

CUSTOMER ASSISTANCE GUIDE  
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

SWIMMING POOLS (IN-GROUND OR ABOVE-CONTROL)  
SPAS AND HOT TUBS (CONTAINS WATER OVER 24 INCHES DEEP)

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior to submitting your application.

\_\_\_\_\_ “Affidavit of Exemption” (See attached form). If you are hiring a contractor to construct your pool and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contract without workers’ compensation is constructing the pool, the attached form must be completed and notarized.

\_\_\_\_\_ A site plan showing the proposed pool, hot tub or spa location including the distance in feet, to the front, sides and rear property lines.

\_\_\_\_\_ Two (2) sets of complete construction documents that show in detail code compliance for all of the work proposed to include but not limited to the following information:

- \_\_\_\_\_ Safety barrier – show type for your specific pool installation (fence, walls, etc.) including height. (Barrier requirements attached.)
- \_\_\_\_\_ If installing deck at pool – take submittal requirements for deck also.
- \_\_\_\_\_ Electrical service (pump, filter, receptacles, etc.) show location and type of wiring method. (Electrical requirements attached.)
- \_\_\_\_\_ Copy of Plumbing Inspector approval to construct a pool. (Permit)
- \_\_\_\_\_ Completed building permit application.

The Building Department will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Building Department. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.



# City of Steubenville Planning and Zoning Commission

Steubenville City Hall • 115 South Third Street, Suite 108 • Steubenville, OH 43952 • Phone: 740.283.6000 ext.1700  
Fax: 740.283.6082 • Website: www.cityofsteubenville.us • Email: cdp@cityofsteubenville.us

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**THIS FORM REQUIRES A NOTARY SEAL**

**AFFIDAVIT OF EXEMPTION**

The undersigned affirm that he/she is not required to provide workers compensation insurance under the provisions of Ohio's Workers' Compensation for one of the following reasons, as indicated:

\_\_\_\_\_ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

\_\_\_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

\_\_\_\_\_  
Signature of Applicant

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

Subscribed, sworn to and  
Acknowledged before me by the above  
\_\_\_\_\_ This \_\_\_\_\_ Day  
Of \_\_\_\_\_, 20\_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
Notary Public

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# INSPECTION PROCEDURES

## POOLS

1. Electrical Inspection
  - A) Bonding all metal parts (rebar if concrete, ladder, etc) associated with pool prior to placing concrete
  - B) Underground to be inspected prior to cover
2. If installing deck around pool or next to pool – use inspection procedure for decks provided.\*
3. Safety Barrier Inspection – done prior to filling pool with water
4. Final Electrical
5. Final Inspection – when job is completely finished, prior to occupancy permit and after electrical inspection.

### **MINIMUM OF 24 HOUR NOTICE REQUIRED FOR ALL INSPECTIONS**

#### **\*(Deck Inspection Procedure)**

1. Footing inspection – Holes must be dug for support posts below frost line. The inspection must be approved prior to placing of concrete
2. Framing inspection – At the time of inspection, all framing members must be visible, such as floor joists, joist hangers, attachment to dwelling (lag bolts, etc.)
3. Electrical if applicable
4. Final Inspection – All railings, steps, handrails, guardrails and decking shall be completed. Inspections #2, #3 and #4 may be conducted at the same time if all portions of the framing and electrical installation are visible upon completion of the pool

### **ADDITIONAL INFORMATION**

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked “approved” by the Building Department.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call (740) 283-6000 ext. 1700 or ext. 1706.
- **DO NOT schedule an inspection if the work is not ready!**
- When scheduling an inspection you must supply your address and/or permit number to the permit technician and/or inspector.

## SWIMMING POOLS, SPAS AND HOT TUBS (Reference Only)

### DEFINITIONS

**SPA, PORTABLE.** A nonpermanent structured intended for recreational bathing, in which all controls, water-heating and water-circulating *equipment* are an integral part of the product.

**SWIMMING POOL.** 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.

**SWIMMING POOL, INDOOR.** A swimming pool which is totally contained within a structure and surrounded by all four sides by the walls of the enclosing structure.

