

# **HOW TO OBTAIN A** **SWIMMING** **POOL** **PERMIT**

**Step #1: Fill Out Residential Application for Permit Form** (attached)

If the pool wall is less than 24 inches, it is considered a wading pool and no permit is required. If the pool wall is 24" or higher, it is considered a swimming pool and all of the following regulations and fees apply. If a swimming pool is taken down for the winter (including inflatable pools), a new permit is required each year that the pool is erected.

**Step #2: Prepare a Plot Plan on the Back of the Application or on a Separate Sheet of Paper** (example attached)

1. Pools are permitted in side and rear yards. Pools are not permitted in front yard areas unless set back at least 100' from the street line (corner lots have two front yards).
2. All swimming pools and associated decking and concrete must be setback a minimum of 10' from side and rear property lines.

3. Pools and associated decks and fences may not be placed within any easements or rights-of-way. Examine your deed or check with the Township for easements and right-of-way information.
4. Proposed decking must be shown on the plot plan and must meet the code requirements for decks (see attached).
5. Proposed fencing must be shown on the plot plan.
  - a. Fences surrounding inground pools must be at least 48” high. Above-ground pool walls that are not at least four feet above grade at all points around the pool must also be surrounded by a fence at least 48” high.
  - b. Fences may not have any openings greater than 4”. Gates must be self-closing, self-latching, and open away from the pool.
  - c. Where a wall of the dwelling/structure serves as part of the barrier in lieu of fencing, additional safety requirements are necessary (see attached Chapter 3 General Compliance, Section 305 Barrier Requirements).
  - d. Temporary fencing must be in place until the permanent fencing is erected. The permanent fencing must be installed prior to the Township’s final building inspection.
6. If stormwater management facilities are proposed, location must be shown on the plot plan and details must be included with the application.
7. Proposed erosion and sedimentation controls must be shown on the plot plan.

**Step #3: Review Code Requirements** (attached)

**Step #4: Submit the Application and Plot Plan at the Township Office**

1. Applications for pools and associated decks and fences require plan reviews. A residential plan review fee of \$50.00 is due at the time the application is submitted. The plan review can take up to fifteen business days to process and the Township will call when the permit is ready to be picked up and will provide the total cost of the permit.
2. Fees for the permit include the following:
  - PA State Surcharge: \$4.50
  - Building Permit (based on construction cost, including labor and materials): \$4.00 per thousand
  - Zoning Permit: \$25.00
  - Zoning Inspection to Verify Setbacks: \$50.00
  - Electrical Permit: \$25.00
  - Electrical Bonding Inspection: \$65.00
  - Final Electrical Inspection \$65.00
  - Final Building Inspection: \$50.00
  - Certificate of Occupancy: \$25.00 (confirms that all inspections have passed & pool is safe to use)
  - Stormwater Management Varies
3. Fees are payable by cash or check to “York Township”. All fees are doubled if work is started without a permit.

**Step #5: Post the Permit Placard in a Front Window**

1. Project must be started within six months of permit issuance and completed within one year.
2. PA One Call (dial 811) must be contacted prior to digging to have the locations of utilities on or near your property marked. Give at least two to three days’ notice.

**Step #6: Call 717-428-5641 to Schedule Inspections and Project Completion**

1. The inspector will leave an approval sticker or violation notice as record of the results of the inspections.
2. When all of the inspections have been approved, fill out a Request for Certificate of Occupancy (attached), and submit to the Township. If additional documents are required for stormwater management facilities, those must also be completed and/or recorded prior to issuance of the Certification of Occupancy. The pool may not be used until the Certificate of Occupancy has been issued.

These instructions serve only as guidelines. Permits are subject to all applicable provisions of York Township’s Codes and Ordinances.



\* SAMPLE \*

Application Received \_\_\_\_\_ Permit # \_\_\_\_\_

Date Issued \_\_\_\_\_

**RESIDENTIAL PERMIT APPLICATION FOR YORK TOWNSHIP**

190 Oak Road, Dallastown, PA 17313

Phone: (717) 741-3861 Website: www.yorktownship.com

ZONING

BUILDING

ELECTRICAL

**\*\*Residential Plan Review – \$50 per Dwelling - Paid \_\_\_\_\_ Due by \_\_\_\_\_**  
(Plan review takes up to 15 business days)

Location of Property 385 Rudolph Lane  
(office use only: outside FP needs FP review)

YT Parcel # 54000 - 0001-0001

Owner Nick & Crystal Claus Contractor EF's Pools

Address 12 North Pole Way Address 3 Blitzen Ave.

City, State, Zip York, PA 17402 City, State, Zip Red Lion, PA 17356

Phone # (717) 123-4567 PA HIC Reg. # PA 00000

New Impervious Area (ground cover only, NOT total of all floors):

Building/Addition \_\_\_\_\_ sq ft + Garage \_\_\_\_\_ sq ft + Driveway \_\_\_\_\_ sq ft = TOTAL \_\_\_\_\_ sq ft

Description of Proposed Work: Inground Pool and 4' fence

TOTAL COST OF CONSTRUCTION: \$ 35,000.<sup>00</sup> Date: 9/24/24

"Total cost of construction" means the actual cost incurred by the owner, all contractors, subcontractors and other parties for labor, material, equipment, profit and incidental expenses for the entire project.

