



**DEVELOPMENT SERVICES DEPARTMENT
Permits & Inspections Division**

1522 Texas Parkway Missouri City, Texas 77489
281-403-8600 (Office) ■ permits@missouricitytx.gov
www.missouricitytx.gov



Website:



Citizen Self Service:

SWIMMING POOL/SPA PERMIT APPLICATION

The following application and checklist may be submitted online using the Citizen Self Service QR code above.

If submitting in person, please complete the following and provide to a Permit Services staff member.

Unless requested, applications submitted by email are not be accepted.

NOTE: The currently adopted national codes include: For Public Pools: 2015 International Building Code Section 3109; For Residential Pools: 2015 International Swimming Pool and Spa Code

Please select job type:

SPA PRIVATE POOL PUBLIC/SEMI POOL

| | | |
|---|------------------|---------------|
| 1. JOB ADDRESS (An assigned address is required to process this application. If address is unknown, contact Planning Division at (281-403-8541): | | |
| 2. PROPERTY OR BUILDING OWNER (COMPANY NAME): | | |
| PHONE: | | EMAIL: |
| 3. CONTRACTOR (RESPONSIBLE INDIVIDUAL AND COMPANY NAME): | | |
| PHONE: | | EMAIL: |
| 4. HOMEOWNERS/PROPERTY OWNERS ASSOCIATION: Is the location subject to a Homeowners Association (HOA) or a Property Owners Associations (POA): | | |
| <input type="radio"/> YES <input type="radio"/> NO IF YES, PROVIDE VERIFICATION THAT PLANS HAVE BEEN SUBMITTED TO THE HOA OR POA FOR REVIEW OR PROVIDE RESPONSE COMMENTS RECEIVED. | | |
| 5. This is to certify that I, the Contractor, being issued this permit, will comply with all adopted codes and ordinances of the City of Missouri City, Texas including the 2015 International Swimming Pool and Spa Code. It is my responsibility to ensure that the pool has all required inspections prior to pool utilization. I understand that any person who violates any provision of the city's adopted codes and ordinances or on which a violation of Chapter 14 – Buildings and Building Regulations exists shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine in an amount as set forth by the city's adopted Code of Ordinances. | | |
| CONTRACTOR PRINTED NAME | SIGNATURE | DATE |

FEE SCHEDULE

| Item | Fee |
|-------------------------|----------|
| Spa | \$40.00 |
| Private | \$160.00 |
| Public/Semi-Public Pool | \$525.00 |



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SWIMMING POOL/SPA PERMIT APPLICATION CHECKLIST

| | |
|---|--|
| 1. JOB ADDRESS (An assigned address is required to process this application. If address is unknown, contact Planning Division at (281-403-8541): | |
| 2. Application Submittal Date (To be completed by staff) | |
| 3. Application Status (To be completed by staff) | <input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE |

| Information/Document Required | | Print Copies Required | Electronic Copy Format Required |
|-------------------------------|---|-----------------------|---------------------------------|
| Staff Complete | Applicant Complete | | |
| <input type="checkbox"/> | <input type="checkbox"/> APPLICATION FEE | N/A | N/A |
| <input type="checkbox"/> | <input type="checkbox"/> HOA OR POA COMMENTS OR COPY OF NOTIFICATION ATTACHED | N/A | .pdf |
| <input type="checkbox"/> | <input type="checkbox"/> PLAN SHEETS THE FOLLOWING (All Plans must provide a scale. For Pools: ¼" = 1 foot; Spas: 1" = 1 foot) <ul style="list-style-type: none"> ○ Site Plan <ul style="list-style-type: none"> - Pool/Spa/Wading Pool Layout: Overhead view showing all dimensions; Sectional view showing slope, depths at shallow and deep ends; slope breaks. - Equipment pad layout ○ Drain Plan ○ Access Plan (jogging trails should not be used as means of access) ○ Deck Plan (showing slopes, drains, and reinforcing steel) ○ Site Details <ul style="list-style-type: none"> - Fence and Gates (showing plan view and elevations) - Alarm at doors leading to secured pool area - Stair, ladder, handhold, diving board, if applicable <p>(SEE PAGE 3 of 3 for continuation of checklist)</p> | N/A | .pdf |



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|--------------------------|---|-----|------|
| <input type="checkbox"/> | <input type="checkbox"/> EQUIPMENT SPECIFICATION SHEETS <ul style="list-style-type: none"> ○ Shell information (material, finish, color) ○ Water capacity (turnover ratio, filter type - No DE filters allowed) ○ Pump curve ○ Pool cover | N/A | .pdf |
| <input type="checkbox"/> | <input type="checkbox"/> ELECTRICAL PLAN <ul style="list-style-type: none"> ○ Deck lighting (showing fixture locations) ○ Underwater lighting/GFCI specifications ○ Emergency shutoff switch (spas only) | N/A | .pdf |
| <input type="checkbox"/> | <input type="checkbox"/> STATE ENERGY CODE GUIDELINES | | |
| <input type="checkbox"/> | <input type="checkbox"/> PLUMBING PLAN <ul style="list-style-type: none"> ○ Line diagram (showing return and suction lines) ○ Safety vacuum release system/device ○ Location of all circulation equipment (pump(s), filter, disinfectant feeder, flow meter, pressure gauges) ○ Pipe Sizes and materials ○ Skimmer locations ○ Main Drain and equalizer line locations (include anti-hair/body entanglement covers specifications) ○ Hose bib location/anti-siphon device | N/A | .pdf |

NOTE: City adopted codes requires that backwash from swimming pools not be drained into the storm sewer.