**SWIMMING POOL, OUTDOOR.** Any swimming pool which is not an indoor pool.

### BARRIER REQUIREMENTS

**Outdoor swimming pool.** An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1¾ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be a 2¼ inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1¾ inches.
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1¾ inches (44mm).
8. Access gates shall comply with the requirements of Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-

latching gates is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:

8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and

8.2 The gate and barrier shall have no opening larger than ½ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

9. Where a wall of a *dwelling* serves as part of the barrier, one of the following conditions shall be met:

9.1 The pool shall be equipped with a powered safety cover in compliance with ASTM F1346; or

9.2 Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed in *and labeled* in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or

9.3 Other means of protection, such as self-closing doors with self-latching devices, which are *approved* by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.

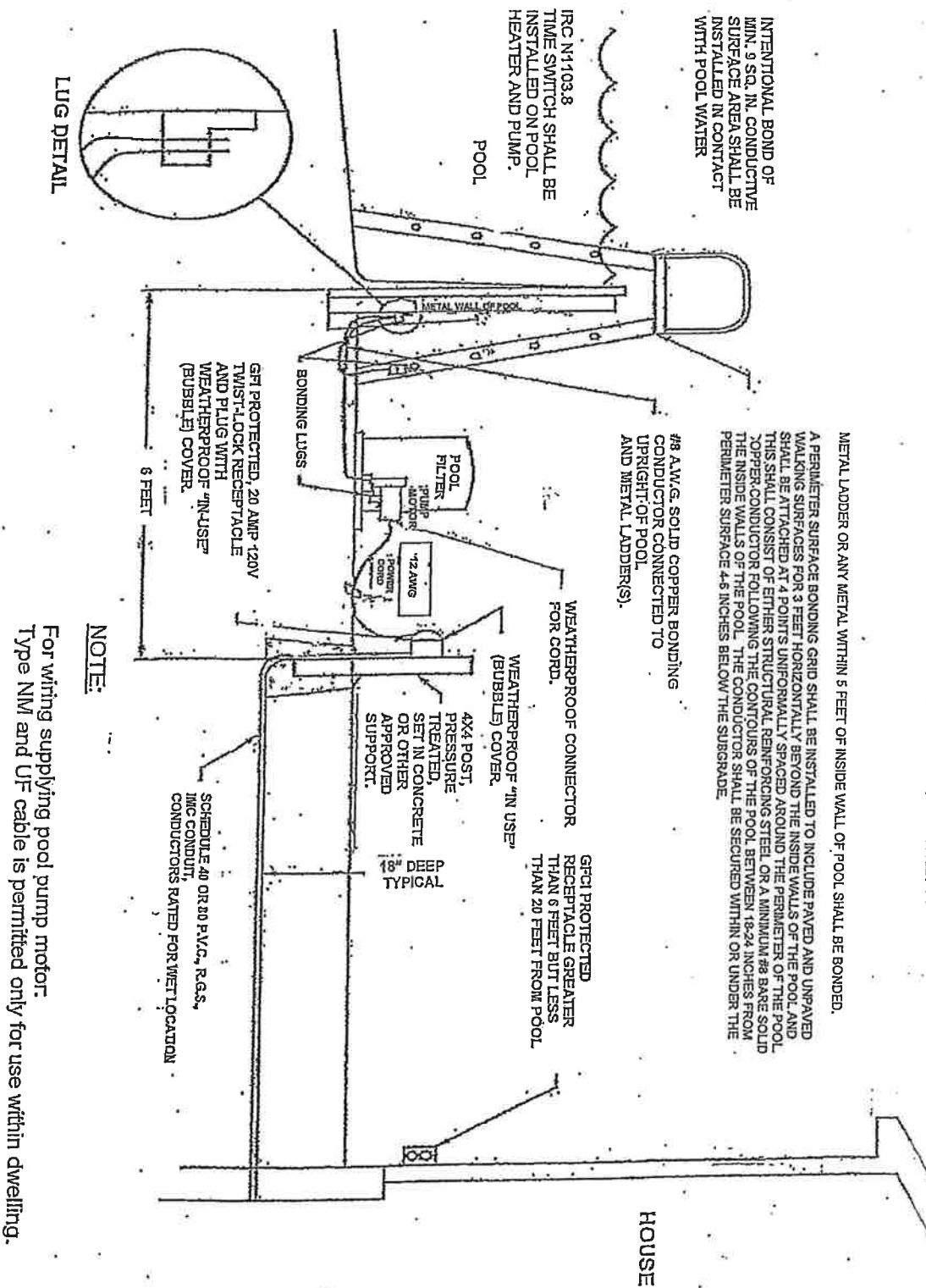
10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:

10.1 The ladder or steps shall be capable of being secured, locked or removed to prevent access; or

10.2 The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1

through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

# TYPICAL WIRING DIAGRAM FOR AN ABOVE-GROUND POOL SHOWING CODE REQUIRED METHODS AND EQUIPMENT



**NOTE:**

For wiring supplying pool pump motor:  
 Type NM and UF cable is permitted only for use within dwelling.

