



RESIDENTIAL SWIMMING POOL PERMITS

APPLICATION PACKET

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APPLICATIONS MUST BE COMPLETED ENTIRELY AT TIME OF SUBMITTAL. REFER TO THE CHECKLIST BELOW TO ENSURE ALL DETAILS ARE INCLUDED FOR EACH APPLICATION.

- 1. Completed Application.** It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent. The application shall be submitted along with the site plans, building plans and specifications.
 - Project Description: Pool, Spa, Heater, Gas Line, Fence, Water Features such as Waterfalls
 - Include surface area of the pool where indicated.
 - Project Location: State the actual address of the project, lot number, and the current Assessor's Parcel Number (APN).
- 2. Completed Contractor/Contact Supplemental form *REQUIRED***
 - Applicants must provide the primary contact information for the project
- 3. Construction Plans: All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.**
 - All work shall comply with the following adopted codes and ordinances, as amended:
2006 International Residential Code Ordinance 07-08 (Local Code Amendments)
IRC Section AG105 Barrier Requirements and City of Surprise Resolutions
 - **Two complete sets of plans***
 - a. Site Plan (scale 1" = 20' minimum)**
 - Note the project location: Street address, lot number and parcel number.
 - Include all lot dimensions; identify all property lines, PUE's.
 - Show all structures (including swimming pools, storage buildings, etc), existing and proposed.
 - Indicate pool dimensions (width, length and maximum depth).
 - Show measurements of 4 Pool setbacks from...Waters Edge to: Back of house, Back of lot, Left Yard, Right Yard.
 - Show and dimension pool water features.
 - Show and detail all gas lines and connections to pool and pool equipment.
 - Show and detail fences and walls, including location of gates, existing and proposed.

***Note:** Additional drawings may be required, depending on project complexity.

b. Structural Plans and Calculations (1/4" = 1')

- Provide construction plans and structural calculations, prepared by an Arizona-registered design professional. Plans must be *sealed* with *original* signature.

***Note:** Standard plans may be maintained on file.

4. Fees

- Pool permit flat fee of \$385.00, of which \$192.50 (non-refundable) is due at submittal. A plan review fee of \$227.50 will also be collected at the time of submittal for plans not on file with the City of Surprise. Mandatory gate signs are \$8.36 per set, per gate.



AGENCY CONTACT INFORMATION

City of Surprise Departments:

Planning and Zoning Information
(623) 222-3011

Building Inspections
(623) 222-3012

Business License
(623) 222-1836

Building Safety/Development Services
(623) 222-3000

Code Enforcement
(623) 222-3013

Fire Inspections
(623) 222-5111

Engineering Department
(623) 222-3400

Water Services Department
(623) 222-7000

Miscellaneous Departments:

