

Commercial Pool/Spa Permit Submittal

Definitions:

Pool: Any man-made permanently installed or non-portable structure, basin, chamber, or tank containing an artificial body of water that is used for swimming, diving, aquatic sports, or other aquatic activity other than a residential pool that is operated by an owner, lessee, operator, licensee or concessionaire, regardless of whether a fee is charged for use. The pool may be either publicly or privately owned. The term does not include a spa or decorative fountain that is not used as a pool. References within the standard to various types of pools are defined by the following categories:

- **Class A Pool** – Any pool used, with or without a fee, for accredited competitive aquatic events such as Federation Internationale De Natation Amateur (FINA), United States Swimming, United States Diving, National Collegiate Athletic Association (NCAA), National Federation of State High School Associations (NFSHSA), events. A “Class A” – pool may also be used for recreation.
- **Class B Pool** – Any pool used for public recreation and open to the general public with or without a fee.
- **Class C Pool** – Any pool operated for and in conjunction with (i) lodgings such as hotels, motels, apartments, condominiums, or mobile home parks; (ii) property owners associations, private organizations, or clubs; or (iii) a school, college or university while being operated for academic or continuing education classes. The use of such a pool would be open to occupants, members or students, etc. and their guests but not open to the general public.
- **Class D Pool** – A wading pool with a maximum water depth of 24 inches at any point.
- **Class T Pool** – A pool that is operated exclusively for therapeutic purposes, such as physical therapy, and is under the direct supervision and control of licensed medical personnel.
- **Spa** – A constructed permanent or portable structure that is two feet or more in depth, that has a surface area of 250 square feet or less, or a volume of 3250 gallons or less which is intended to be used for bathing or other recreational uses and is not drained and refilled after each use. It may include, but is not limited to, hydro jet circulation, hot water, cold water, mineral baths, air induction bubbles, or any combination thereof.

Please submit the following documentation thru our [online permitting portal](#) to apply for a commercial pool/spa:

Required Submittal Documents:

ENERGOV SUBMITTAL TYPE: POOL

1. **OSSF permit from Collin County Development Services (CCDS):** required if property has septic.
2. [Commercial Pool and Spa Pre-Construction Certification](#) signed and stamped by a Professional Engineer.
3. **Site Plan (Survey).**
 - Location of the proposed pool/spa on the property
 - Deck detail
 - Pool enclosure location (even if work to be done by others) including gate swing, detail, and fence panels. (See ‘Pool & Spa Enclosure’ below)
 - Pool Equipment location and distance to adjacent property lines.
4. **Construction Plan.**
 - Plans shall be sealed by a Professional Engineer licensed by the State of Texas.
 - Appropriate electric/gas company's stamp of approval shall be on all plan submittals.
 - Design drawing of the entire project site showing pool/spa/deck layout along with dimensions.
 - Pool/Spa structure details & location
 - depth markers
 - play, diving, slide structures (if applicable)
 - all suction outlets
 - exits/entries including ladders, stairs and beach entries
 - benches, steps, tanning ledges
 - accessibility sleeve or equivalent
 - inlets
 - lights
 - skimmers
 - coping
 - fill line and/or applicable hose bibs
 - pool profile including depth

- Plumbing details including gauges, pipe diameter, direction of water flow, equipment and fixtures served. (See 'Recirculation').
 - Drainage shall be shown either on the plot plan or the drawing itself. Ensure that the natural drainage of the lot is adhered to or note all deck drains or other means of capturing water to alter the flow.
 - Specifications indicating equipment size & type, pool/spa volume (size & gallon capacity), electrical and gas (if heated).
4. Prior to the *Pool Final* inspection, the [Commercial Pool and Spa Post-Construction Certification](#) signed and stamped by a Professional Engineer upon completion of all construction activities shall be submitted through the online portal.
 5. Upon Pool Final approval and prior to occupation of pool, the owner/operator is required to obtain an operational permit. This [Public Pool Permit Application](#), fees, required documents (See 'Pool Operator Certification') and submittal of access key/code shall be submitted. An operational permit will be released once the above is completed. The pool area shall not be occupied prior to obtaining an operational permit.

