

INTRODUCTION

Residential Swimming Pools, Hot Tubs, and Spas

The City of Kentwood has prepared this handout to assist you in the process of building an above-ground or in-ground residential swimming pool, hot tub or spa within our City. This handout contains important information that will help you understand the Building Permit and construction process from application to completion. We have included details for areas that have generated confusion or delays in the past. The information is presented in a start-to-finish sequence to guide you as you progress through your project.

A Building Permit is required for all residential swimming pools, hot tubs or spas that have any one of the following:

- a pool depth intended for swimming or bathing, more than 24" deep
- a permanent water-recirculation system
- construction that involves structural materials

This Handout contains the following information for your use:

Before You Build.....Page 1

- Items that should be checked at the beginning of your project.

From Application to Completion.....Pages 2-4

- This is intended to be your general guide through the complete process. Information is provided on the application requirements, Permit and Inspections.

Building Permit Fees.....Page 5

- A list of fees related to installing a residential swimming pool, hot tub or spa.

Inspection Requests.....Page 5

- Contains details required for requesting an inspection, making sure your job is ready for inspection, the time inspections are done and what the inspection reports mean.

Construction Requirements.....Pages 6 - 9

- A general guide to help you understand and apply the common Zoning Ordinance and Building Code requirements for your project. This information should be used as you prepare your plot plan, construction drawings and install your pool, hot tub or spa.

Site Plan Requirements.....Page 10

- A list of the items required to be shown on the Site Plan. Please take time to make sure your drawings are complete. Site Plans that contain all the necessary information and details will help expedite the plan review process.

Sample Plot Plans.....Pages 11 - 12

- Sample Site Plans are included to help you understand the information that is required on your Site Plan.

Sample Fence/Barrier and Gate Details.....Page 13

- A detailed drawing showing the fence/barrier and gate requirements. This should be used as a guide as you prepare your fence detail and construct your enclosure around the residential swimming pool, hot tub or spa (as applicable).

Electrical Grounding and Pool Section Details.....Page 14

- Details showing the Electrical grounding requirements and sample drawings showing the information and details that is required on the pool section drawings, and to assist you with the construction of your residential swimming pool, hot tub or spa.

Pool Information Form.....Page 15

Forms

- Pool Permit Application
- Pool Bond Form
- Electrical Permit Application
- Soil Erosion Application (required within 500' of a stream or waterbody)
- Fence Permit Application

This handout contains many procedures and requirements. We urge you to read through it completely. It may save you valuable time in completing your project. We hope this handout is helpful and we encourage you to provide us with any suggestions you may have.

Note: This handout is only intended to be a guide and is not all inclusive of the Michigan Residential Building Code (MRC) or the International Swimming Pool and Spa Code (ISPSA). For complete details of all requirements, please consult those two Codes. The information in this handout is subject to change without notice.

BEFORE YOU BUILD

Residential Swimming Pools, Hot Tubs and Spas

Location – Residential swimming pools, hot tubs, or spas shall not be located within any easement, above a septic field or tank, or water well. Overhead wires (electric, phone, cable) shall not be located over a pool, diving structure, any pool platform or within 10 feet of the water’s edge. All wires beyond 10 feet must be at least 22-1/2 feet above the ground, deck, patio, or other walking surface below the wires. You may verify the location of all underground utilities by calling Miss Dig at 1-800-482-7171.

Setbacks – All residential swimming pools, hot tubs and spas shall be at least 6 feet from the side and rear property lines, and shall not be located within any front yard. The setback distance is measured from the water’s edge.

Drainage – Will the existing yard drainage be affected by the location of the proposed pool? All changes to the existing drainage shall be shown on the Plan. If large grade changes and/or slopes are proposed, retaining walls or special grading may be required. If you have any questions, please call the Engineering Department at (616) 554-0737.

Floodplains – Flood plains are usually associated with lakes, streams, rivers and drainage courses. They are areas designated to flood during times of rain. Building or filling in these areas is not allowed.

Wetlands – These areas have been determined to be indispensable and are to be protected as a natural resource. They provide numerous beneficial functions such as wildlife habitat, water, quality, flood control, pollution reduction, erosion control, open space, recreation areas and aesthetics. If your residential swimming pool, hot tub or spa will be close to or in regulated wetlands, additional paperwork, including permits, may be required from the City or State of Michigan prior to Building Permit approval. Please contact the Engineering Department at (616) 554-0737 for more information.

Pool Fences/Barriers to Create an Enclosure – All residential swimming pools (and hot tubs and spas not provided with a protective cover) shall be protected by fences/barriers to create an enclosure to make the area inaccessible to small children. Enclosures may include approved fencing, the walls of a house, the walls of above-ground pools, gates, and door and window alarms. See “Construction Requirements” – pages 6-9.

These are some of the common items that may cause delays in the permit process. If your project is beyond the scope of this Guidebook, additional requirements may be necessary. Please call the Building Department at (616) 554-0700 if you have any questions.

FROM APPLICATION TO COMPLETION
Residential Swimming Pools, Hot Tubs and Spas

A General Guide through the Complete Process

1. Information Required For Permit Application

A. Pool Permit Application

- Applications are available online at www.ci.kentwood.mi.us or at the Inspections Department at Kentwood City Hall. Applications shall be filled out completely.

B. Application Fee

- \$200.00 pool bond is required when the application is submitted to the Inspections Department. This bond will be refunded upon successful completion of the project.

C. Construction Drawings –

- Above-ground pools

- Provide the manufacturer’s drawings and specifications.
- The plans submitted shall contain complete details of the pool fence/barrier.

- In-ground Pools

- Provide complete construction details showing the size, spacing and location of all structural members and reinforcement.
- Provide pool sections with details.
- Indicate the location and provide details of the steps and/or ladder.
- The plans submitted shall contain complete details of the pool enclosure.

D. Hot Tubs or Spas

- Provide the manufacturer’s drawings and specifications.
- The plans submitted shall contain complete details of the pool fence/barrier.
- Information about the safety cover shall be included if a fence/barrier is not being installed.

E. Fence/Barrier Details

- See Fence/Barrier and Gate Details - Please Submit Fence Permit Application if you are adding a fence.

2. Plans Reviewed and Approved

Construction drawings will be reviewed for compliance with City Ordinances, the Michigan Residential Code (MRC), and the International Swimming Pool and Spa Code (ISPSA).

Plans are reviewed in the order they are received, based on the application date. Plan Review times vary depending on the Building Department's workload, but are usually one week and can take up to two weeks. Plans that contain all the necessary information and details will help speed up the plan review process. The Permit Applicant will be notified if the plans do not meet Michigan Residential Code requirements, or if any additional information is required.