Registrar of Contractors
(602) 542-1502

Maricopa County Flood Control
(602) 506-1501

Blue Stake
(602) 263-1100

Maricopa County Assessor
(602) 506-3406

Arizona American Water
(623) 445-2441

Maricopa County
Environmental Services
Asbestos Coordinator
(602) 506-6708

State of Arizona
Office of Manufactured Housing
(602) 364-1003

City of El Mirage
Water Services
(623) 933-1228

Maricopa County
Health Dept.
(602) 506-6900



PERMIT/PLAN REVIEW APPLICATION
Applicant to Complete Numbered Fields Only

OWNER INFORMATION			PROJECT INFORMATION		
1.Name:			6.Development Name:		11.Lot/Space:
2.Address:			7.Subdivision Name:		12.MCR:
3.City/State/Zip:			8.Assessor's Parcel Number (APN):		13.Acreage:
4.Phone:		Alternate:	9.Valuation of Project:		14.Related Case(s):
5.Email:			10.Project Address and Zip:		
DESCRIPTION OF PROJECT					
15.					
UTILITY PROVIDERS					
16.Electric Co:		17.Gas Co:		18.Water Co:	19.Sewer Co:
ENGINEERING PLAN REVIEW			COMMERCIAL PERMIT		
Grading		<input type="checkbox"/>	Business Name:		
Water		<input type="checkbox"/>	New Building		<input type="checkbox"/>
Sewer		<input type="checkbox"/>	Tenant Improvement		<input type="checkbox"/>
Paving		<input type="checkbox"/>	Factory Built Building		<input type="checkbox"/>
Concrete		<input type="checkbox"/>	Landscape		<input type="checkbox"/>
SWPPP		<input type="checkbox"/>	Pool/Spa		<input type="checkbox"/>
Improvement		<input type="checkbox"/>	Surface Area		
Street Lights		<input type="checkbox"/>	Other:		<input type="checkbox"/>
Traffic Signals		<input type="checkbox"/>	RESIDENTIAL PERMIT		
Signage and Striping		<input type="checkbox"/>	Single Family Residence		<input type="checkbox"/>
Drainage Report		<input type="checkbox"/>	Accessory Building		<input type="checkbox"/>
Water Model Report		<input type="checkbox"/>	Alteration/Addition		<input type="checkbox"/>
Dry Utility		<input type="checkbox"/>	Pool/Spa		<input type="checkbox"/>
FIRE PERMIT			Surface Area		
LP Gas		<input type="checkbox"/>	Manufactured/Factory Built Building		<input type="checkbox"/>
TUP		<input type="checkbox"/>	Landscape		<input type="checkbox"/>
Other:			Other		<input type="checkbox"/>
UTILITY PERMIT			OTHER		
Electric		<input type="checkbox"/>	Signs		<input type="checkbox"/>
Plumbing		<input type="checkbox"/>	Type:		Height: Linear Feet:
Mechanical		<input type="checkbox"/>	Fences		<input type="checkbox"/>
Other:			Type:		Height: Linear Feet:
The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations.					
20.			21.		
OWNER/AGENT PRINTED NAME			OWNER/AGENT SIGNATURE		DATE
DATE			DATE		

SURPRISE COMMUNITY DEVELOPMENT
12425 West Bell Road Suite D-100 Surprise Arizona 85374 623.222.3000 Fax 623.222.3001 TTY 623.222.1002



CONTRACTOR/CONTACT SUPPLEMENTAL FORM

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, by providing the information below.

I am currently using a licensed contractor:

Name: _____ City Business License No. _____
 License No. ROC: _____ License Class: _____

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. § 32-1121A., namely:

- A.R.S. § 32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- A.R.S. § 32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractor's names and license numbers will be included in all sales documents.
- Other _____
 (please specify)

I understand that the exemption provided by A.R.S. § 32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.

I will be using the following licensed contractors on this project: **City of Surprise**

<u>Contractor/Company name</u>	<u>License Number</u>	<u>ROC</u>	<u>Class</u>	<u>Business License No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Owner/Agent
Printed Name: _____ **Owner/Agent**
Signature: _____

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. § 13-2704.

PRIMARY CONTACT INFORMATION (Required)*	
Business Name	
Address	
Contact Person 1/Title	Contact Person 2/Title
Phone Number	Phone Number
Fax Number	Fax Number
Email	Email

Effective 1/1/07, only the primary contact above will be notified of submittal status or permit approval.

SURPRISE COMMUNITY DEVELOPMENT

12425 West Bell Road Suite D-100 Surprise Arizona 85374 623.222.3000 fax 623.222.3001 TTY 623.222.1002



Swimming Pool Barrier FAQ's

Q. I don't have any kids/any kids under 6/any kids under 12, etc. Can I just sign a waiver instead of complying with the barrier code?

A. No. The City of Surprise does not have a waiver program for pool safety. Everyone must comply with the barrier code.

Q. Does the fence type need to be wrought iron?

A. Not necessarily. Block and other types of fence are acceptable. Plastic mesh fences do not meet the barrier requirement in Surprise.

Q. Where can I buy the right alarm?

A. Pool supply stores, hardware stores. Choose carefully – there are alarms sold that do not meet the requirements!

Q. Where can I get the hinges and springs for my doors and gates?

A. Pool supply stores, hardware stores.

Q. I have a burglar alarm that sounds off a beep whenever a door opens. Is this OK for the door alarm?

A. Generally not. Any alarm that can be turned off permanently will not meet the requirement.

Q. Does an adult have to be home for the final inspection?

A. Yes, our inspectors must verify that the code is met inside the house, too.

Q. I have a dog door; can I just cover it up with a board?

A. No. Opening protection must be permanent.

Q. What about RV gates?

A. RV gates must be "pinned" and padlocked.

Q. We failed our inspection because our pool signs were fastened with nylon cable ties and the gate swings in toward the pool. How can we fix this?