Public Safety

# Know What's Below

Call 811 Before You Dig



Did you know that a simple job like planting a tree in your yard can jeopardize your safety? Many energized power and utility lines are buried just a few feet under the ground. Digging, trenching or excavating without knowing where utility lines are buried could be costly ... and fatal. Before you dig, protect yourself and call 811 to have the area marked for utility lines.

## One Call Does it All

811 is the nationwide number to call before you begin any digging project. By calling 811, you will be routed to the underground locating service in your state, who will notify the appropriate utilities in your area. In some areas 811 may not work, and in these cases, please continue to use 800-362-2764.

Please remember, it is the responsibility of the property owner to locate any privately-owned utility lines on the property using a licensed electrical contractor.

## Allow the Appropriate Time

Planning is essential for safe digging, especially because you must call AT LEAST 48 hours before you plan to dig. After calling 811, utilities have at least 48 hours to come out and mark their lines with a color-coded paint or flagging system.

**Red** indicates electric power lines, conduit and cables.

**Yellow** represents gas, oil, petroleum or gaseous materials.

**Orange** is used for communication, alarm or signal lines.

**Blue** is the color used to indicate potable water.

**Purple** is reclaimed water, irrigation and slurry lines.

**Green** is the color for sewers and drain lines.

**Pink** is used to indicate temporary survey markings.

**White** is used before the locating services to mark the proposed excavating site.

## Respect the Marks

Marking underground utility lines is the way operators show the approximate location of their facilities. Remember, marks may be in paint, flags or both. There also may be marks that designate an "all clear," meaning there are no buried facilities.

If you notice faded or missing marks, you should call 811 with your reference number and request a remark. Requesting a remark DOES require an additional 48-hour notice for the utility.

The marks may be confusing, but don't guess at the meaning. If you have any questions, you should contact the utility directly.

## Excavate Carefully

You must excavate carefully, especially in the tolerance zone. The tolerance zone is a horizontal area, measured from the marks, where the underground facility is located.

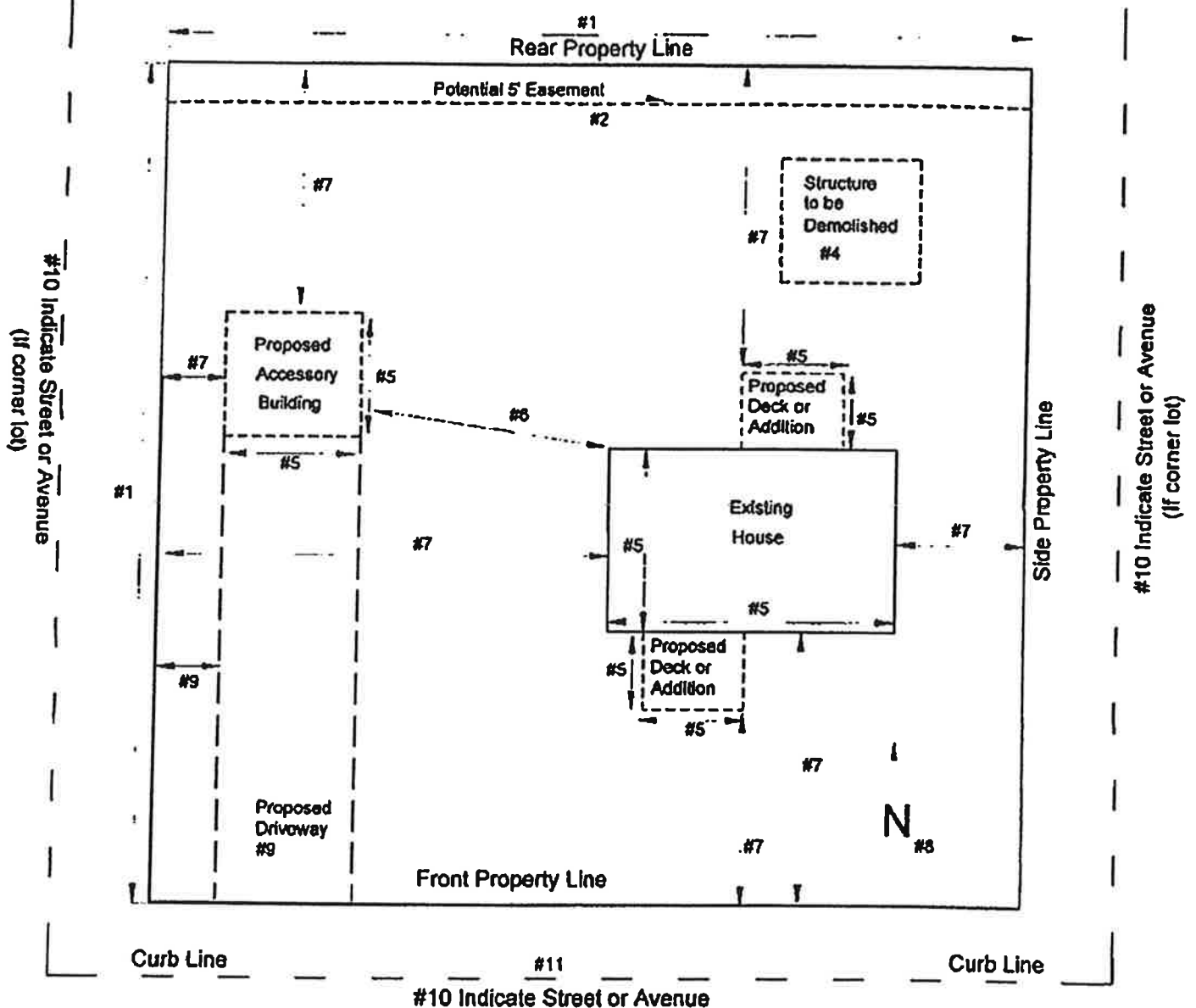
In Ohio, the tolerance zone must be an area equal to the width of the underground facility, plus 18 inches on each side. If no width is given by the utility for its facility, assume two inches.