3. Permit Ready

The Permit Applicant will be called when the Building/Pool Permit is ready to be picked up.

4. Mechanical and Electrical Permits are typically required and can be obtained after the Building Permit has been issued.

*All items to be installed shall be listed on the appropriate permits.

*Items not listed shall be added to the appropriate permits prior to the Final Inspection.

When the required permits are obtained, construction may begin. Revisions to the residential swimming pool, hot tub or spa or grade after issuance of the Building Permit may require re-submittals, additional fees, and reapproval from the Building Department.

The following items shall be maintained throughout the construction process:

*The street address shall be posted on the house and visible from the street.

*The street shall be kept clean.

*All construction materials and debris shall be contained on the property.

*Temporary soil erosion control shall be erected and maintained (as applicable).

5. Inspections Once your Building Permit has been issued, you can begin construction. Your residential swimming pool, hot tub, or spa will be reviewed and inspected in accordance with the requirements of the Michigan Residential Code (MRC). As your project progresses, the Building Department will need to perform the following inspections (as applicable to your type of project):

A. Underground Mechanical Inspection (as applicable)

*Underground gas lines shall be inspected before covering.

*All work shall comply with the Michigan Residential Code (MRC).

B. Underground Electrical Inspection – After grounding, bonding and all underground Electrical work is completed, the Electrical work shall be inspected before covering. The following will be verified:

*Proper materials approved for pool installations have been used. Contact the Electrical Inspector at (616) 554-0702 if you have questions.

*Wiring from house to pool is at least 18 inches below grade.

*All work complies with the Michigan Residential Code (MRC).

C. Steel or Structural Inspection (for In-Ground Pools only) – Required before concrete, gunite or backfill. The following will be verified:

*Structural steel and reinforcement shall be installed in accordance with the approved plans and the manufacturer's requirements.

D. Final Mechanical Inspection (as applicable) - After all Mechanical equipment and gas piping are installed and operational. The following will be verified:

*Above-ground gas piping and pool heater have been properly installed with the correct materials.

- *Pool heaters have been provided with a readily accessible on/off switch to allow shutting off the heater without adjusting the thermostat setting.
- *Pool heaters do not have continuously running pilot lights.

E. Final Electrical Inspection - After all Electrical equipment, switches, plugs, covers and fixtures are installed and operational. The following will be verified:

- *All grounding and bonding has been completed. See “Electrical Grounding Details” - see page 14.
- *Ground fault circuit interrupters operate properly. The proper breaker size has been installed.
- *Timer switches have been installed that can automatically turn off and on heaters and pumps according to preset schedules.

Please Note: The Inspector may need access to the inside of the house to complete the Electrical inspection. An adult needs to be present for the Inspector to enter the house.

F. Final Building Inspection – After Mechanical and Electrical inspections (as applicable) are done and the pool enclosure/barrier is completed.

- *A Final Inspection is required for all residential swimming pools, hot tubs, and spas.
- *Common items the Inspector looks for are:
 - o Window and door alarms have been installed on all required windows and doors (**Please Note:** An adult needs to be home to allow access to check the alarm operation.)
 - o The proper type and installation of fencing and gates. See “Sample Fence/Barrier and Gate Details” – see page 13.
 - o Swimming pool walls and floor slope.
 - o Diving board requirements (if applicable).
 - o A vapor retardant pool cover is available the water surface of the pool or nearby.
 - o A safety cover has been installed on the hot tub or spa if a barrier is not being installed.
 - o Ladder installation (as applicable).
 - o Grading has been done in accordance with approved plot plan.

This itemized list is provided as a guide to help you understand the process for installing a residential swimming pool, hot tub or spa in the City of Kentwood. It covers the most common types of projects. If your project is beyond the scope of this Handout it may require additional information, inspections or permits. Please call the Building Department at (616) 554-0700 if you have any questions on how to apply this Handout to your specific project.

BUILDING PERMIT FEES

Residential Swimming Pools, Hot Tubs and Spas

1. Pool Bond Fee	\$200.00
Refundable upon project completion and due when the permit application is submitted.	
2. Fence Permit Fee	\$20.00
3. Soil Erosion Permit Fee	\$50.00
4. Building Permit Fee	
Temporary above ground.....	\$35.00
Permanent above ground.....	\$75.00
In-Ground.....	\$375.00
5. Re-inspection Fee	\$25.00

Inspection Request

An Inspection may be requested by calling our permits clerk at (616) 554-0700 and providing the following information:

- **The Street Address of the job site.**
- **The Permit Number.**
- **The type of Inspection you are requesting.**

Inspections request must be called in 24 hours in advance. Inspection time are from 9:00 am to 2:00 pm. Inspections may be done earlier or later depending on the Inspector’s workload. Inspections will be done Monday through Friday.

A request to cancel an Inspection needs to be called in to the Building Department at (616) 554-0700 before 9:00 a.m. on the day of the requested Inspection.

Please make sure your project is ready for your inspection. If your project is not ready for an inspection, the inspection will not be done and a \$25.00 re-inspection fee may be charged. The following items shall be completed or in place at the time of the inspection:

- Safe access to the job site and throughout the area to be inspected.
- The job is ready for inspection.
- The Street address and lot number posted and visible from the street.
- Temporary soil erosion control properly installed. (if applicable)
- The street kept clean.
- All construction materials and debris contained on the project property.

CONSTRUCTION REQUIREMENTS
Residential Swimming Pools, Hot Tubs and Spas

This information is provided in a “User-friendly” format as a general guide to help you apply the common Michigan Residential Code requirements to your project. It covers the most common types of projects. The actual Michigan Residential Code language may contain additional requirements or exceptions that may apply if your project is beyond the scope of this handout.

Your residential swimming pool, hot tub or spa will be reviewed and inspected in accordance with the following:

- Building Code: 2015 Michigan Residential Code (2015 MRC) and, by reference, the 2015 ICC International Swimming Pool and Spa Code (2015 ISPSC)
- Mechanical Code: 2015 Michigan Residential Code (2015 MRC)
- Electrical Code: 2015 Michigan Residential Code (2015 MRC)
- Plumbing Code: 2015 Michigan Residential Code (2015 MRC)

1. Setbacks:

All residential swimming pools, hot tubs and spas shall be at least 6 feet from the side and rear property lines and shall not be located in the front yard. The setback distance is measured from the water’s edge.

2. Residential Swimming Pool, Hot Tub, and Spa Construction:

The residential swimming pool, hot tub, or spa shall be installed and/or constructed in accordance with the manufacturer’s installation instructions, the approved construction drawings and the approved Site Plan.

