



CITY OF FROSTBURG
SWIMMING POOL PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
FROSTBURG MUNICIPAL CENTER
37 BROADWAY, P.O. BOX 440
FROSTBURG, MD 21532

Site Information:

Property Owner's Name: _____ Phone No.: _____

Property Owner's Address: _____

Permit Location (Physical address): _____ Located within Historic District? **Y / N**

Applicant Information:

Applicant's Name (if different from property owner): _____

Applicant's Address: _____

Phone #: _____ Email Address: _____

Please Circle One: **In-Ground Pool** **Above-Ground Pool** **Spa/Hot Tub**

Height & Width of Pool: _____ Estimated Value: \$ _____

Depth of Pool: _____ Removable Ladder: **Y / N** Cover: **Y / N**

Grading Area Disturbed: _____

Type of Fencing:

___ Existing Yard Fence Height of Fence: _____

___ Fence attached to Pool Height of Fence: _____

___ Proposed Yard Fence** Height of Fence: _____

***Note: Separate fence permit application required*

THE FOLLOWING IS REQUIRED PRIOR TO ISSUANCE OF PERMIT (to be completed by the City):

- Site Plan- Showing setbacks that are the required six (6) feet from property lines
- Plans/Specification/Cut Sheet
- Historic District Commission Approval (if necessary)
- Building Inspection(s)- Plan Review/Site Visit (if necessary), Electric, and Final Use and Occupancy

★ALL WORK MUST COMPLY WITH CURRENT BUILDING CODES AND ORDINANCES AND MUST MEET ALL PROVISIONS OF THE NATIONAL ELECTRIC CODE★

I hereby agree to comply with all regulations and codes which are applicable hereto, and further agree that any misstatement or misrepresentation of the facts presented as part of this application or change to proposal without approval of the agencies concerned, shall constitute sufficient grounds for the disapproval or revocation of the subject permit.

Applicant's Signature: _____ Date: _____

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FEES: Permit Fee \$ _____ + Other Fees \$ _____ = TOTAL DUE \$ _____ | Payment Type: Cash Check No.: _____

Application Date: _____ Taken by: _____ Status: APPROVED DENIED

Permit Issue Date: _____ Issued by: _____

Project Approval Date: _____

PERMIT NO.

SWIMMING POOL/SPA/HOT TUB PERMIT SUBMITTAL CHECKLIST

Swimming pool/spa/hot tub permit applications and supporting documentation reviews require 7-10 working days to process. Missing information will delay this process. Please plan accordingly

Please initial each item to confirm the information is included and/or attached to the permit application.

- ___ The Swimming Pool/Spa/Hot Tub Application is completed, signed, and dated
- ___ I have checked with my Homeowner's Association regarding covenant restrictions.
- ___ The attached site plan of the property includes ALL of the following information:
 - ___ The principle structure (i.e. house) is shown on the site plan
 - ___ Any existing accessory structures (i.e. garage, shed, etc.) are shown on the site plan
 - ___ The proposed pool is drawn to scale on the site plan (Please include pool height & width)
 - ___ Dimensions from the proposed pool to house, rear yard, and side yards
 - ___ The location of all pool equipment, including pumps, filters, etc.
 - ___ The location of all underground or overhead electric lines
 - ___ The location and height of existing or proposed fence (All fences must be a minimum of 4 ft. in height and a maximum of 6 ft. in height AND must have self-closing/self-latching gate)
- ___ Construction details for pool deck, stairs, and guardrails if applicable. Above-ground pools must have a manually-activated entrance ladder that can be locked in the upright position.
- ___ **For Above-Ground Pools:** Manufacturer's specifications sheet
- ___ **For In-Ground Pools:** Complete installation details, including electrical and plumbing
- ___ **For Spas/Hot Tubs:** Manufacturer's specifications sheet

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PERMIT NO.

IMPORTANT INFORMATION FOR SWIMMING POOL/SPA/HOT TUB INSTALLATIONS

Permit Required:

It shall be unlawful to proceed with the construction, installation or enlargement of any swimming pool or its accessories within the City of Frostburg unless having first obtained a building permit. Failure to obtain a building permit prior to installation of a swimming pool could result in a fine not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00) for each violation.

Location:

- All swimming pool installations must comply with the minimum required setbacks as dictated by the property's zoning district.
- No swimming pool shall be located in the front yard of any lot including both street frontages on corner lots.
- No underground or overhead wires may be within 6 feet (6') (measured horizontally) of pool.
- Pools shall not be located on any easements, as shown on the plat of survey.
- Pools must be located at least 60 inches (60") vertical and horizontal from any glazing that is not tempered.
- It is the responsibility of the homeowner to verify the lot lines. The City of Frostburg does not verify lot lines.

Fence and/or Barrier:

- All outdoor swimming pools shall be completely enclosed by a fence, or the yard in which the pool is located shall be completely enclosed by a fence with a minimum height from the established grade of four feet (4').
- Fencing is required once the pool is installed. A separate General Permit Application is required if installing a fence. The fence permit must accompany the pool permit.
- A separate fence permit is not required if the fence is to be attached to the top of the pool.
- A fence around the yard is NOT required for a spa/hot tub; *however*, a cover that locks/latches IS required.

Gates:

- All fence openings or points of entry into the pool area shall be equipped with self-closing gates.
- All gates shall be self-latching with the latches placed at least four feet (4') above the ground.
- Above ground pools that have a manually activated entrance ladder that can be locked in the upright position shall be acceptable as long as the degree of protection is not less than the protection afforded by the enclosure, gate and latch described herein.

Electrical Requirements:

- Swimming pools shall not be located below or within ten feet (10') from any overhead electrical lines or within five feet (5') horizontally from the inside wall of the pool.
- All exterior receptacles within twenty feet (20') of the inside wall of the pool shall be GFCI protected.
- All electrical installations in conjunction with swimming pools must be in conformance with the 2017 National Electric Code.
- Extension cords are not permitted.

Miscellaneous:

- Contact MISS UTILITY at 1-800-257-7777 for utility locates prior to any digging.
- It is the responsibility of the property owner to contact their Homeowners Association (if applicable) for their approval for covenants and restrictions beyond those enforced by the City of Frostburg.

Inspection Requirements:

- The number of inspections varies based on the complexity of the swimming pool/hot tub/spa installation.
- Inspections may be scheduled by contacting MEGCO Inspections at 1-800-304-5942. Please allow 24-hour notice for all inspections. Inspections are conducted Monday-Friday except for holidays. Be prepared to provide the permit number, address, contact name and phone number, type of inspection, and the date you would like the inspection.

Fees:

- The base fee for a Swimming Pool/Hot Tub/Spa Permit is \$25.00.
- The Plan Review fee is typically \$75.00 and is based on the complexity of the plans and the amount of time required to review the plans.
- Each inspection costs \$65.00. Typically, a minimum of five inspections, including the final inspection, are required.

Exceptions to Provisions:

The provisions of this section shall not apply to swimming pools that have a water depth of 24 inches or less.

Summary:

The pool regulations are intended to help prevent drowning and electrical shocks. You must have a permit to install a pool/spa/hot tub, and it must meet the City of Frostburg guidelines in order to obtain a permit. Inspections will be conducted to check the swimming pools/spas/hot tubs are in compliance with the rules. The pool/spa/hot tub shall not be used until the final inspection has been conducted and the project has passed the final inspection.

**Please contact City Planner Bethany Fife with any questions at
301-689-6000 ext. 110 or bfife@frostburgcity.org.**