



PURPOSE

The purpose of this guideline is to clarify the minimum requirements to allow for the removal of an existing swimming pool. A building permit is required for the removal of all swimming pools.

PLAN REQUIREMENTS

1. Provide a completed construction permit application.
2. Provide an electronic copy of a completely dimensioned site plan showing all property lines, all existing structures, location of existing swimming pool and setback dimensions from the pool to the existing structures and property lines. **Specify which of the options will be used below.**
 - Drawing and document files shall be saved as .pdf files. Drawing sheet file names should be as follows: SHEET NUMBER – SHEET TITLE. Save each drawing sheet as a single file.
3. [Owner-Builder Disclosure Form](#) (for property owners applying for their own building permit)
4. All existing gas and electrical lines will be verified to be properly terminated.

OPTION A – POOL SHELL TO REMAIN

1. Drill a minimum of three (3) - 12” diameter holes evenly spaced along the center line of the pool bottom. Call for initial inspection to verify size and spacing of required drain holes.
2. Backfill the remaining pool shell with ¾” maximum size crushed rock for a minimum of 8” deep at the bottom of the pool. Gravel shall be packed into place. Clean fill may be added beyond the initial crushed rock backfill.
3. Line the top of gravel with a nonwoven geotextile filter fabric and wrap the fabric up the pool walls at least 1 foot. The filter fabric should be at least 6-ounce per square foot weight, such as Mirafi 160N, Amoco 4551, Contech 6-60NW, TNS R060, or other equivalent manufacturer's product.
4. Backfill with clean dirt. Backfill shall be moistened and tractor rolled or tamped with a wacker compacting plate into place. No fill dirt shall be stored on the street or public right-of-way without an encroachment permit issued by the Department of Public Works.
5. Call for final inspection after all the work is complete.
6. NOTE: Backfill over the existing swimming pool shell may have differential settlement. Owner agrees to use the area for landscape purposes only and not for any structural or floor slab support.

OPTION B – POOL SHELL TO BE REMOVED

Pool backfill area can be used to support a building or structure if the pool shell is removed in its entirety and the backfill is certified by a licensed Geotechnical or Civil Engineer to verify backfill materials, soil type, percentage of compaction, etc. Compaction report is required for Final Inspection, and the compaction report must state that backfill area is suitable for a future structure.

If a compaction report is not provided, the pool backfill area will allowed to be used for landscape purposes only and not for any structural or floor slab support.