Safety Precautions: shall be maintained throughout construction. Residential swimming pools, hot tubs or spas shall not be filled with water until the pool fence/barrier requirements of the Michigan Residential Code are completed. See Pool Fence/Barrier Used as an Enclosure information - pages 7-9.

Floor Slopes: (this typically applies to In-Ground pools only) The slope of the floor on the shallow side of the transition point shall not exceed one unit vertical to seven units horizontal. Please provide floor slope details on your pool sections. See “Pool Section Details” – page 14.

Surface Cleaning: All residential swimming pools shall be provided with a re-circulating skimmer or overflow gutters to remove scum and foreign matter from the surface of the water. Please indicate the type of surface cleaning to be used on the “Pool Information Form” – page 15.

Steps and Ladders: At least one way to get out of the swimming pool shall be provided. Treads of steps and ladders shall have a slip resistant surface. All steps and ladders shall comply with the requirements outlined in the Michigan Residential Code and the International Swimming Pool and Spa Code. Construction plans shall show the location and details of the steps and/or ladders.

Water Treatment: Swimming pool filters shall have the capacity to filter the total volume of water in the pool at least once every 12 hours. The pool Owner shall be instructed in the care and maintenance of the pool by the Supplier or Builder, including treatment. This information shall be included on the “Pool Information Form” – page 15.

Diving Boards: (this typically applies to In-Ground pools only) The International Swimming Pool and Spa Code referenced in the Michigan Residential Code has specific requirements for the installation of diving boards, dependent on your residential swimming pool configuration. Please refer to the International Swimming Pool and Spa Code for specific requirements. If your residential swimming pool will have a diving board, you will need to provide information that shows how your diving board will comply with the International Swimming Pool and Spa Code requirements.

3. Pool Fence/Barrier Used as an Enclosure

All residential swimming pools, hot tubs, or spas shall be protected by a fence/barrier enclosure to make the area inaccessible to small children. Approved fencing, walls of the pool, walls of the house, gates, and door and window alarms may be part of fence/barriers used as enclosures. Enclosures are not required for hot tubs or spas when an approved lockable safety cover that has been tested in accordance with ASTM F-1346-91 (2010) and bears a tag stating compliance has been installed. Enclosures are also not required for residential swimming pools protected with an approved safety cover.

Residential swimming pool, hot tub and spa enclosures shall meet the following requirements:

Fence/Barrier:

The fence/barrier shall be 48 inches above the grade measured on the side of the fence/barrier that faces away from the swimming pool, hot tub or spa.

Please Note: If property within 3 feet of a fence/barrier slopes upward, or contains a retaining wall or some similar climbing feature, the fence/barrier will have to either be increased in height or moved further back onto the property containing the residential swimming pool, hot tub or spa to accommodate the height difference at the adjacent property. This requirement ensures that the 48” barrier/fence height is properly maintained around and within 3 feet of the entire residential swimming pool, hot tub or spa and that higher surfaces cannot be used to help climb over the fence/barrier.

The maximum vertical clearance between the fence/barrier and surfaces that are not solid, such as grass or gravel shall be 2 inches measured on the side of the fence/barrier that faces away from the residential swimming pool, hot tub or spa.

The maximum vertical clearance between the barrier and a solid surface such as concrete shall not exceed 4" measured on the fence/barrier that faces away from the residential swimming pool, hot tub or spa. Openings in the fence/barrier shall not allow the passage of a 4-inch diameter or larger sphere (openings shall be less than 4").

Solid fences/barriers such as brick or masonry walls shall not contain indentations or protrusions that would create a toe-hold or make the fence/ barrier climbable.

Closely Spaced Horizontal Members - Where the fence/barrier is composed of horizontal and vertical members (wood, aluminum, picket, etc.) and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the residential swimming pool, hot tub or spa side of the fence/barrier. Spacing between vertical members shall not exceed 1-3/4".

Widely Spaced Horizontal Members - Where the fence/barrier is composed of horizontal members and the distance between the tops of the horizontal members is 45" or more, spacing between vertical members shall not exceed 4". (This typically applies to wrought iron fencing.)

Chain link fences/barriers shall have maximum opening size of 1-3/4 inch. Chain link fences/barriers with larger squares that are provided with slats fastened at the top or bottom shall have reduced openings not more than 1-3/4 inches.

Gates:

*Access gates shall comply with the fence/barrier requirements.

*Gates shall be equipped to accommodate a locking device.

*Pedestrian access gates shall open outward away from the residential swimming pool, hot tub or spa and shall be self-closing and have a self-latching device.

*Utility or service gates not intended for pedestrian use shall remain locked when not in use.

*Double or multiple gates shall have at least one leaf secured in place and the adjacent leaf shall be secured with a self latching device. The release mechanism is required to be 54" above the grade.

*If the release mechanism of the self-latching device is located less than 54 inches from the grade, the following requirements apply:

- The release mechanism shall be located on the swimming pool, hot tub or spa side of the gate at least 3 inches below the top of the gate.

- The gate and fence/barrier shall not have an opening greater than 1/2 inches within 18 inches of the release mechanism.

Doors and Windows:

Doors and windows that form part of a residential swimming pool, hot tub or spa fence/barrier enclosure and provide direct access to the residential swimming pool, hot tub or spa from a house or garage area shall comply with the following requirements:

*Each door and window shall contain a listed and labeled hazard entrance alarm (per UL 2017) that produces an audible warning when the door or window and its screen, if present, are opened.

*The audible warning shall start immediately after the door or window and its screen, if present, are opened.

*The audible warning shall sound continuously for at least 30 seconds.

- The alarm shall be capable of being heard throughout the house.

- The alarm shall automatically reset under all conditions.

- The alarm shall be equipped with a deactivation device such as a touch pad or switch.
- The deactivation device shall temporarily deactivate the alarm for not more than 15 seconds to allow a single opening for the door from either direction.
- The deactivation device shall be located at least 54 inches above the floor.

*A listed and labeled safety cover that meets the requirements of ASTM 1346 may be used in lieu of door and window alarms.

Above-Ground Residential Swimming Pools:

The walls of the above-ground residential swimming pool can be used as part of the fence/barrier if the top of the pool walls are at least 48 inches above the grade for the entire perimeter within 3 feet of the pool and the pool manufacturer allows the walls to serve as the fence/barrier.

Ladders or steps used to access the residential swimming pool, hot tub or spa shall be capable of being secured, locked, or removed to prevent access. Ladders or steps may be enclosed with fencing/barriers and gates that meet fence/barrier requirements.

Hot Tubs and Spas:

Hot tubs and spas shall be provided with an approved lockable safety cover that has been tested in accordance with ASTM F-1346-91(2010). All approved safety covers shall have a tag indicating that the cover has passed the ASTM F-1346-91(2010) test.