The plans and specifications must indicate the following:

Pool or Spa Location:

- The pool, spa, slide, or play features shall not be subject to watershed drainage from the surrounding areas.
- Decks shall be sloped to effectively drain to perimeter areas or to deck drains. Drainage shall remove pool and spa splash water, deck cleaning water, and rainwater without leaving standing water deeper than 1/8 inch. Water from deck drainage shall not be mixed with pool or spa water. Drain water shall be routed to storm sewer or terminate on property, not impeding natural flow of drainage, and ultimately captured in storm sewer.
- Indoor pool deck drains may drain to the sanitary sewer by means of an air gap.
- Class D pools shall be separated a minimum of 15 feet from the shallow area of another pool and/or separated a minimum of 35 feet from the deep end (five feet or greater) of another pool in the same pool yard enclosure. A Class D pool may be surrounded by a separate pool enclosure, which complies with pool enclosure standards, if the above space requirements cannot be met.

Water Supply:

- A connection shall be made to a public water system or approved individual source that meets the requirements of the TCEQ (Texas Commission on Environmental Quality).

Plumbing/ Electrical Work/ Mechanical Facilities & Structures:

- All plumbing, electrical work, mechanical facilities, and structures for the public swimming pool and spa shall meet or exceed all applicable requirements of the adopted International Building Codes.

Pool Backwash:

- Plumbing facilities shall be installed so that the swimming pool and spa filter backwash disposes into the Sanitary Sewer.
- Diatomaceous Earth (DE) filters are required to filter the backwash water through an approved separation tank.
- No direct connection between the pool drainage discharge and the sewage system is permitted. All wastewater must be discharged through an indirect waste connection. An air gap at least 2 times the diameter of the discharge pipe is required.
- No direct connection is permitted between the water of the pool, spa, or slide to the water supply, unless approved backflow prevention devices are installed.
- Backflow prevention devices are required on all hose bibs in the pool enclosure or on any hose bibs that may be used to fill the pool, spa, or slide.

Disinfection & Storage of Pool/Spa Chemicals:

- The Local Regulatory Authority must first approve any disinfectant or process used to sanitize pool water other than chlorine and bromine.
- Disinfection or other chemicals and feed equipment shall be stored in such a manner that pool and spa users shall not have access to such facilities and/or chemicals. Rooms to house chemicals shall have proper ventilation.
- Dry chemicals shall be stored off the floor in a dry, above-ground level room and protected against flooding or wetting.
- Storage of pool chemicals must also meet or exceed all applicable requirements of the adopted Fire Code and Building Codes.

Recirculation:

- Capacity of pool/spa in gallons.
- Surface area of pool/spa.

- Turnover rate for pool/spa is gallons/minute. The volume of the pool (gallons) divided by the turnover rate (gallons/minute) shall be no greater than 6 hours. The volume of the spa (gallons) divided by the turnover rate (gallons/minute) shall be no greater than 30 minutes.
- At least one surface skimmer shall be provided for each 500 square feet of the water surface area or fraction thereof. Minimum number of required skimmers. Number of skimmers on the plan. Gutter system is exempt.
- A pool or spa shall have a minimum of 2 return inlets. At least one return inlet is required for every additional 300 square feet of surface area, or fraction thereof. Minimum number of return inlets required. Number of return inlets on the plan.
- Inlets shall be equipped with adjustable, directional eyeball sockets.
- A flow meter or rate of flow indicator shall be properly installed per manufacturer directions on the recirculation system of the pool or spa. Proper placement requires 10 times the diameter of the pipe before the flow meter and 2 times the diameter of the pipe after the flow meter.
- Main drains shall be hydraulically balanced and equipped with a main drain sump and an A112 approved grate or drain cover. Drains that are 24 inch diagonally are exempt from the A112 approved cover requirement.

