

**ABOVE AND BELOW GROUND POOLS
BUILDING PERMIT PLAN REQUIREMENTS**

The following **MUST** be submitted with the building plans:

1. Permit Application – Form provided from Planning Department
2. Plot plan - One (1) copy
3. Letter of approval from Homeowner’s Association (Heritage Lake; VanBibber Lake)

The Plot Plan **MUST** include the following:

1. Property lines
2. Existing structures
3. Proposed structures
4. Location of pool, including setback of pool from all side easements and right-of-way from the edge of deck/apron – **NOT THE EDGE OF POOL**
5. Location of Septic tank, leach field and well location (if present).
6. Show how area will drain after pool is constructed. Show drainage arrows or grading plans.
7. Show all pool accessory structures: heater, filter, automatic pool cover, and any other equipment. Also, indicate any automatic fill device or backflow preventer.
8. Show entire retaining walls, deck concrete apron, landscaping with dimensions on all sides.

The Pool plans **MUST** include the following:

1. **PHYSICAL DESCRIPTION OF THE POOL:** Includes pool perimeter area, depths, waterlines, stairs, ladders, ledges and underwater seat benches, diving equipment, and materials of construction
2. **DIMENSIONAL DESIGN:** at least one plan view and one elevation view showing depths, walls and floor slopes.
3. **DESIGNATION OF POOL TYPE:** as specified in R326.2.14 and R326.10, and if diving equipment is planned.
4. **POOL EGRESS:** all plans shall show the proper means of egress that conform to R326.14.
5. **ELECTRICAL EQUIPMENT:** Shall conform to Indiana Electrical Code R326.22 and E4201. Plans should indicate all electrical outlet within twenty (20) feet of the inside walls of the pool.
6. **WASTEWATER DISPOSAL:** Show that backwash water will be discharged into a sanitary sewer through an approved air gap, or into an approved subsurface disposal system, or by means in accordance with 675 IAC 16, the Indiana Plumbing Code, and 327 IAC the rules of the Water Pollution Control Board (R326.25)
7. **SAFETY FEATURES:** Plans shall show the means by which access to the pool will be restricted: walls or fencing not less than four (4) feet in height and completely surrounding the pool and deck area, with self-closing and self-latching gates and doors, both capable of being locked, or an APPROVED pool cover. (Safety features must also include requirements of R326.27).
8. **APPROVED LIGHTING FIXTURE JUNCTION BOX:** above the deck on the site/plot plan, no closer than five (5) feet to the pool edge and not under a diving board. The site/plot plan must show the location of the pool equipment. Disconnect switches must be within sight and equal to or less than fifty (50) feet from the motor, or the circuit breaker must be “lockout” type.
9. Show diving board and/or slide on site/plot plan. (If none proposed, state so on the plans).
10. Show the type of handrail at all exits, at all ends of pool, with auto cover (R326.27).

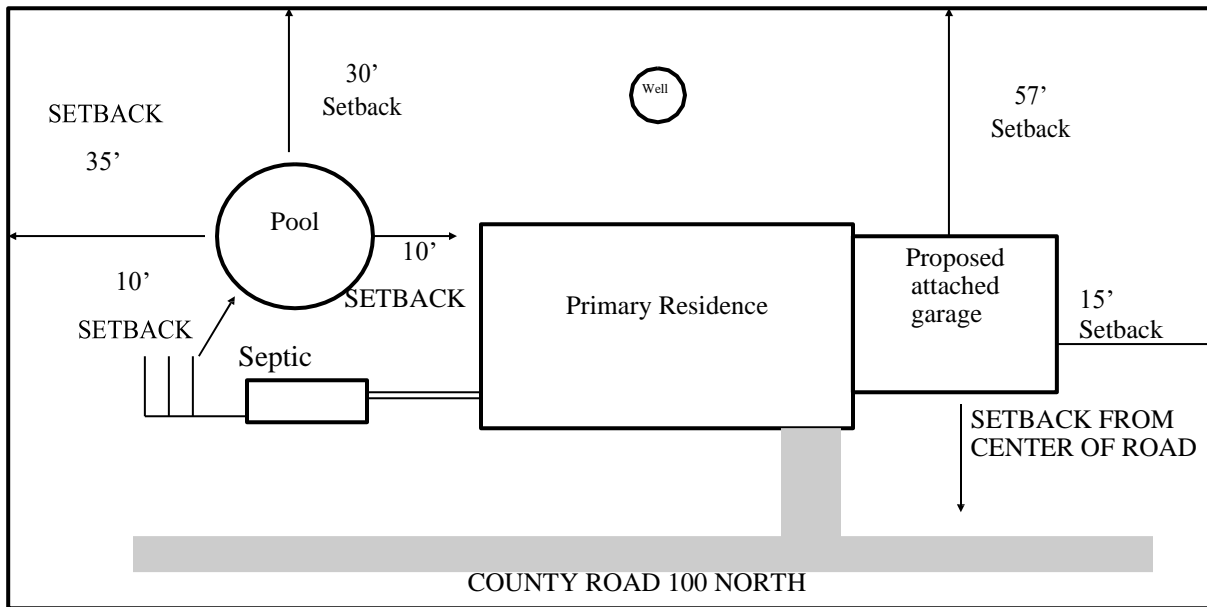
11. FOR ABOVE GROUND POOLS ONLY: State that a single twist lock receptacle shall be used to connect the pool pump motor to the electrical supply. Single receptacle must be GFCI protected, or pump must be double insulated with an internal ground.
12. All Residential Pools must comply with Indiana Residential Code R326 and E4201. All Commercial Pools must comply with 675 IAC 20