## Safety DVD Available

Visit [www.aepohio.com/go/811](http://www.aepohio.com/go/811) to view or order a video clip on the call before you dig process.



# Plot Plan Sample



**NOTE: All of these items must be shown on submitted plot plan:**

1. Draw lot, show lot measurements and show all existing and proposed structures.
2. Show all easements located on this lot.
3. Label all existing and proposed structures.
4. Show any buildings to be removed or demolished.
5. Show dimensions of all structures.
6. Show distances between all structures.
7. Show distances between all structures and property line.
8. Indicated the direction of North on plot plan.
9. Show existing driveway and any changes to proposed driveway. Show distances to property lines. (If any driveway changes are proposed, refer to right-of-way handout.)
10. Label frontage street and adjacent street if a corner lot.
11. Note: The curb line is NOT the property line.



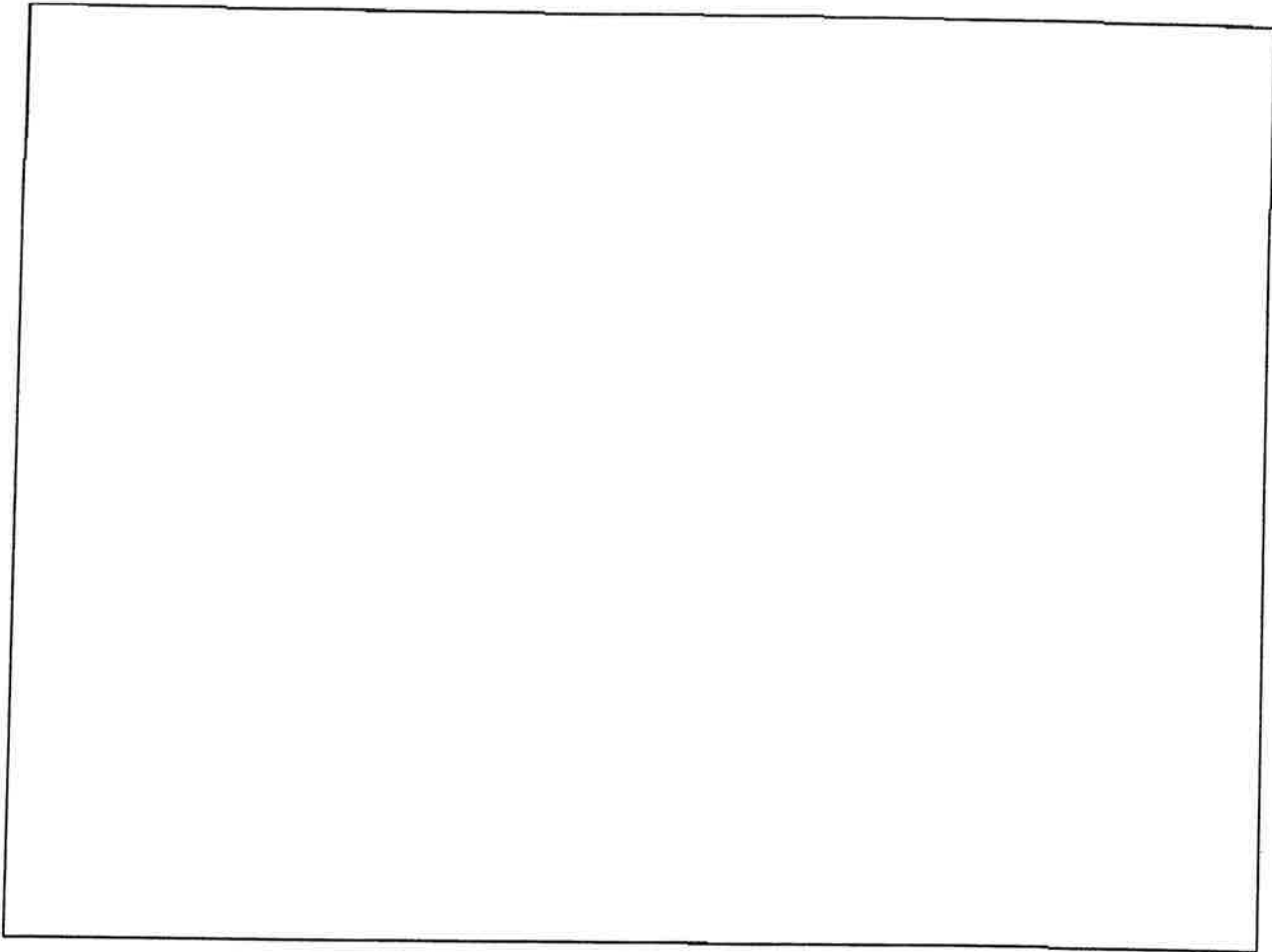
City of Steubenville  
Planning and Zoning Commission

**Plot Plan Form**

Date Submitted: \_\_\_\_\_

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

NOTE: All items referenced on the Plot Plan Sample must be shown on submitted Plot Plan.



