



# **COLLETON COUNTY**

**APPLICATION PACKAGE**

**FOR A**

**POOL OR SPA**

**February 2019**

**COLLETON COUNTY  
DEPARTMENT OF PLANNING & DEVELOPMENT  
CHECKLIST FOR A POOL OR SPA PERMIT**

1. Permit Application Form
2. Zoning Compliance Form
3. Site Development Plan
4. Approval Letter/Form from DHEC (*If property is served by septic tank system*)
5. Permit & Application Fees
6. Accessory Pool or Spa Structures

**ITEM 1. Permit Application Form:** Application Forms can be obtained at the Colleton County Department of Planning & Development. **Applications must be filled out completely in order to process your application request.**

**ITEM 2. Zoning Compliance Form:** Application Forms can be obtained at the Colleton County Department of Planning & Development. **Applications must be filled out completely in order to process your application request. *This form is required to determine compliance of the pool or spa with the applicable zoning ordinances and other zoning requirements.***

**ITEM 3. Site Development Plan:** A drawing showing the location of the home, pool, spa, storage units and any other structures on the property, and more specifically in the area of the pool or spa, all property boundary lines and fences and accurate measurements for all of the above. **A property Plat or Survey can be used as the background for the Site Plan, which shows structures, dimensions, distances and property lines, as long as all of the previous items which need to be included on the Site Plan are included on the Plat or Survey.\***

**ITEM 4. Approval Letter/Form from DHEC – *ONLY if property is served by a septic tank system:*** **If you are served by septic, please contact Department of Health & Environmental Control (DHEC) at (843) 846-1030 to obtain an approval letter/form in order to proceed. We cannot process your application without the letter/form from DHEC.**

**ITEM 5. Permit & Application Fees:** Please talk with the Permit Techs at the front counter or call them at (843) 549-1709 at Extension #1255 or #1256 to find out the current Fees required to process this Application. ***Application cannot be processed before Fees have been paid in full.***

**ITEM 6. Accessory Pool Structures:** If a Pool House, Pool Storage Shed or any other Pool related structures are being constructed in conjunction with the Pool or Spa, **they must be included in this Permit Application and a separate Building Permit Application is NOT required.**

**THE INFORMATION PROVIDED ON THE FOLLOWING PAGES SERVES AS A GUIDE TO WHAT IS REQUIRED TO BE SUBMITTED WITH A POOL OR SPA PERMIT APPLICATION. NOT EVERY POOL OR SPA IS THE SAME, AND YOUR APPLICATION MAY NOT REQUIRE EVERYTHING LISTED OR SHOWN, OR IT MAY REQUIRE MORE INFORMATION THAN WHAT IS LISTED OR SHOWN. THE PLANS REVIEWERS AND BUILDING OFFICIALS WILL INSTRUCT YOU IF ANY ADDITIONAL INFORMATION IS REQUIRED TO PROPERLY PROCESS YOUR APPLICATION.**

**PLAN REQUIREMENTS FOR POOLS & SPAS**  
**TO INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:**

1. TYPE OF CONSTRUCTION, WHETHER GUNITE, POURED CONCRETE, PREFABRICATED, VINYL, FIBERGLASS, OR OTHER.
2. POOL DIMENSIONS, INCLUDING THE DEPTHS AND AN ADEQUATE CROSS-SECTION DRAWN TO SCALE.
3. COMPUTATIONS, STRESS DIAGRAMS, AND OTHER DATA SUFFICIENT TO SHOW THE CORRECTNESS OF THE PLANS; INCLUDING THE REINFORCING STEEL SCHEDULE AND DETAIL, IF APPLICABLE.
4. A STATEMENT BY THE APPLICANT CONCERNING THE ANTICIPATED NATURE AND CONDITION OF THE SOIL UNDER AND AROUND THE POOL STRUCTURE.
5. INTERIOR FINISH DETAILS.
6. DRAIN DUEL SEPARATION DETAILS.
7. EMERGENCY CUT-OFF FOR DRAIN PUMP.
8. LOCATION OF SWITCHING DEVICES.
9. EQUIPMENT LOCATIONS AND CLEARANCES.
10. WIRING DIAGRAM AND METHODS.
11. THRU-WALLLIGHTING ASSEMBLY AND GROUNDING, IF APPLICABLE.
12. GFCI PROTECTION.
13. IDENTIFY ALL EQUIPMENT TO BE GROUNDED.
14. ATMOSPHERIC VACUUM RELIEF SYSTEM.
15. SUCTION OUTLET COVER(S) AND TYPE.
16. DECKING AROUND POOL WITH GROUND.
17. REINFORCEMENT AND GROUNDING FOR INGROUND MASONRY POOL.
18. SEISMIC ZONE REINFORCEMENTS, AS AND WHERE REQUIRED.
19. REQUIRED SECURITY FENCE: HEIGHT, MATERIALS WITH LOCKING GATE AND HARDWARE DETAILS AND FENCE MESH DIMENSIONS AND DETAILS.
20. LADDERS WHERE REQUIRED, IN ACCORDANCE WITH THE IRC.
21. ANY ADDITIONAL DETAILS ON SPECIALIZED EQUIPMENT, SUCH AS WATER HEATERS, WATER PURIFIERS, WATER SLIDES, ETC...