Safety covers are not required when hot tubs or spas are enclosed by a fence/barrier that meets all the guidelines mentioned above.

Entrapment Protection:

Residential swimming pools, hot tubs and spas shall have suction outlets provided in accordance with ANSI/ASPS/ICC-7 2103.

Wood Decks Constructed Near a Residential Swimming Pool, Hot Tub or Spa:

Wood decks constructed near a residential swimming pool, hot tub or spa shall comply with the requirements of the Residential Wood Deck Construction Guide (based on the Michigan Residential Code) and the International Swimming Pool and Spa Code (General requirements and requirements for above-ground pools).

SITE PLAN REQUIREMENTS
Residential Swimming Pools, Hot Tubs and Spas

The Site Plan containing all the information and details noted below shall be submitted with the Pool Permit application. See “Sample Plot Plans” – pages 11-12. The Site Plans can be drawn by the Homeowner, Contractor, Land Surveyor, Engineer or Architect.

The Site Plans shall contain the following information:

General:

Homeowner name, address, and telephone number.

The North arrow, street right-of-way, street name and all easements.

The preferred plan size is 8 ½” x 11”. If it is necessary to go to a larger size, please do not exceed 11” x 17”.

Temporary soil erosion control measures may be required based on the field conditions.

Permanent soil erosion control measures may be required for Final Grade approval.

Aerial property views provide a good background and can be found at:
www.gvmc.org/regis/gisportal.shtml

Zoning and Building:

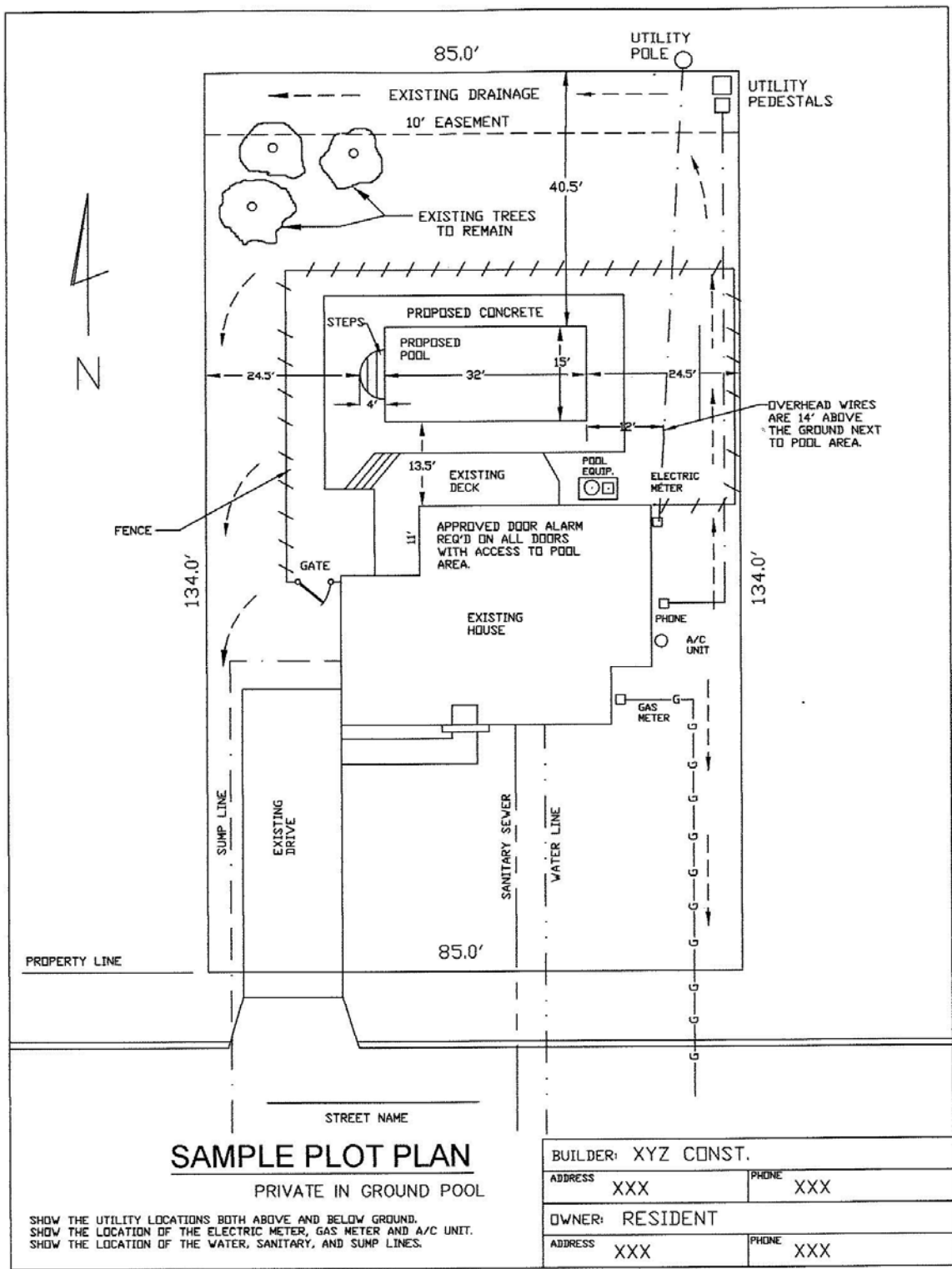
Show the location and dimensions of the proposed residential swimming pool, hot tub, or spa and ALL structures on the lot.

Indicate the distance from the water’s edge to all property lines, easements and buildings.

Show the location of all fencing and gates.

Indicate the location of all above-ground and underground utilities. Include septic and well, if applicable.