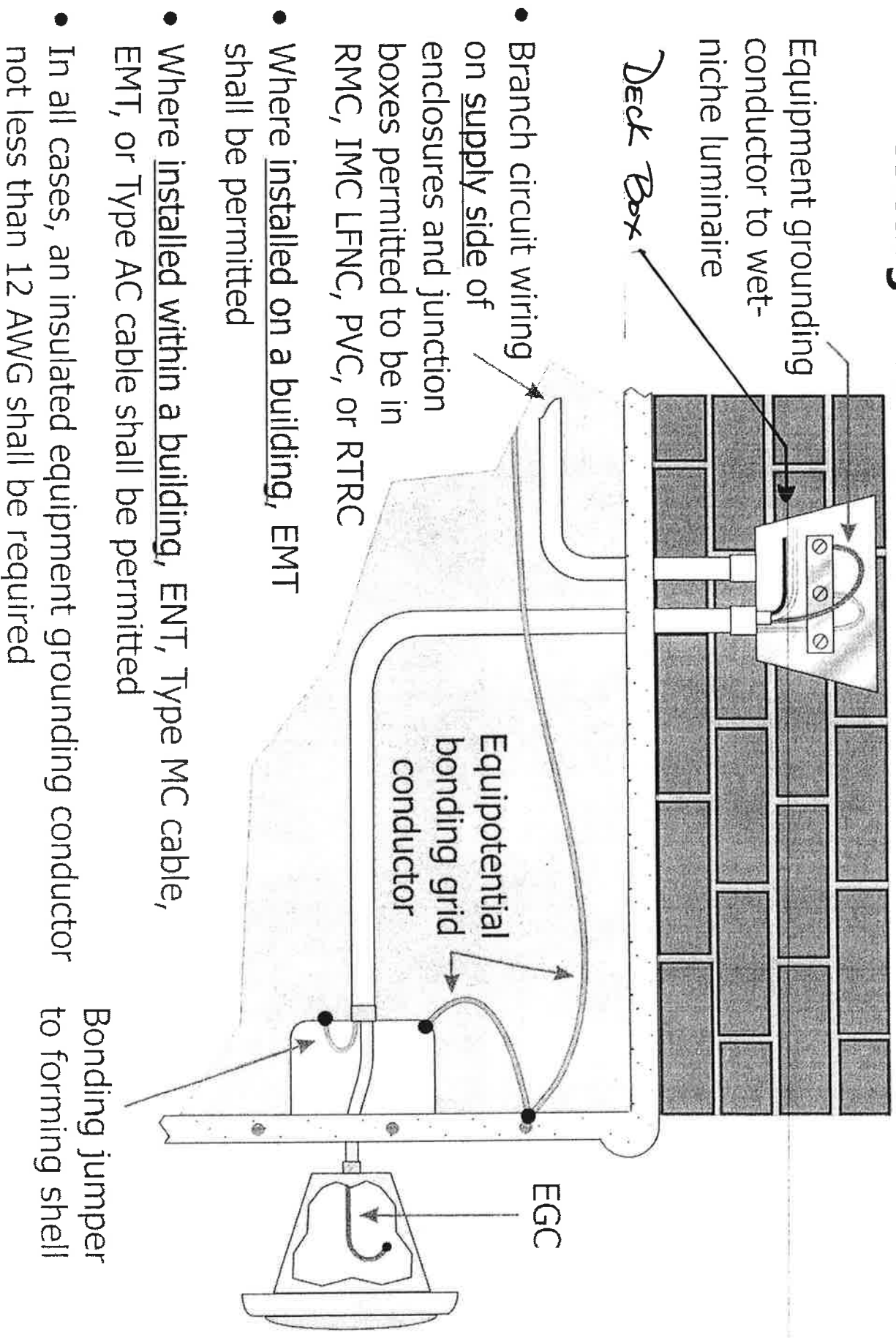
I certify that the above Plot Plan is a true representation of this lot and accurately shows all dimensions, easements and proposed and existing structures on said lot. Any deviation from this approved Plot Plan may void the Building Permit and/or zoning approvals.

