms and pool/spa equipment stub-outs—will be installed and approved by City of West University Place, via city inspection.</p> <p>COMPLIANCE WITH THE CITY TREE DISPOSITION SHALL ALSO BE COMPLETE AND APPROVED BY CITY FORESTER.</p>	
OWNER'S SIGNATURE	DATE
PRINT NAME	
CONTRACTOR (PERMITTEE) SIGNATURE	DATE
PRINT NAME	

OFFICIAL USE ONLY	
RECEIVED BY	
SIGNATURE	DATE SUBMITTED

SAMPLE LETTER ONLY
CONTRACTOR'S COMPANY LETTERHEAD

DATE

(To immediately adjacent houses)

Address

City, State, Zip

Dear Resident:

Soon (construction of a new residence), (major remodeling of residence), will begin at the above address. We realize that the construction may cause temporary inconveniences to those living nearby; however we intend to minimize this disruption by taking necessary precautions to protect your property as well as property in the surrounding neighborhood. The purpose of this letter is to inform you of certain ordinances that deal directly with situations that commonly occur in construction:

1. **LOUD AND EXCESSIVE CONSTRUCTION NOISE:** Occurring before 7:00 a.m. and after 7:00 p.m. Monday - Friday, before 8:00 a.m. and after 5:00 p.m. on Saturday, and before 12:00 noon and after 5:00 p.m. on Sunday, **New Year's Day, Thanksgiving Day, Christmas Day, Independence Day, and any City Holiday on which there is no curbside trash collection.**
2. **PORTABLE SANTARY FACILTIES:** Should not be placed on the easement or sidewalk, but positioned within boundaries of the property lines.
3. **LOCATION OF CONSTRUCTION MATERIAL (lumber, bricks, etc.):** Stacked and stored on the sidewalk or in the street is prohibited.
4. **LITTER TRASH CONTAINERS FOR LOOSE TRASH:** Required; making it unlawful to deposit trash and debris within the city in such a manner that it may be carried or deposited by the elements upon the street, easement, street of right-of-way, vacant lot, or any occupied/unoccupied premises.
5. **TRESPASSING:** Any person found on a homeowner's property are in violation of Criminal Trespass Statue, and may anticipate arrest.

6. **FENCE DAMAGE** Civil matter between the contractor and homeowner's.
7. **CURB, GUTTER, & SIDEWALK:** Unlawful to injure, deface, or destroy any real or personal property belonging to the city. The contractor is responsible for repairing any damages.
8. **WATER:** No person shall take water from public or private hydrant unless permission has been granted.
9. **PARKING:** No person shall stop or park any vehicle upon a street clearly marked prohibiting parking, nor leave available less than ten feet of the width of either lane or roadway.
10. **SERVICE TRUCKS:** All service oriented trucks and vehicles shall display the name, address, and phone number of their business on the side of the vehicle.
11. **TREES:** All ``Protected Trees, as defined in Chapter 22, must be fenced or otherwise protected prior to demolition of the existing residence to prevent damage to tree roots. Storage of materials, trash containers or portable sanitary facilities within protective fencing is prohibited. Existing sidewalks and driveways shall remain in place as long as possible to minimize damage to tree roots from vehicles.

The city requires us to notify you of existing city ordinances and state laws, which will be enforced. Should you however experience any type of inconvenience, annoyance, or problems, please contact (the name of the person with the company and telephone number), and he/she will certainly do everything within his/her power to correct the matter.

(Signature of contractor or builder)

Type name and title:

Type name of company:

SAMPLE LETTER ONLY

**BUILDING-OWNER'S DESIGNATION
OF A BUILDING SITE**
AS DEFINED BY THE
ZONING ORDINANCE OF THE CITY

NOTES

- An original survey depicting the property described below must be attached..

SUBJECT

STATE OF	COUNTY OF	ON THIS DATE
§	§	

The undersigned person(s) (referred to collectively as "Owner") certifies that the owner owns the Property described below and signs this designation. Words and phrases in this designation have the same meanings as in the Zoning Ordinance.

PROPERTY INFORMATION

ADDRESS
LEGAL DESCRIPTION OF PROPERTY

REPRESENTATION BY THE OWNER

The Owner represents to the City that the Property: (i) is contiguous, (ii) is all owned in fee simple and in common by the Owner, (iii) consists of one or more whole subdivided lots, (iv) includes no common-use areas, (v) includes no area within another building site and (vi) has the minimum dimensions prescribed by the City's Zoning Ordinance. The owner understands that the Zoning Ordinance restricts the division of building sites. The Owner also understands that building sites are regulated in many ways, both by the Zoning Ordinance and by other ordinances of the City.

NOTE: If building site contains one or more partial lots, owner must provide city proof the building site was legally subdivided into present shape before 10/24/1987.

Designation As One Building Site: The Owner designates the entire Property described above as a single "building site" under the City's Zoning Ordinance.

SIGNATURE	DATE
PRINT NAME	

OFFICIAL USE ONLY

STATE OF	COUNTY OF
§	§

ACKNOWLEDGMENT OF FILING.

The building official of the City acknowledges that this instrument was duly filed as required by the Zoning Ordinance of the City.

BY	LEGIBLE SEAL
DATE ACKNOWLEDGED	
COMMISSION EXPIRATION	
NOTARY PUBLIC	

BUILDING SITE REVIEW

ACCEPTABLE UNACCEPTABLE

Building Site is unacceptable for the following reason(s):

- Building site is made-up of one or more partial lots that were not legally subdivided into present shape before 10/24/1987.
- Proof required lot was legally subdivided into present shape before 10/24/1987.
- Building site does not meet minimum dimensions as prescribed by Table 5-1 of the Zoning Ordinance.
- Other. (see attached)

CHIEF BUILDING OFFICIAL	DATE
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