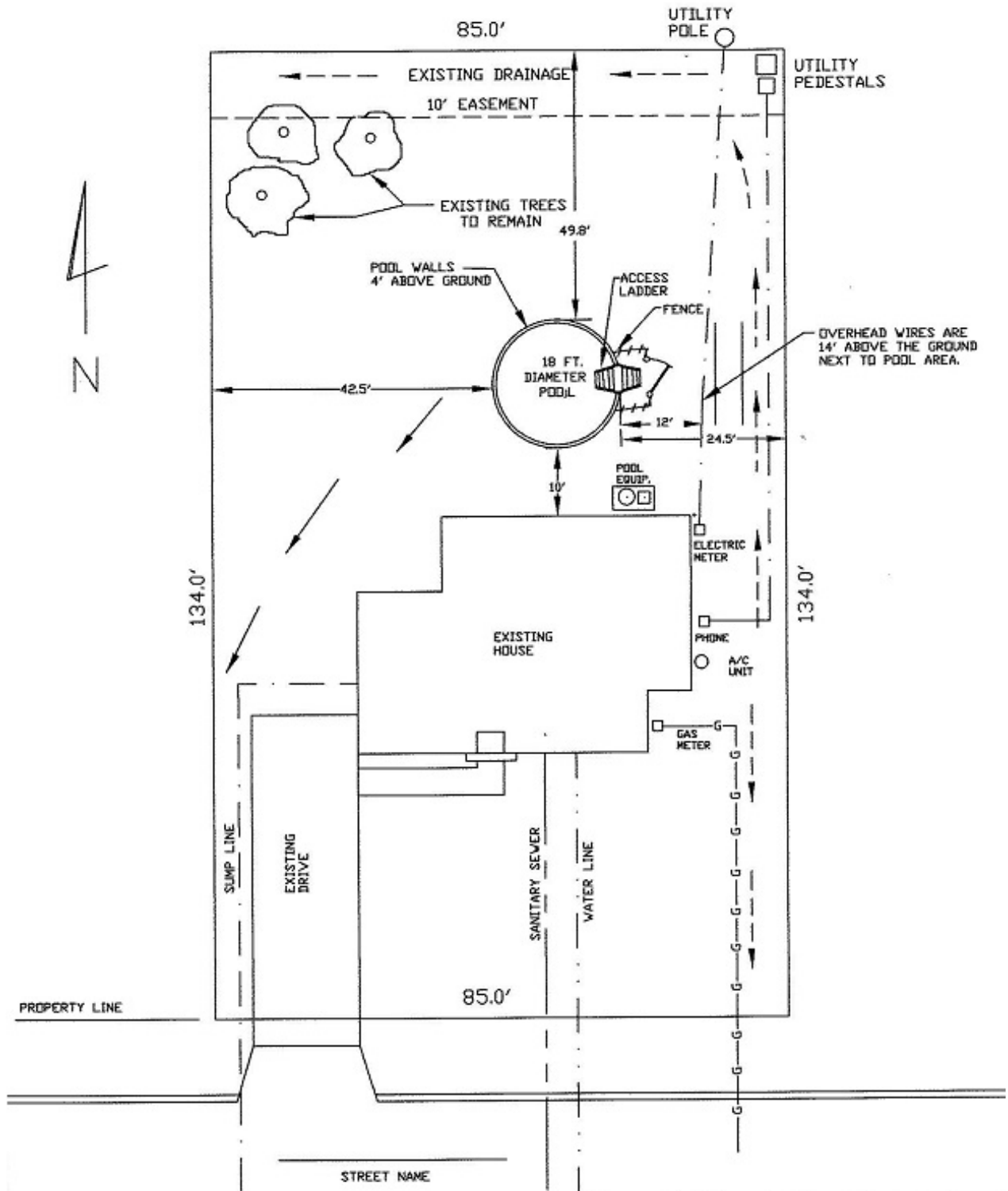
This information is provided in a “User-friendly” format as a general guide to help you apply the common Code and Ordinance requirements to your project. It covers the most common types of projects. The actual Code and Ordinance language may contain additional requirements or exceptions that may apply if your project is beyond the scope of this Handout.



SAMPLE PLOT PLAN
PRIVATE IN GROUND POOL

SHOW THE UTILITY LOCATIONS BOTH ABOVE AND BELOW GROUND.
SHOW THE LOCATION OF THE ELECTRIC METER, GAS METER AND A/C UNIT.
SHOW THE LOCATION OF THE WATER, SANITARY, AND SUMP LINES.

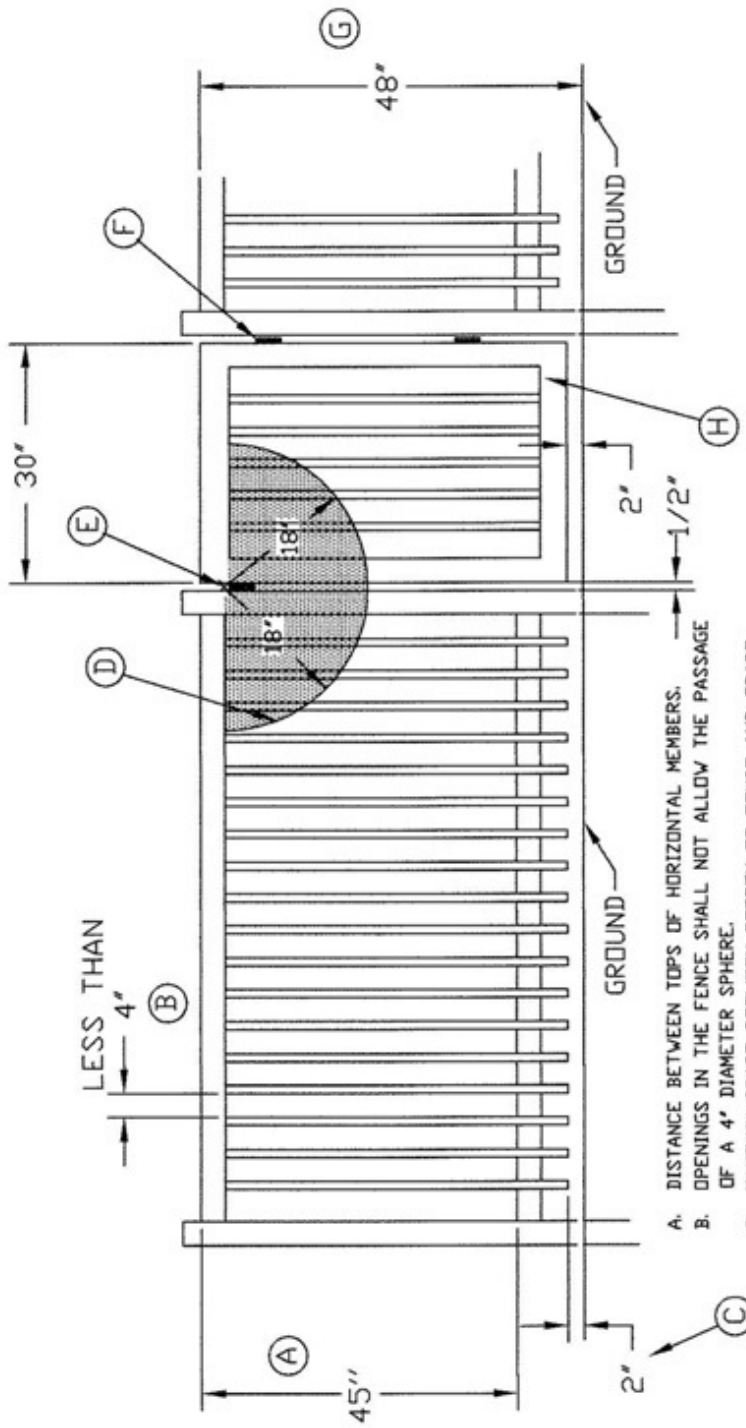
BUILDER: XYZ CONST.	
ADDRESS XXX	PHONE XXX
OWNER: RESIDENT	
ADDRESS XXX	PHONE XXX



SAMPLE PLOT PLAN
PRIVATE ABOVE GROUND POOL

SHOW THE UTILITY LOCATIONS BOTH ABOVE AND BELOW GROUND.
SHOW THE LOCATION OF THE ELECTRIC METER, GAS METER AND A/C UNIT.
SHOW THE LOCATION OF THE WATER, SANITARY, AND SUMP LINES.