A. The hinges need to be changed so that your gate swings out away from the pool and the signs permanently attached with metal screws.

Q. Where can I buy more pool signs for my gate?

A. We have them for sale at the address below for \$6.00 per pair.

Q. I've purchased an inflatable pool that measures 8'x10', and can be filled to 19" deep. Do I need to comply with the barrier ordinance?

A. Yes. This structure meets all the criteria in the definition for "swimming pool".

Q. Can I schedule my inspection for, say 3:15 pm?

A. Hours of inspection are typically 8:00 AM to 1:30 PM; we do not set appointments.

SURPRISE COMMUNITY DEVELOPMENT

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APPENDIX G (amended) SWIMMING POOLS, SPAS AND HOT TUBS

SECTION AG101 GENERAL

AG101.1 General.

The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the lot of a one- and two-family dwelling.

SECTION AG102 DEFINITIONS

AG102.1 General.

For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

ABOVE-GROUND/ON-GROUND POOL. See "Swimming pool"

BARRIER. A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

HOT TUB. See "Swimming pool."

IN-GROUND POOL. See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling or a one-family townhouse not more than three stories in height.

SPA, NONPORTABLE. See "Swimming pool."

SPA, PORTABLE. A nonpermanent structure 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 18 inches (457 mm) deep at any point, and, other than hot tubs and spas is wider than 8 feet (2400 mm) at any point. This includes in-ground, above ground and on-ground swimming pools and, other than the width, hot tubs and spas.

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

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



SECTION AG103 SWIMMING POOLS

AG103.1 In-ground pools.

In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG107.

AG103.2 Above-ground and on-ground pools.

Aboveground and on-ground pools shall be designed and constructed in conformance with ANSI/NSPI-4 as listed in Section AG107.

SECTION AG104 SPAS AND HOT TUBS

AG104.1 Permanently installed spas and hot tubs.

Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-3 as listed in Section AG107.

AG104.2 Portable spas and hot tubs.

Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6 as listed in Section AG107.

SECTION AG105 BARRIER REQUIREMENTS

AG105.1 Application.

The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

AG105.2 Outdoor swimming pool.

An outdoor swimming pool, including an inground, aboveground or on-ground pool, hot tub or spa shall be provided with 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 aboveground 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).



Any decorative design work on a barrier located entirely upon the subject parcel, and on the side away from the swimming pool, such as protrusions, indentations, or cutouts or other fixed or moveable, attached or unattached objects within 24 inches of the pool barrier, which render the barrier easily climbable, are prohibited. The wall, fence, or barrier shall be at least 20 inches from the water's edge.

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 and vertical members and the distance between the tops of the 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 1.75 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 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 1.75 inches (44 mm) in width.
6. Chain link fencing shall not be used as a barrier.
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 1.75 inches (44 mm).
8. Access gates shall comply with the requirements of Section AG105.2, 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 device 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 5 inches (125 mm) below the top of the gate, and
 - 8.2. The gate and barrier shall have no opening greater than 0.5 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
 - 8.3. All pedestrian access gates and any other access gates shall have a sign attached to both sides of the gate stating the following: "Protect your children, Keep Gate Closed". Details of minimum sign size, letter type, and color and other specifications of the sign shall be provided by the Building Safety Department.



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. Openings in the wall of the residence or living area which constitute part of the barrier will be protected in the following ways:
 - 9.2.1 Doors will be protected in the following ways:
 - 9.2.1.1 Add self-closing, self latching devices installed on all doors with direct access to the pool area, with the release mechanism located minimum of 54 inches above the floor.
 - 9.2.1.2 An alarm shall be installed on all doors with direct access to the pool. The alarm shall sound continuously for a minimum of 30 seconds within seven seconds after the door is opened, and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touchpad or switch, to temporarily deactivate the alarm for a single opening. Such deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door.
 - 9.2.1.3 Pet doors which provide direct access to the pool are prohibited.
Exception: Pet doors fitted with a permanent barrier in compliance with AG105.2, Item 2.
 - 9.2.2 Windows with access to the pool area shall be protected in the following ways:
 - 9.2.2.1 Emergency escape or rescue windows from sleeping areas with access to the swimming pool will be equipped with a latching device not less than 54 inches above the floor.
 - 9.2.2.2 All other openable windows with similar access will also be equipped with a latching device not less than 54 inches above the floor or shall be equipped with a keylock device that prevents opening the window more than 4 inches.
 - 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 so 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 aboveground 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, then:
 - 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.