Gauges & Piping:

- One flow meter indicating rate of flow per pump
- One pressure inlet gauge and one pressure outlet gauge per pump
- One vacuum gauge prior to each pump
- Label circulation piping with function and flow direction

Specific Requirements:

1. A new pool facility shall be required to meet the applicable construction standard that is most restrictive to its use.
2. Check all Ordinances before beginning any work to ensure all work is compliant. It is the responsibility of the pool builder, developer, and all contractors to obtain updates to Ordinances, code changes, and handouts.
3. Design Engineers shall be registered with regulatory authority and provide proof of Professional Liability Insurance with a minimum coverage of one million dollars (\$1,000,000.00).

Pool & Spa Enclosure:

1. Temporary fencing (if necessary) must be placed before construction begins and remain standing until the Pre-Plaster Inspection at which time the permanent fence shall be erected.
2. All gates shall be equipped to accommodate a locking device. All pedestrian yard gates must have self-closing, self-latching, lockable gates and shall open away from the pool. Non-pedestrian yard gates (maximum of one) shall have a self-latching device and remain locked at all times when the pool area is not in use. Where the release mechanism of the self-latching device is located less than 60 inches from the bottom of the gate, the release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate, and the gate and barrier shall have no opening greater than 0.5 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
3. Barrier (fence) height shall be a minimum of 48'' and a maximum of 96'' measured from inside yard at grade. Height recommended for all Class C pools is six (6) feet. Height recommended for all Class A & B pools is seven (7) feet.
4. For barriers in which the horizontal members of the fence are spaced less than 45'' apart, the horizontal members shall be placed on the pool side of the barrier. (Pickets shall be located on the outside of the fence with the posts being on the inside.) Spacing between vertical members shall not exceed 1.75 inches (44 mm) in width. Should the pickets be located on the inside of the fence, measures shall be taken to render the fence non-climbable. For example, anti-climb bars or angled horizontal members shall be used to achieve this purpose. Where there are cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches (44 mm) in width.
5. For barriers in which horizontal members of the fence are spaced greater than 45'' apart, the vertical member spacing shall not allow a four inch (4'') diameter sphere to pass between pickets. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches (44 mm) in width.
6. Spacing to the base horizontal member measured to the top of a hard deck surface shall not allow a four (4'') diameter sphere to pass.
7. Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be no more than 1.75 inches (44 mm).
8. Maintain the gates to close and latch from its fully open position to a position where the gate is opened six inches (6'') from the fully closed position.
9. Barriers and Gates shall meet all requirements of the TAC, Health & Safety Code Chapter 757 and the Texas Department of State Health Services Standards for Pools and Spas.

Minimum Pool and/or Spa Signage:

Signage shall comply with the [Texas Department of State Health Services Sign Requirements for Public Swimming Pools and Spas](#). Please note the **height requirement** of all letters in each sign, where provided.

This document is for informational purposes only and serves to provide guidance for information required to be submitted for the type of permit referenced in the title. This document is not an all-inclusive list of requirements and shall not be relied on in place of official regulations and/or policies.

Pool Operator Certification:

1. A copy of the pool operator's certification shall be submitted with the application each year. We accept "Certified Pool/Spa Operator" (CPO), a "Certified Aquatic Facility Operator" (A.F.O), or a "Pool Operator on Location" (P.O.O.L), or the equivalent as approved by the Town of Prosper.
2. Class C and Class E pools and spas shall be monitored and maintained during all hours of operation. This operator is not required to be on-site at all times.
3. Class A, B, and D pools and spas located at Class A and B facilities shall be maintained under the direct supervision of a properly trained and certified operator.

Documents (as applicable):

- Municipal Health, Building, Electrical, Plumbing, and Fire Codes
- Texas Department of State Health Services Standards for Public Swimming Pools and Spas 2004
- Texas Health & Safety Code Chapter 757
- Commercial Pool Pre-Construction Certification
- Commercial Pool Post-Construction Certification
- 2021 International Swimming Pool/Spa Code

Inspections Checklist:

Belly Steel/Placement

- ✓ Swimming pool(s) location matches the approved plan set.
- ✓ Access points at both ends of the pool.
- ✓ Temporary safety fencing in place.
- ✓ Four (4) ground clamps minimum for pool, one (1) minimum for spa.
- ✓ All metal parts of the swimming pool, including metal of the pool shell, metal fittings within or attached to the swimming pool structure, metal conduit and electrical equipment, and motors associated with the pool water circulating system must be connected to a common bonding grid with a solid conductor not smaller than #8. Connection shall be done with an approved clamp in four (4) locations to the pool steel. The break in the floor of the swimming pool floor must have extra steel (doubled).
- ✓ Proper steel is used (#3 bars at 12" on center minimum with 12" overlap) and chaired.
- ✓ Anti-siphon valve on hose bib.
- ✓ Protection against entrapment hazards.
- ✓ Dual main drains with greater than or equal to three feet (3') separation between covers or grates, as measured from inside to inside of each cover or grate. **Please note, size of cover or grate may determine SVRS (Safety Vacuum Release System) requirement for spa and pools less than or equal to four feet (4').*
- ✓ Hydrostatic relief valve, plug or other approved hydrostatic system is installed, if provided.
- ✓ Static hydraulic pressure test, performed on all circulation system piping, is completed prior to gunite pour and maintained throughout pour. Test must be designed to operating pressure of the system or 25lbs. per sq inch, whichever is less.

Pool P-Trap

- ✓ Gas line is 18" deep with yellow 18 GA wire and has had a pressure test performed.
- ✓ Static hydraulic pressure test, performed on all circulation system piping, is completed prior to deck pour and maintained throughout pour. Test must be designed to operating pressure of the system or 25lbs. per sq inch, whichever is less.
- ✓ P-trap with air gap is installed in compliance with the adopted IPC.

If a separate p-trap is provided on the discharge line for the pool equipment, a separate inspection will be required.

Deck Steel/Bond

- ✓ Swimming pool(s) and the deck(s) width and placement match the approved plan set.
- ✓ Deck must drain away from pool a minimum 1/8" slope [306.5]
- ✓ Pool must be open around 90% of the perimeter [406.2]
- ✓ Stairs shall have a uniform height of 3¾" and 7½" with depths not less than 11 inches [306.3]
- ✓ A single handrail is required for 3 or more risers on stairs [306.4]
- ✓ Static hydraulic pressure test, performed on all circulation system piping, is completed prior to deck pour and maintained throughout pour. Test must be designed to operating pressure of the system or 25lbs. per sq inch, whichever is less.
- ✓ Diving board and all metal within five feet (5') of water is grounded.
- ✓ Steel or mesh is used in deck.
- ✓ Ground wire goes to swimming pool equipment.
- ✓ Minimum concrete thickness is 4" with maximum 2" of sand under deck.
- ✓ Isolation joints at foundation/deck abutment.

- ✓ Skimmer and inlet number (not to exceed 20 feet measured along perimeter) and location match the approved set of plans. Minimum 1 skimmer is required per 500 square feet. [315.3] Wall inlets must be provided not to exceed 20 feet measured along the perimeter. [407.4.4] (*May also be checked at Pre-Plaster.*)

Pre-Plaster/Barrier

- ✓ Permanent fencing, doors, and complete enclosure in place including all gates and latches.
(See [Pool Barrier Requirements](#)).
- ✓ Main drain placement and location match the approved plan set.
- ✓ Other suction outlet(s) location and placement (play features, blowers, etc.) match the approved plan set.
- ✓ Skimmer and inlet number and location match the approved plan set.
- ✓ Visual separation tile layout, if applicable.
- ✓ Tile stripe at edge of each bench, step, ledge, and other required areas in place.
- ✓ Vertical wall and depth markers in place. (May also be checked at Pool Final.)
- ✓ Ladder/exit/entry location and placement match the approved plan set.
- ✓ No vacuum lines.
- ✓ Step and bench depth, width, and rise match the approved plan set.