BUILDER: XYZ CONST.	
ADDRESS XXX	PHONE XXX
OWNER: RESIDENT	
ADDRESS XXX	PHONE XXX



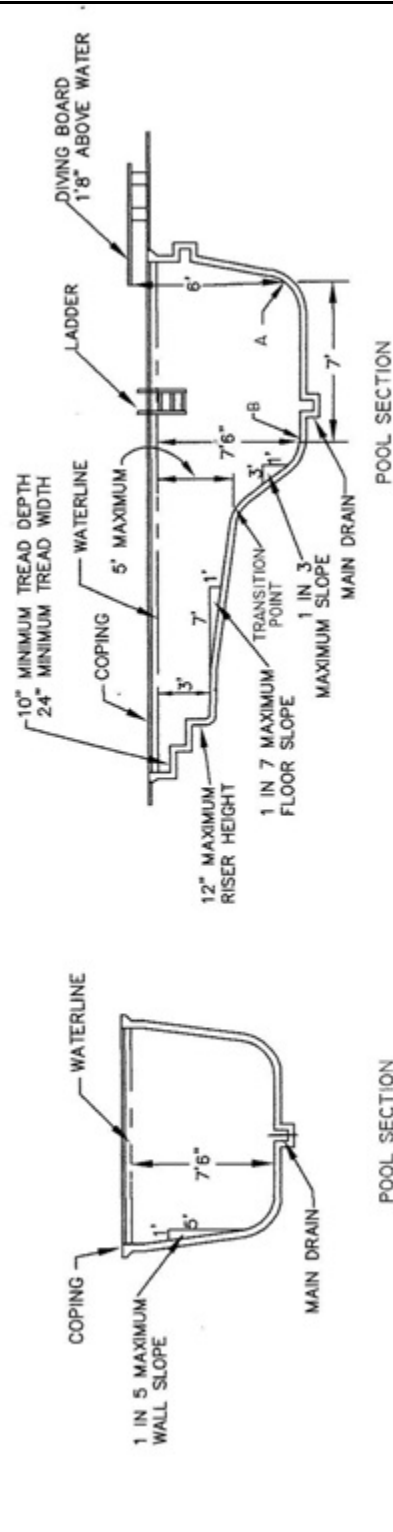
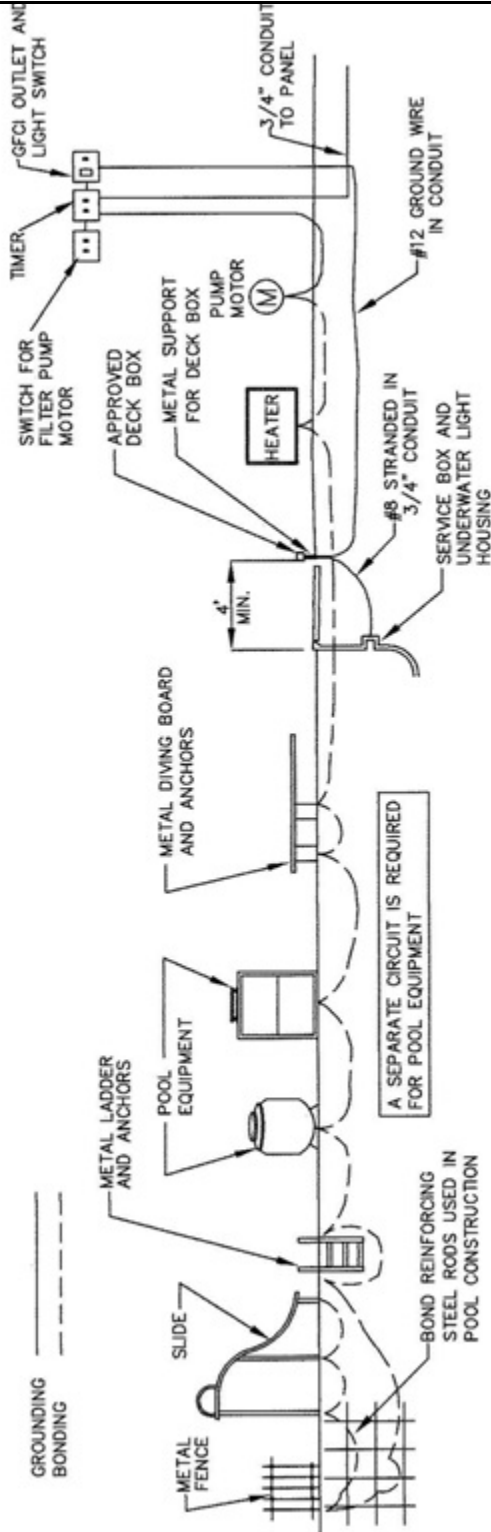
- A. DISTANCE BETWEEN TOPS OF HORIZONTAL MEMBERS.
- B. OPENINGS IN THE FENCE SHALL NOT ALLOW THE PASSAGE OF A 4" DIAMETER SPHERE.
- C. MAXIMUM SPACE BETWEEN BOTTOM OF FENCE AND GRADE.
- D. THE GATE AND FENCE SHALL NOT HAVE AN OPENING GREATER THAN 1/2" WITHIN 18" OF THE GATE RELEASE MECHANISM. (PLEXI-GLASS, TREATED PLYWOOD, ETC. CAN BE INSTALLED IN SHADED AREA TO MEET 1/2" MAXIMUM REQUIREMENT.)
- E. SELF-LATCHING DEVICE WITH RELEASE MECHANISM LOCATED ON THE POOLSIDE 3' BELOW TOP OF GATE.
- F. SELF-CLOSING GATE.
- G. HEIGHT OF FENCE ABOVE GRADE.
- H. GATE MUST OPEN OUTWARDS AWAY FROM POOL.