AG105.3 Indoor swimming pool.

All walls surrounding an indoor swimming pool shall comply with Section AG105.2, Item 9.

AG105.4 Prohibited locations.

Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.

AG105.5 Barrier exceptions.

Spas or hot tubs with a safety cover which complies with ASTM F 1346, as listed in Section AG107, shall be exempt from the provisions of this appendix.

AG 105.6 Retroactivity. The owner of every dwelling with an existing swimming pool or spa which was constructed prior to the effective date of this Appendix G (amended) and to which this Appendix would otherwise apply, must comply with this Appendix not later than one year after the effective date of this Appendix.

AG105.7 Duty to comply. Every person who owns, rents, occupies, or controls a swimming pool or spa to which this Appendix G (amended) applies, shall comply with all the provisions of this Appendix at all times.

AG105.7.1 No person shall construct a swimming pool or spa to which this Appendix applies in a manner, which is not in compliance with this Appendix. No person shall remove, alter, disable, render inoperable, or change, either temporarily or permanently, any device or structure installed or constructed in accordance with this Appendix, in such a manner that the device or structure or the barrier to which it is attached or of which it is a part, is no longer in compliance with this Appendix.

AG105.7.2 Every person who contracts to build a swimming pool or spa to which this Appendix applies, or who contracts to sell, lease or rent a dwelling with a swimming pool or spa to which this Appendix applies, shall, at the time of executing the contract, give to the buyer, lessee, or renter, a copy of this Appendix.

AG105.8 Violations and Penalties. Every person who violates any provision of this Appendix G (amended) is guilty of a misdemeanor, and upon conviction shall be punished by imprisonment for up to six months, or by a fine of not more than two thousand five hundred dollars, or both such fine and imprisonment.

Ordinance Effective Date 7/29/07



PERMIT CANCELLATION AND/OR REFUND REQUEST

*Note: Plan Review fees are not refundable

1. Requirements for refundable permit fees:
 - a. No inspections have been performed.
 - b. Request is made before permit expires. (No permit or plan review fees will be refunded for expired permits)
 - c. Refund will be for 80% of permit fee plus all development fees.
 - d. Please complete this form and submit it with the original or copy of the permit and a copy of the receipt.

A refund request without the above-referenced documents will be denied.

Applicant: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Permit Number: _____

Project address: _____ Lot: _____

Receipt Number: _____ Amount paid: _____ Date: _____

Reason for request: _____

I am the original applicant or representative. I hereby make a request for a refund of the fees relating to the permit as paid on the receipt as noted above.

 Printed Name Phone Number

 Signature Date

Department use only	
Received By: _____	Date: _____
D.P. Number: _____ Amount to be refunded: \$ _____	
Comments: _____	
Approved By: _____	Date: _____
Denied By: _____	Date: _____
Reason for denial: <input type="checkbox"/> Failure to provide permit <input type="checkbox"/> Failure to provide receipt <input type="checkbox"/> Incomplete Refund Form <input type="checkbox"/> Other _____	

ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS

Contractors

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, contractors must present one of the following types of certificates prior to being issued a building permit:

- a. An Annual Bond Exemption Certificate;
- b. A One-time Exemption Bond Certificate (for the project);
- c. Or a receipt for a bond which identifies the project.

For those contractors with an Annual Bond Exemption Certificate, please ensure that the expiration date has not passed or expired prior to submitting a copy to our office.

If your Annual Bond Exemption Certificate has expired, you do not have a certificate, or you need a One-Time Exemption Bond Certificate or receipt, contact the Arizona Department of Revenue at 602-716-6056.

Project address: _____

Value of Contract: _____

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002

Attn: Development Services

SURPRISE COMMUNITY DEVELOPMENT

12425 West Bell Road Suite D-100 Surprise Arizona 85374 623.222.3000 Fax 623.222.3001 TTY 623.222.1002

ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS

Owner / Builder

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, owner/builder applicants must secure one of the following types of certificates prior to being issued a building permit.

- a. A One-time Bond Exemption Certificate (for the specific project);
- b. Or a receipt for a bond which identifies the project.

If you have questions, and to request one of these documents, contact the Arizona Department of Revenue at 602-716-6056.

Project address: _____

Value of Contract: _____

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002,
Attn: Development Services