SIGNATURE OF OWNER OR CONTRACTOR: \_\_\_\_\_

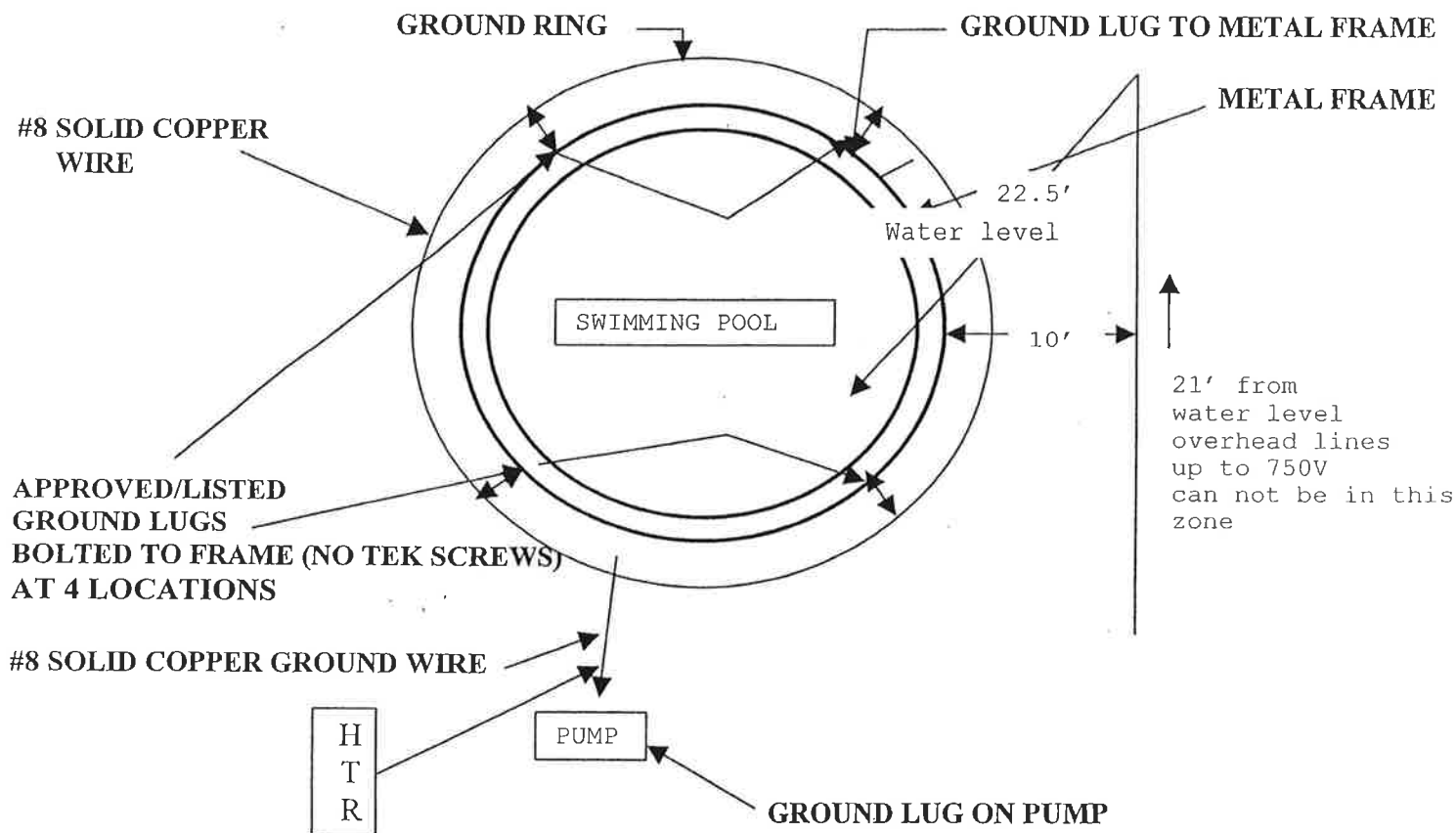
*See Below for Plot Plan Sample*



# Wiring Methods - Underwater Luminaires



**ELECTRIC WIRING LAYOUT**  
 FOR ABOVE GROUND POOLS ARTICLE 680  
 2008 NATIONAL ELECTRIC CODE



- AN INTENTIONAL BONDING OF POOL WATER IS REQUIRED (9 IN.<sup>2</sup>) IN CONTACT W/ POOL WATER PER 680.26.C
- #8 SOLID MUST CONNECT PUMP & METAL FRAME OF POOL TOGETHER, ALSO ANY HEATERS. THIS WILL ATTACH TO CONDUCTIVE POOL SHEELS W/ SUPPORTS
- #8 SOLID WILL ALSO BE PUT IN 18" TO 24" FROM POOL EDGE & BELOW GRADE 4" - 6" FOR PERIMETER BONDING PER 680.26.B-2
- RUN CONDUIT TO DWELLING, THEN ROMEX INSIDE DWELLING
- A GFCI RECEPTACLE MUST BE INSTALLED NO LESS THAN 6 FEET BUT NO MORE THAN 20 FEET FROM POOL ON GENERAL PURPOSE BRANCH CIRCUIT 680.22-3
- PUMP CORD MUST BE #12 COPPER WIRE MAX. 3'

- OUTLET FOR MOTOR MUST BE LOCATED NOT LESS THAN 6' FROM POOL NOR MORE THAN 10' NEC 680.22
- GFCI PROTECTED TWIST LOCK RECEPTACLE FOR PUMP MOTOR ON A SEPARATE CIRCUIT W/ PROPER COVER
- PVC, IMC OR RIDGID CONDUIT RUN TO HOUSE W/3 INDIVIDUAL #12 INSULATED COPPER CONDUCTORS FOR PUMP MOTOR ONLY
  - 1 HOT - BLACK
  - 1 NEUTRAL - WHITE
  - 1 GROUND - GREEN

