



CITY OF TYBEE ISLAND  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 P.O. Box 2749 · 403 Butler Ave., Tybee Island, GA 31328  
 Phone (912) 786-4573 · Fax (912) 786-9539

**Swimming Pool, Spa and Hot Tub Permit Application**  
**\*\*OWNER & CONTRACTOR SIGNATURES REQUIRED\*\***

Permit Number  
 \_\_\_\_\_

Location of work (street address) \_\_\_\_\_

Contractor \_\_\_\_\_

Address of contractor \_\_\_\_\_

Contact name & telephone number of contractor \_\_\_\_\_

Name of property owner \_\_\_\_\_

Mailing address of property owner \_\_\_\_\_

Telephone number of property owner \_\_\_\_\_

Details of project \_\_\_\_\_

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Estimated cost of construction \_\_\_\_\_

**ATTENTION PROPERTY OWNER:** All swimming pool, spa and hot tub installations are required by law to have a final inspection. Do not make final payment to the contractor without first requiring a copy of the final inspection to assure the work is complete and code compliant. Do not use the pool, spa or hot tub until it has passed final inspection.

\_\_\_\_\_  
*Owner signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner printed name*

\_\_\_\_\_  
*Contractor signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Contractor printed name*

- Submittals required with application:
- 1 copy of survey depicting locations of pool/spa/hot tub, equipment, fencing, etc.
  - 2 sets of specifications of the equipment servicing the pool/spa/hot tub
  - 3 sets of post-construction drainage plan, if applicable
  - 3 sets of soil erosion/sediment control plan
  - \$250 Plan Review Deposit (fee applied to permit; forfeited if project is abandoned)

- Inspection requirements:
1. Electrical Rough-in (minimum of one inspection; multiple inspections if applicable)
  2. Electrical Final
  3. Project Final (includes inspection of required barrier, access gates, self-latching devices, door alarms, etc., as applicable)

**Land Development Code, Article 3, General Provisions**

**Section 3-190. Swimming pool requirements and placement.**

All swimming pools, spas, and saunas shall comply with the following requirements:

- (A) Application for a permit to construct a swimming pool, spa, or sauna must be submitted to the building official. The structural plans must be approved by the building official prior to the issuance of a permit and the beginning of construction and/or excavation. A drainage plan prepared by a registered professional engineer will be required unless the city staff determines that due to the size, method of construction, location, or other characteristics of the proposed swimming pool, spa, or sauna, a drainage plan is unnecessary under the circumstances.
- (B) Swimming pools, spas, and saunas and supporting electrical and mechanical equipment may be located in either the side or rear yard and shall be at least five feet from the property line.
- (C) Swimming pool, spa, and sauna construction must meet all requirements of the codes adopted by the City of Tybee Island.
- (D) Once a swimming pool, spa, or sauna and its accessories have passed a final inspection it shall be a violation of this ordinance to remove or alter any of the equipment that is required by: the International Residential Code – Appendix G, the International Building Code – Section 3109, the National Electrical Code, and the Georgia State Amendments. Failure to maintain the safety related and/or electrical equipment in good and working order shall constitute a violation of this ordinance.
- (E) No swimming pools, spas, or saunas shall be placed across, on, or beneath any utility easements nor shall any utility easement be granted which bisects a swimming pool, nor be located within five (5) feet of any marsh buffers as delineated by the Georgia Department of Natural Resources.
- (F) When a swimming pool, its deck, or other accessory to a swimming pool is proposed for construction on a site that has already been improved, the swimming pool plans and permit application will be reviewed by the City Engineer.
  - (a) If there is an approved drainage plan for the site the City Engineer will review the plans for the swimming pool, deck and accessory structure to ensure that the proposed improvements will not materially affect the drainage of the site. If they will materially affect the drainage of the site the applicant will have to have a drainage plan prepared by a design professional before a permit for the swimming pool, deck or accessory will be issued.
  - (b) If the site was improved without a drainage plan, the City Engineer will review the pool plans and permit application to ensure that the swimming pool, deck or accessory structure will not increase the amount of run-off leaving the site.
- (G) Any permit for a swimming pool is required to contain a soil and erosion plan for the proposed site prior to the issuance of a permit and commencement of any construction related activity.

(Code as amended 10/28/2010)