SAMPLE FENCE & GATE DETAILS

SCALE 1/2" = 1'

ELECTRICAL BONDING AND GROUNDING:

BONDING - #8 SOLID WIRE SHALL BE USED TO BOND ALL EQUIPMENT TOGETHER WITH APPROVED PRESSURE CONNECTORS.
 GROUNDING - ALL ELECTRICAL EQUIPMENT LOCATED WITHIN 5' OF THE WATER'S EDGE MUST BE GROUNDED, I.E. JUNCTION BOXES, TRANSFORMERS, PANELBOARDS, WET AND DRY NICHE LIGHTS, MOTORS, ETC. ALL ELECTRICAL WORK MUST COMPLY TO SECTION E4101 OF M.R.C.



ELECTRICAL GROUNDING AND POOL SECTION DETAILS

NOT TO SCALE



City of Kentwood
 Building Department
 4900 Breton Rd SE
 Kentwood, MI 49508
 (616) 554-0700 Phone

POOL INFORMATION FORM

Private Swimming Pool

Job Address: _____

Homeowner: _____

Contractor: _____

POOL CONSTRUCTION

ABOVE GROUND Gunitite
 IN-GROUND Vinyl Liner
 Manufacturer _____ Fiberglass
 Model Number _____ Other _____

Size: Diameter _____ And/Or Length _____ Width _____

Water Depth: Shallow End _____ Deep End _____

Diving Board: Yes No Height _____

Surface Cleaning: Skimmers Gutters

Please note: One skimmer is required for each 1,000 square feet of surface area

WATER TREATMENT

Pool filter meets the requirement of the National Sanitation Foundation Standard 50 entitled "Circulation System Components for Swimming Pools, Spas, or Hot Tubs." Yes No

Filter Capacity-Gallons Per Hour _____ **Pool Capacity-Total Gallons** _____

Time it takes for one water turnover: _____Hours

The pool owner has been or will be, on completion, instructed in the care and maintenance of the pool, including water treatment: Yes No

POOL ENCLOSURE AND ENTRAPMENT PROTECTION

Pool enclosure will be provided by: Pool Contractor: Homeowner:

Entrapment protection will be provided by: Pool Contractor: Homeowner:

I understand that necessary safety precautions must be met during construction and that the pool enclosure and entrapment protection requirements of the 2015 Michigan Resident Code must be completed prior to filling the pool with water.

 Print Name of Enclosure Provider

 Date

 Signature of Enclosure Provider



APPLICATION FOR SWIMMING POOL PERMIT

City of Kentwood
 4900 Breton Ave SE • P.O. Box 8848
 Kentwood, MI 49518-8848
 (616) 554-0700

Owner			Contractor		
Address (Street Name & No.)			Address (Street Name & No.)		
City	State	Zip	City	State	Zip
Property Owner Phone No.			Contractor Phone No.		
Contractors Residential Builders License			Fencing Installed By:		
Electrical Work By:					

Section AG 101-1 of the 2015 Michigan Building Code requires complete plans, including a site plan, to be **submitted and approved** before a building permit to install a pool can be issued. This applies to above and below ground pools.

Plans are required by the Michigan 2015 Building Code to show all of the following:

1. **Site Plan:** On a mortgage survey, show the location of the pool on the lot. *include all the buildings, walk fences, lot lines, etc.*
2. Detail of the water supply system and the drainage system.
3. All appurtenances pertaining to the pool such as: pumps, ladders, heaters, steps, diving boards, electrical wiring and plugs, shower, dressing rooms, equipment rooms, decks, etc.
4. Elevation and/or section drawings to show all slopes, floor slopes, finish grade, etc.
5. Enclosure details such as fences, gates, latches, natural barriers, etc.
6. If near a creek, pond, or easement a Soil Erosion (Earth Change) Permit is also required.

ALL PLANS MUST SHOW ACCURATE DIMENSIONS AND BE DRAWN TO SCALE

This application is true and accurate to the best of my knowledge.

Signed

Date



RESOLUTION No. 39-96

A RESOLUTION TO AMEND RESOLUTIO No. 170-86' A RESOLUTION SETTING BUILDING PERMIT FEES', TO ESTABLISH A REQUIREMENT FOR A FENCE CONSTRUCTION AND ELECTRICAL PROTECTION DEVICE FEE FOR SWIMMING POOLS AND HOT TUBS

\$200.00 REFUNDABLE FEE

The \$200.00 fence bond is in addition to the normal Building and Electrical permit fees.

Application for Fence Fee

Date: _____

Application for construction of Swimming Pool or Hot Tub at: _____

Application requested by: _____ . Permit No.: _____

Electrical Contractor: _____

Check _____ Bond _____ Cash _____ Received By: _____

Contractor Signature: _____

Home Owner Signature: _____

Refund Approved: _____ Date: _____

REFUND SUBJECT TO APPROVED FINAL INSPECTION BY BUILDING AND ELECTRICAL INSPECTORS.



APPLICATION FOR ELECTRICAL PERMIT

CITY OF KENTWOOD
 P.O. BOX 8848 (4900 BRETON AVE.) KENTWOOD, MI 49518
 PHONE: (616) 554-0702 FAX: (616) 698-7118

Permit #
 Application Date

I. JOBSITE INFORMATION		PLEASE PRINT OR TYPE	
Street Address including Suite #	Lot:	City KENTWOOD	Use (check one) <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL
Homeowner or Business Name where the work is being performed	Resident/Business Phone	Has a building permit been obtained for this project? (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED	
Jobsite Contact Person	Jobsite Contact Phone	Scope (check one) <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE	

II. INSTALLER INFORMATION		Installer is (check one) <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOMEOWNER (See "Homeowner Affidavit" below)	
Name	Phone #	State/Local Contractor Registration No.	Expiration Date
Address (Street # / Name / Direction)		Master Electrician License No.	Expiration Date
City	State	Zip	MESC. Employer ID (or exemption) Federal Employer ID (or exemption)
Email	Driver's License No.	Workers Compensation Insurance Carrier (or exemption)	

