



Updated 7/2016

Pool Permits

This is an overview of what you will need prior to installing a pool. Before proceeding with final plans, it is always recommended that you consult with Village employees to ensure all requirements have been addressed.

- ❑ A permit is required if your pool meets the Whitehouse Zoning Code definition: *A swimming pool means an enclosure, temporary or permanent, above or below ground, containing water to be used for bathing, wading or swimming, which shall be able to contain twenty-four (24) inches minimum depth of water and exceeds twelve (12) feet in diameter or length, whichever applies to the appropriate shape.*
- ❑ A plot plan of your property. If you do not have one, check with Village employees to see if one is on file at Village Hall.
- ❑ If you live in a subdivision with deed restrictions, you will also need a letter from your Home Owners Association or the subdivision builder/owner/developer.
- ❑ Indicate all structures on the plot plan, including house, shed, fence, deck, utility lines (overhead and underground) and the placement of your proposed pool. Also show how far from the lot lines you intend to place the pool (must be at least 10 feet).
- ❑ Indicate location of security fence (48" high) or locking ladder for safety on above ground pools.
- ❑ Indicate where the pump and filter will be located and plugged into a GFCI protected electrical outlet. Extension cords cannot be used.
- ❑ If you do not have an electrical outlet near the pool location, an electrical permit will be required and must be obtained by the electrician you have hired. Electrical permits are obtained through the City of Maumee Building Department (419-897-7075)
- ❑ Name, address and phone number of your contractor (pool and/or electrician). All contractors must be registered with the Village of Whitehouse. Forms are available on the website – Online Forms.

After submission, it normally takes 2 – 3 days for the plans to be approved. You will be contacted when the permit is ready. The \$25 zoning permit fee is due when plans are submitted (payable to Village of Whitehouse).



**Application for a Pool / Zoning Permit
Pursuant to Chapter 1257.19 of the Whitehouse Zoning Code**

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

Address: _____ Email: _____

Contractor Name: _____ (All Contractor's must be registered to perform work in the Village of Whitehouse) Phone No.: _____

Address: _____ Email: _____

Type of pool: _____ Size: _____

- Does your neighborhood have a Home Owners Association? If so, do you need HOA approval before installing a pool? Yes No Is approval letter attached? Yes No
- Is plot plan attached showing entire lot, residence, fences, decks, sheds, etc.? You will need to indicate on the plot plan where the pool is proposed to be located. It is possible that plot plans are on file with the Village. Ask for a copy so that you can use it to indicate the location.
- Be aware of any utility and/or drainage easements and overhead utility lines that might be located on your property.
- A zoning/pool permit fee of \$25 is due when the plans are delivered. Checks should be made payable to The Village of Whitehouse.

After submission, it normally takes 2 days for the plans to be approved. You will be contacted when the permit has been approved.