



Swimming Pool Permit Administrative Completeness Checklist

All applications must be deemed administratively complete by City staff before the permit will begin the review process

- Complete and signed Residential Permit Application for Swimming Pool
- Complete and signed Acknowledgement of Code of Ordinances
 - Signed by Architect, Builder/Contractor, Property Owner/Client
- Proof of Liability Insurance (must have jobsite location on form)
- Survey/site plan showing all structures, setback, septic drain field, tanks and all impervious items with calculations (broken down by item, sq. ft. & % of lot cover) included on plan. City's definition of impervious can be found in the West Lake Hills Code of Ordinances, Sec. 1.01 available on the City website.)
- Drainage plan per specifications in the Drainage & Erosion Control Design Manual
- Show Erosion Control (engineered silt fence on plan)
- Construction detail of pool, including electrical and plumbing
- Location of pool equipment and screening
- Copies of subcontractor's licenses and driver's licenses
- Pool barrier shown on plan
- Pool lighting plan and manufacturer's cut-sheets if lighting proposed
- Application fees
- For projects equal or greater than \$25,000, submit a General Contractor Registration form if it is not on file with West Lake Hills