**CONDUIT BURIED 18 INCHES  
 (KEEP OPEN FOR INSPECTION)\*\*\***

**\*\*\* BEFORE INSPECTION:  
 POOL MUST BE COMPLETE AND  
 18" DITCH KEPT OPEN  
 ALL BONDING NEEDS INSPECTED**

## Section I. Installing a Junction Box during new pool construction.

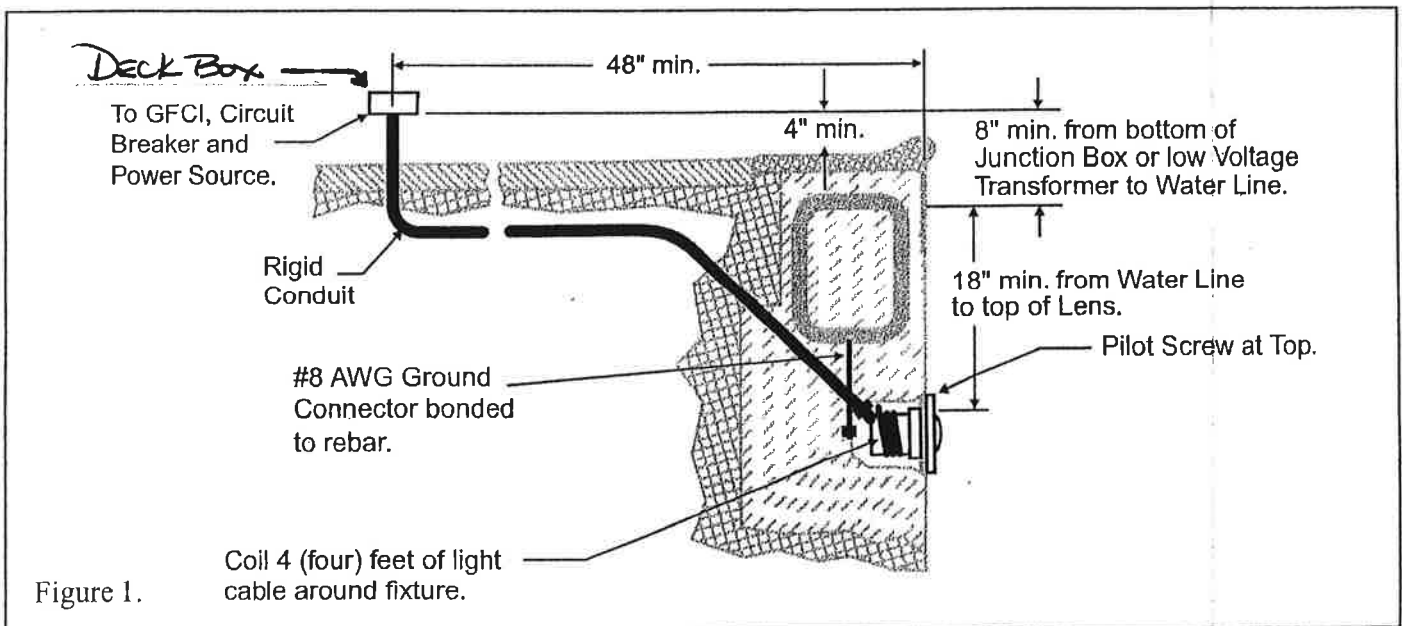
A. THE FOLLOWING PREPARATORY STEPS MUST BE COMPLETED BY THE ELECTRICIAN BEFORE LIGHT IS INSTALLED; SEE FIGURE 1.

1. Ensure that the electrical system of your pool conforms with all requirements of the National Electrical Code (NEC), and all local codes and ordinances. A licensed or certified electrician must install the electrical system to meet or exceed those requirements before the Junction Box is installed. Some of the NEC requirements are listed below.
  - a. The lighting circuit must have a Ground Fault Circuit Interrupter (GFCI), and has an appropriately rated circuit breaker.
  - b. The Junction Box must be located at least 8 inches above water level and 4 inches above ground level. The Junction Box should also be located at least 48 inches from the edge of the pool; see Figure 1.
  - c. The light fixture and all metal items within five (5) feet of the pool must be properly electrically bonded.
  - d. The Junction Box must be properly electrically bonded and grounded.

### NOTE

The pool or spa electrical system can be verified with a Pool and Spa Electrical Qualification Test Kit. The test kit is available from Pentair Water Pool and Spa. The electrical system inspection using the above kit must be performed by trained and certified personnel.

2. To be certain that the pool's electrical system meets all applicable requirements, the electrician should also consult the local building department.
3. Position Junction Box to meet National Electrical Code requirements and to prevent hazard to personnel.
4. The center conduit hub is provided with a strain relief for a cord size up to a 10/3 AWG cord. Use underwater lights with water resistant cord only.
5. Three equipment grounding terminals are provided for internal grounding suitable for #16 AWG to #10 AWG wire. One pressure wire grounding terminal is provided for a #8 AWG insulated copper bonding wire.
6. Install the Junction Box gasket between the Junction Box base and cover. Replace gasket if worn or damaged (P/N 79300600).
7. Plug any unused conduit hubs with the conduit plugs provided.



**SAVE THESE INSTRUCTIONS.**