CITY OF PARMA HEIGHTS
DEPARTMENT OF PUBLIC SERVICE

APPLICATION FOR RESIDENTAL POOL AND HOT TUB PERMIT

Property Information

1. Location of the Property	
2. Parcel Number	

Property Owner Information

3. Property Owner Name	
4. Property Owner Address	
5. Property Owner Number	
6. Property Owner Email	

Contractor Information

7. Name/Firm	
8. Address	
9. Number	
10. Email	

Required Specifications

- ☐ Permit required for all above ground, in ground, temporary above ground pool, and hot tub deeper than 24".
- ☐ Location: 10"-0" or more from residence, 10' 0" or more from any property line. Pool deck 3'-0" or more from property line.
- ☐ Yard must be completely fenced at least 4'-0" high, pool area must be fenced or have fence directly attached to pool at least 3'-0" high. (Separate fence permit required)
- ☐ Filter must be concrete pad or patio blocks. (Separate concrete permit required)
- ☐ Pools must only be drained according to Ohio EPA standards.
- ☐ Above hanging electrical wires must be a minimum of 22ft from top of pool/hot tub.

☐ _____
Applicant's Initials

Required Site Plan & Electrical Specifications

- ☐ Site plan/drawing must be submitted with application- showing location of pool/hot tub on the property. Pool final location must be inspected.
- ☐ Residential electrical permit required. Complete the electrical permit application and submit with application.
- ☐ Electrical work must be inspected, must see open trench with conduit, and final electrical inspection required.

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Permit Type			
Type	Size	Estimated Value $	Description
☐ Above Ground Pool			
☐ In Ground Pool			
☐ Temporary Pool			
☐ Hot Tub			

Application Fees

12. All appropriate fees and plans shall be submitted with application. Fees are not refundable. Any alteration to the original proposal will, at the discretion of the Director of Public Service, be considered a new proposal and will be charged accordingly.

Re-Inspection Fee: A fee of fifty dollars ($50.00) shall be charged for each additional re-inspection.
Plan Changes: An additional fee of 50% of the original permit
Work Without Permit: The permit(s) cost shall be doubled for work begun or completed without obtaining a permit.

☐   _____
Applicant's Initials

Acknowledgement & Signature

Application is hereby made for permit to do work as described. The acceptance of the permit herein applied shall constitute an agreement on the part of the undersigned to abide by all the conditions therein contained; and to comply with all ordinance of the City of Parma Heights and the laws of the State of Ohio relating to work to be done thereunder and said agreement is a condition of said permit.

It is the applicant's responsibility to review and comply with all mandates of the Parma Heights Codified Ordinances relative to this application request. Parma Heights Codified Ordinances can be found on the City's website at www.parmaheightsoh.gov.

All inspections needed will be listed on the permit. All inspections must be scheduled at least 24 hours in advance.
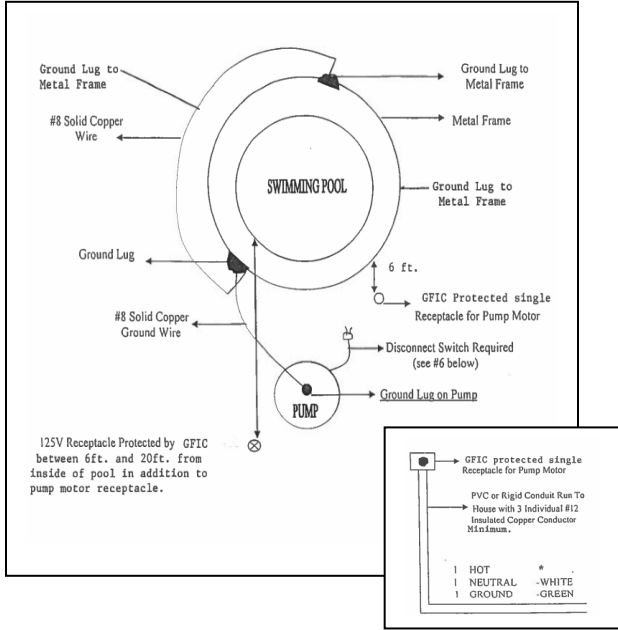Permit number required to schedule inspections.

Applicant Name (print):

Signature of Applicant:

Date

Electrical Wiring Layout

1. Compliance with N.E. C., Art. 680
2. #8 solid must connect pump & mental frame of pool together- at 4 points plus pool skimmer.
3. Run conduit to dwelling, then inside dwelling cable assembly must also have insulated green ground wire, white neutral, and hot (any color except green or white)
4. Conduit buried 18 inches (keep open for inspection)
5. Before inspection: pool must be completed & 18" ditch kept open
6. Disconnect switch required at least 6 ft. from pool horizontally or located within sight if hard wired to pump

Example of Site Plan
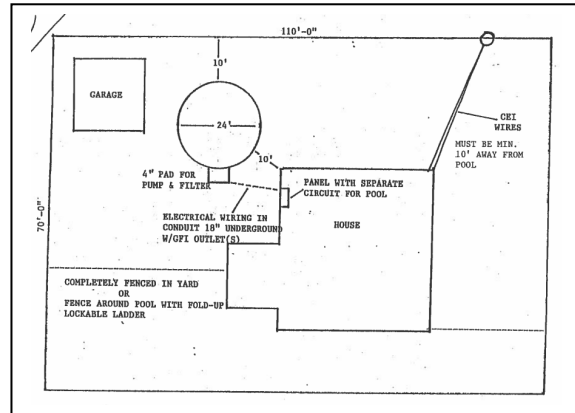
Official Use Only

Office Use Only	
Permit Number	
Permit Fee	
Permit Date	
Building Code	