Pool Final

- ✓ Pool equipment, filters, and plumbing matches approved plan set.
- ✓ Pool equipment is grounded and operating properly and SVRD is installed per manufacturer specifications, if required.
- ✓ [Commercial Pool and Spa Post-Construction Certification](#) is completed and uploaded in the online portal.
- ✓ Backwash line is indirectly terminated to location approved by the adopted IPC. The backwash line must have readily observable discharge by means of freefall or clear site glass installed that is able to be removed for cleaning.
- ✓ RPZ on water fill line [Town requirement]
- ✓ Pressure gauge required downstream of the pump and before the filter [311.6]
- ✓ Vacuum gauge required upstream of the pump [311.6]
- ✓ Suction piping water velocity < 6 fps [311.3.1]
- ✓ Return piping water velocity < 8 fps [311.3.1]
- ✓ Backwash air gap
- ✓ If there is diving equipment, verify compliance with diving envelope standards [402]
- ✓ Lighting is required. 30 foot candles on pool water surface, 10 foot candles on deck (it should be BRIGHT) [321.2.2]
- ✓ Emergency lighting required if pool is open at night [321.3]
- ✓ No diving symbol every 25 feet if water is 5 ft or less [409.3]
- ✓ Depth markers that you can read from being in water at max and min depths and changes in depth in increments of 2 ft or less not to exceed 25 feet [409.2.1]
- ✓ Pool deck is slip resistant, slopes away from pool, nothing can be slippery (even signs embedded in deck) [406.5][409.2.6]
- ✓ Deck edges cannot have sharp corners [306.8]
- ✓ Hose bib required every 150 ft to wash down deck [306.9.1]
- ✓ Emergency shutoff to disconnect power to recirculation and jet system pumps and air blows not less than 5 ft from pool, but with access and within sight [313.7]. Signs shall be posted that clearly indicate location of the pump emergency shutoff and switch shall be clearly identified as the pump emergency shutoff switch [412.4].
- ✓ Stairs leading into pools:
 - Treads not less than 20 inches wide, 12 inches deep [Town ordinance]
 - Risers not more than ten inches [Town ordinance]
 - Vertical distance from coping, deck to step surface of uppermost tread not greater than 12 inches [411.2.3]
 - Leading horizontal and vertical edges of stair treads shall be outlined with contrasting tile or other permanent marking between 1 and 2 inches [411.2.5]
 - Handrails are not required on stairs, but if they are installed, they shall be 34 to 38 inches above, and if located in the water they shall be not less than 18 inches from the vertical face of the deepest step [323.2.1, 323.2.4].
- ✓ Equipment room
 - Equipment room floors must slope to a floor drain. Equipment room needs 1 hose bib [324.2]
 - 30 foot candles in equipment rooms (it should be BRIGHT)
 - No electrical/air handling/combustion equipment where chemicals are stored
 - Equipment room needs to be sealed due to AIR LEAKAGE
 - Piping needs to be permanently identified with directional arrows (main drains, skimmer lines, filtered water, make up water, chlorine feed, acid feed, compressed air lines, gutter lines, chemical sample piping, pool heating line)
 - Equipment anchored per manufacturer specs [311.2.3]

- ✓ Chemical storage space
 - At least one space dedicated to chemical storage is required [324.8]
 - Eyewash station is required [324.8]
 - Indoor walls, floors, ceilings, doors shall join tightly (no air movement) [324.8]
 - Outdoor storage is allowed. Must be self-closing, self-latching, protected area [324.8]
 - All doors shall have signage stating (warn against unauthorized entry, expected hazards, location of safety data sheet forms, product chemical hazard NFPA chart) [324.8.1]
 - If there is only one interior door from chemical storage, a panic bar is necessary [324.8.1]
 - Doors cannot open to space containing combustion equipment, air handling equipment, or electrical equipment.
 - Interior doors must have corrosion resistant everything including hardware, gaskets, and seals, automatic closer, and have a limit switch that sounds an alarm if door left open for 30 min [324.8.1.1]
- ✓ Hot tub
 - Emergency shutoff not less than 5 feet and not more than 10 feet away and in plain view [504.1]
 - Must have a cycle timer for turning it on [504.2]
 - Minimum of 2 depth markers, can't be deeper than 4 feet (unless it's a fitness spa hot tub) [509.3]
 - Required to have a visible clock [509.4]