NOTE: Any concealed work shall be inspected before being covered

III. MANDATORY: DESCRIPTION & COMMENTS	Give a detailed description of the work to be performed under this permit.

IV. FEE CHART		FEE	# ITEMS	TOTAL	FEE	# ITEMS	TOTAL
1.	ELECTRICAL APPLICATION FEE (Non-refundable and includes 1 inspection)	\$ 50.00	1	\$ 50.00	5.	CIRCUITS OF WIRING AND DATA/COMMUNICATIONS OUTLET	
a.	ADMINISTRATIVE FEE (work w/o permit)	\$ 80.00			a.	General Branch Circuit	\$ 10.00
b.	EACH ADDITIONAL INSPECTION	\$ 40.00			b.	Lighting Branch Circuit	\$ 10.00
c.	Dwelling Unit(s) New or Total rewire- includes 3 inspections	\$ 200.00			c.	Add'n, Alteration, Repair Existing, Replace per 25 devices or lighting	\$ 10.00
d.	Special Inspection (per hour for carnival, fair, event, etc.)	\$ 60.00			d.	Electric Range	\$ 10.00
e.	Conduit, Grounding, or Temperature Control	\$ 45.00			e.	Electric Dryer	\$ 10.00
f.	Written Report (per hour)	\$ 60.00			f.	Each Furnace or A/C	\$ 10.00
g.	Certificates	\$ 60.00			g.	Data/Communications Outlets per 20	\$ 10.00
h.	Hazardous Locations Doubles Permit TOTAL FEE	double			h.	Microwave	\$ 10.00
2. SERVICES & SUB PANELS					i.	Electric Water Heater	\$ 10.00
a.	Meter Set or Mast Repair	\$ 10.00			j.	Vehicle Charging Station	\$ 20.00
b.	Temporary Service	\$ 17.00			k.	Heating Device (per 5000 watts)	\$ 10.00
c.	Up to 200 Amp	\$ 17.00			l.	Pool/Hot Tub (bonding, motors, & light)- Includes 2 inspections	\$ 60.00
d.	Over 200 - thru 600 Amp	\$ 30.00			m.	Other Fixed Appliances	\$ 10.00
e.	Over 600 - thru 1000 Amp	\$ 60.00			6. SIGNS		
f.	Over 1000 Amp / GFPE / Over 600 V	\$ 100.00			a.	Illuminated Signs (per circuit)	\$ 20.00
3. ALTERNATIVE POWER (Solar, Wind, etc.)					b.	Neon Trans / LED Pwr Supplies (per unit)	\$ 20.00
a.	System and first 10 KW	\$ 40.00			7. BUS DUCT & FEEDERS		
b.	Each Additional 1 KW	\$ 4.00			a.	Feeders (per 50')	\$ 11.00
4. FIRE ALARM					b.	Bus Duct (per 50')	\$ 11.00
a.	System and up to 10 Devices	\$ 60.00			8. MOTORS, GENERATORS, TRANSFORMERS (per HP or KVA)		
b.	Each additional device	\$ 6.00			a.	Up to 5 HP/KVA	\$ 10.00
					b.	Over 5-75 HP/KVA	\$ 25.00
					c.	Over 75 HP/KVA	\$ 50.00

This is your permit when approved by the City's Administrative Authority. Make checks payable to "CITY OF KENTWOOD" **TOTAL FEE**

V. APPLICATION SIGNATURE (Homeowner signature indicates compliance with section VI. below)		
Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.		
Licensee or Homeowner Name (please print)	Licensee or Homeowner Signature	Date

VI. HOMEOWNER AFFIDAVIT
I hereby certify the electrical work described on this permit application shall be installed by myself in my own house in which I am living or about to occupy. All work shall be installed in accordance with the current Michigan Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume responsibility to arrange inspections.



PERMIT APPLICATION for Part 91 SOIL EROSION AND SEDIMENTATION CONTROL

City of Kentwood
4900 Breton Ave SE
PO Box 8848
Kentwood, MI 49518-8848

Office Use Only
Permit Number:
Date Issued:
Expiration Date:
Minimum Opening:

1. APPLICANT (please check if applicant is the landowner or designated agent*)

Name Landowner _____ Designated Agent _____	
Owner	Contractor
Address (Street Name & No.)	Address (Street Name & No.)
City, State & Zip Code	City, State & Zip Code
Owner Phone Number & Fax	Contractors Phone Number & Fax

2. LOCATION

Section:	Town: 6N	Range: 11W	City: Kentwood	County: Kent	Subdivision:	Lot #
Property Address					Parcel Number	41-18-

3. PROPOSED EARTH CHANGE

Project Type: Residential (single family or duplex home on single lot) _____ Plat Development _____ Commercial _____ Other _____		
Describe Project	Size of Earth Change (acres or square feet)	
Name of and Distance to Nearest lake, Stream, or Drain	Date Project to Start	Date Project to be Completed

4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Rule 323.1703)

Note: 2 Complete set of plans must be attached	Estimated Cost of Erosion and Sediment Control
	Plan Preparer's Name and Phone Number

5. PARTIES RESPONSIBLE FOR EARTH CHANGE

Name	Address (Street Name & No.)
City, State & Zip Code	Phone Number & Fax
Name of Individual "ON SITE" Responsible for Earth Change	Phone Number

6. PERFORMANCE DEPOSIT (If required by the permitting agency)

\$5,000 Soil Erosion Surety Bond _____ Check _____ Irrevocable Letter of Credit _____				
\$30,000 Stormwater Surety Bond _____ Check _____ Irrevocable Letter of Credit _____				
Name of Surety Company				
Address	City	State	Zip Code	Phone Number

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.

Landowner's Signature	Print Name	Date
Designated Agent's Signature*	Print Name	Date

* Designated agent must have a written statement from the landowner authorizing him/her to secure a permit in the landowner's name.



CITY OF KENTWOOD PLANNING DEPARTMENT
Fence PERMIT APPLICATION
(Please Type or Print)

DATE			
APPLICANT		PHONE	
ADDRESS		FAX	

PROPERTY LOCATION	
PROPERTY OWNER	
PROPERTY ADDRESS	
PARCEL NUMBER	41-18-
ZONING DISTRICT	

TYPE OF FENCE	
<input type="checkbox"/>	Solid Wall
<input type="checkbox"/>	Retaining Wall
<input type="checkbox"/>	Chain Link
<input type="checkbox"/>	Open Decorative
<input type="checkbox"/>	Solid Fence
<input type="checkbox"/>	Split Rail

- You must provide a scaled sketch of the lot along with the proposed fence or wall with dimensions. Any existing or proposed easements should also be shown on the plan.
- A permit is required for any fence or wall exceeding 30 inches in height.
- The fence will be installed with the finished side facing outward.
- The fence will be installed on your property only, and not in the public right-of-way.
- The fence will be built as shown on the attached site plan.
- None of the following materials will be used: barbed wire, razor wire, concertina wire, electrified wire or recycled materials.

NOTE: WORK IS NOT TO COMMENCE UNTIL APPLICATION IS APPROVED AND PERMITS ARE ISSUED

“I” hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable city ordinances:

PROPERTY OWNER/APPLICANT SIGNATURE	DATE
Print Name:	Permit Fee: