



### **Pool Permit Checklist**

We encourage you to contact Niall Connolly, our Principal Planner, at [nconnolly@springdale.utah.gov](mailto:nconnolly@springdale.utah.gov) or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for a Pool Permit as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### **Application Process**

Application for a pool permit is made online through the Town's permit application portal. You can access the pool permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

#### **Property Owner Contact Information**

Property owner's first and last name, telephone number, contact email, and mailing address.

#### **Point of Contact Information**

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

#### **Site Information**

- Site Address
- Subdivision Information (if applicable)
- Lot # (if applicable)
- Parcel #

### **Project Information**

#### **Letter of Authorization**

If the applicant is not the homeowner, a written letter of authorization from the property owner authorizing the applicant to make the Building Permit Application is required.

**Construction Plans**

Site plan of the pool in relation to the property

Engineering/construction details

Lighting Plan

Total amount of lumens for pool lighting

**License Numbers**

Provide the full license numbers for the general contractor, electrical contractor, plumbing contractor, and any other contractors.

**Type of Pool****Excavation Cubic Yards****Estimated Project Value**