

## SWIMMING POOL CONSTRUCTION CHECKLIST

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

To expedite the review of your permit application the following checklist information is required to be submitted with your plans and permit application. This form must be reviewed, checklist items checked off and signed by owner/contractor when construction applications and documents are submitted to the Code Enforcement Bureau for review.

### INCOMPLETE INFORMATION WILL RESULT IN DELAYS IN PROCESSING YOUR APPLICATION

Date Reviewed: \_\_\_\_\_

Complete

Incomplete

\_\_\_ 1. Three (3) Copies of a current survey (unmarked) and correct to scale (not reduced or enlarged).

\_\_\_ 2. Three (3) Copies of the site plan (1:20 scale or larger) showing the proposed pool new construction and existing conditions with existing and proposed setbacks to all front, rear and side property lines shown and all information as required by pool ordinance section 230-112 shall be shown on the site plan. NOTE: The site plan shall be prepared from information taken from a survey and topographic survey with elevation datum. Information must be stated on the site plan as to the preparer, signed and sealed (if engineer or architect) by him/her, and must have additional notes on site plan that "information was taken from survey prepared by (Engineer's name?) (dated?)".

A zoning table shall be included with zone and zoning requirements (in bulk breakdown chart) and coverage calculations per Borough Ordinance.

\_\_\_ 3. Three (3) copies of pool construction plans prepared and sealed by a New Jersey licensed architect, engineer or prepared and certified by the homeowner.

Rolled plans are not accepted, plans must be **folded**. Use group, construction classification.

**Copies will not be made in this office.**

\_\_\_ 4. Site Work Permit Application (if needed – patio, seepage pit, fence).

\_\_\_ 5. Riser diagram for any new plumbing work.

\_\_\_ 6. Completed subcode forms with owner/contractor information, use group construction classification and all building information and characteristic section must be filled out.

\_\_\_ 7. Costs for each subcode and total job noted on each subcode form and on the permit folder.

\_\_\_ 8. Contractor/homeowner signature on the inside of the main folder as required with the appropriate boxes checked off.

\_\_\_ 9. Calculate and put on submitted plans building, structural & impervious coverage calculations per Borough Ordinance for zoning review. Borough Engineer review requires an escrow bank deposit slip (available in the Building Department) and \$1500 initial engineer escrow. Escrow will be necessary to process applications.

\_\_\_ 10. Bergen County Soil



If revisions are required by the engineer, three (3) sets of approved revised plans must be resubmitted to the **BUILDING DEPARTMENT**, reflecting the engineering revisions.

**NOTE: 1. THESE CONSTRUCTION DOCUMENTS MUST BE ASSEMBLED AS 3 COMPLETE PACKAGES FOR SUBMISSION.**

**2. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE ABOVE INFORMATION AND DOCUMENTS.**

**3. TIME PERIOD FOR PLAN REVIEW IS 20 WORKING DAYS WHICH COMMENCES ONCE ALL PRIOR APPROVALS HAVE BEEN GRANTED FOR THE PROJECT. (ZONING AND ENGINEERING)**

I have reviewed this checklist, and the construction permit application as submitted contains the required information and documents for complete submission for review.

If you are unsure of any required information, please ask before you submit your application.

This checklist form must be filled out, signed, and submitted with the application.

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Owner

Date

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Contractor

Date

**BOROUGH OF GLEN ROCK**