

# REQUIRED ITEMS CHECKLIST

## FOR SWIMMING POOL PERMIT APPLICATIONS

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- Online submission of the Application at [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- Fees
- Signed project approval letter from property owner.
- Swimming pool contractor's memo.
- Construction documents that include the following:
  1. Cover sheet that includes the following: project name, project address, location of project, business owner information, designer information, contractor information, list of codes for construction, and registered designer's stamp in addition to usual information.
  2. Site or lot layout depicting proposed pool location, property boundaries, all proposed and/or existing site improvements, building setbacks, easements, location of utility connections, OSSF components, and any other pertinent information
  3. Manufacturer specifications for pool equipment
  4. Structural details
  5. Electrical details for lighting and GFCI protection
  6. Security barrier / fence plan including details for fence, gates, alarms, etc. showing compliance with 2015 IRC
  7. [Swimming Pool Contractor Memo](#)

**Note: Many Bee Cave subdivisions require Homeowners Association (HOA) approval of alternations, additions, swimming pools, etc. Please contact your HOA for information.**