Person to Contact Regarding Application Status \_\_\_\_\_

(717) 123-4567  
Work Phone #

Cell Phone #

stockingr225@gmail.com  
Email Address

Nicholas Claus  
Applicant Name

Nicholas Claus  
Signature

**For proposed work covered by NPDES Permits (typically new home construction), the applicant must include a copy of York Co. Conservation District's co-permittee acknowledgement with this Application.**

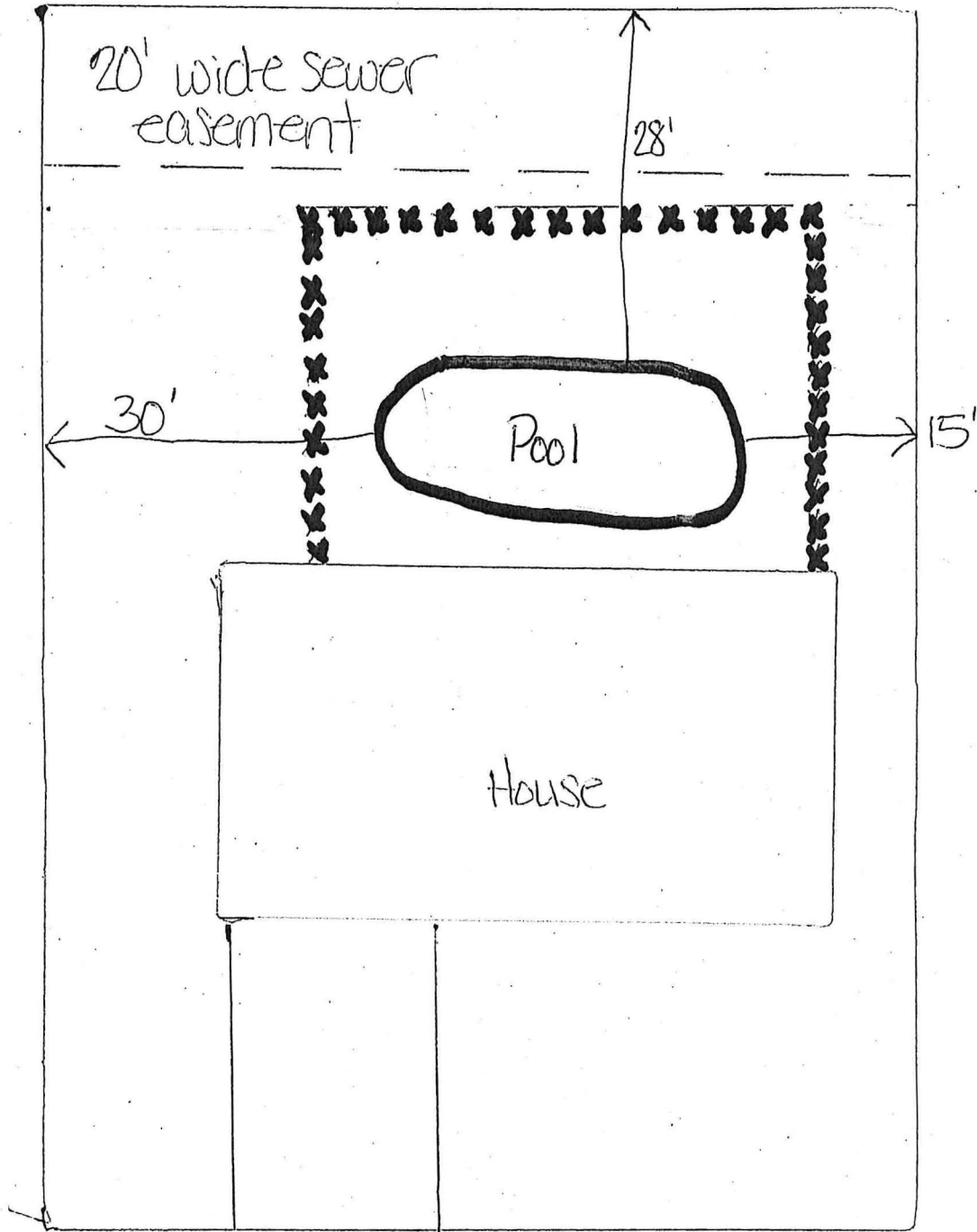
The above signed applicant hereby makes application for a permit under all applicable codes and ordinances of York Township and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The actual work will be performed in accordance with the above, and it is expected that the work authorized hereby will begin within 180 days. This permit can be revoked if its issue violates the township's codes or ordinances, or work does not begin within the specified. Permit fees are non-refundable and property owner(s) are ultimately responsible for this permit.

Department Approval

\*\*\*PERMITS NOT ISSUED AFTER 3:30 PM\*\*\*

\* SAMPLE \*

PLOT PLAN



Rudolph Lane



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Date Issued \_\_\_\_\_

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(Plan review takes up to 15 business days)

Location of Property \_\_\_\_\_

(office use only: outside FP needs FP review)

YT Parcel # 54000 - \_\_\_\_\_

Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_ PA HIC Reg. # \_\_\_\_\_

New Impervious Area (ground cover only, NOT total of all floors):

Building/Addition \_\_\_\_\_ sq ft + Garage \_\_\_\_\_ sq ft + Driveway \_\_\_\_\_ sq ft = TOTAL \_\_\_\_\_ sq ft

Description of Proposed Work: \_\_\_\_\_

TOTAL COST OF CONSTRUCTION: \$ \_\_\_\_\_ Date: \_\_\_\_\_

**“Total cost of construction” means the actual cost incurred by the owner, all contractors, subcontractors and other parties for labor, material, equipment, profit and incidental expenses for the entire project.**

Person to Contact Regarding Application Status \_\_\_\_\_

Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant Name \_\_\_\_\_

Signature \_\_\_\_\_

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# PLOT PLAN