Application Process:

Application is made at the Planning & Building Department AFTER septic system approval is obtained from the Putnam County Health Department (if applicable). Plans will be reviewed and a representative from the Planning & Building Department will contact you to notify you that your permit is ready to be picked up along with the approved copy of the plans. Approved plans must always be placed in a watertight container and be accessible by the building inspector during construction. Building permit must be posted at the site during construction.

Setback Example

"Not Drawn to Scale"



Plot Plan Requirements

- Lot Dimensions and area
- Location and dimensions of all structures including garages, carports, and other accessory buildings
- The proposed structure with dimensions and setbacks
- Showing any easements

Setbacks

The measured distance from the proposed structure to property lines and/or primary residence, all that is applicable. Setback distances are determined based on what the property is zoned and/or structure use.

For a complete definition or zoning classification please call (765) 301-9108.

***You must be the property owner or a listed contractor with this department to apply for any building permits.**

Residential Pool Plan Submittal Checklist

These guidelines outline the minimum requirements for plan submittal/review of residential construction projects.

Check the box if in compliance/on the plans; place an X in the box if not applicable to the plan; leave box blank if not in compliance/on the plan

Permit Application

- Location of site completed.
- Contractor information completed **or** waiver signed and notarized.
- Description of project.
- Owner/contact information completed.
- Contractor listed with Putnam County
- Application Signed

Items submitted with the Application.

- PDF copy of plans provided (**if larger than 11x17**)
- Plot plan
- Letter of approval from Heritage Lake (**if applicable**).
- ILP from City of Greencastle (**2-mile fringe**)
- Application Fee

Design Plan Review

- Physical description of pool (**includes pool perimeter area, depths, waterlines, stairs, ladders, ledges, and underwater seat benches, diving equipment, and materials of construction**).
- Dimensional Design – at least one plan view and one elevation view showing depths, walls, and floor steps.
- Pool Type: Combination (**swimming & diving**); vanishing edge; wading pool; whirlpool (**spa**); zero-depth pool (**R326.2.14 & R326.10**)
- Proper means of egress that conform with **R326.14**
- Electrical Equipment shall conform with **R326.22 and E4201**. Plans should indicate all electrical outlets within **20** feet of the inside walls of pools.
- Wastewater shall be disposed into a sanitary sewer or subsurface drain that discharges on subject property.

Safety Features

- Plans shall show how access to the pool will be restricted (**walls/fence not less than 4 ft. height surrounding the pool, gates, or pool cover**).
- Handhold around perimeter where depth exceed 3'6" (**R326.27.1**)
- Show on the plans or provide detail on compliance with **R326.27**.

Lighting

- Lighting Fixture Junction Box must be above deck not closer than **5 ft** to pool edge and not under diving board.
- Disconnect switches must be within sight and equal to or less than 50 ft. from the motor or circuit breaker. They **must be the lockout type**.

Diving Equipment

- Show diving board and/or slide on plans.
- Show type of handrails at all exists, at all ends of pool, with auto cover (**R326.27**)

Above Ground Pools ONLY

- State that single twist lock receptacle shall be used to connect the pool pump motor to electrical supply.
- Single receptacle must be GCFI protected, or pump must be double insulated with internal ground.

Plot Plan from the Putnam County GIS System

- Must show all existing and proposed improvements.
- Must show distance from all property lines.
- Pools **must** be at least **10 feet** from an existing dwelling.