

BOROUGH OF ESSEX FELLS
SWIMMING POOL, SPA, AND HOT TUB CHECKLIST

PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT ACCORDING TO
COMPLEXITY OF PROJECT

1. Need a copy of contractors' current Home Improvement card. Applications will not be accepted without this information.
2. Need four (4) sets of construction plans including a detailed drawing of pool construction by a professional engineer. In addition to actual plans, if possible, plans on discs would be appreciated for our scanning purposes.
3. Need (1) current sealed survey certified to the current property owner and show the proposed location of the fence and pool/spa/hot tub drawn to scale. Be sure to indicate all heights, setbacks and dimensions. **Survey must be separate from construction plans.**
4. Need to fill out applicable sub-code sections. Contractors must sign applications and Electric and Plumbing sub-code sections must have the contractor's raised seal. **Plumbing section must be filled out for pool drains and an inspection must be scheduled for the drains.** If the pool/spa/hot tub is being tied into the public water supply or gas piping is being installed or replaced this must also appear on the Plumbing section. Building section must include size of proposed pool, spa or hot tub.
5. Need homeowner's plan certification section of application completed unless plans are drawn by a New Jersey registered architect.
6. Need a fence application: As per township ordinance 252-2 every pool, including above- ground pools, must have a fence. The fence must also comply with Appendix G of the 2009 International Residential Code NJ edition (included in application package).
7. Show the detail of the fence construction and gate closure. Must be self-latching gate.
8. Need specifications of filters, heaters, pool, pumps, hot tub, spa, etc.
9. Need to contact Soil Conservation at 862-333-4505 located at 80 Orchard St., Bloomfield, NJ 07003. Their email is: information@hepscd.org.
10. Must complete Residential Zoning Application and enclose a check for \$85.00 payable to *The Borough of Essex Fells*.
11. Must enclose Surface Drainage Permit Application for Engineering Dept., who will then inform you if an escrow check is required for your project.

POOL FENCES ONLY:

1. Must complete Residential Zoning Application and enclose a check for \$85.00 payable to *The Borough of Essex Fells*.
2. Need to obtain a Building Permit
3. Show the detail of the fence construction and gate closure. Must be self-latching gate. Fence must also comply with Appendix G of the 2009 International Residential Code NJ edition. As per township ordinance 252-2 every pool including above ground, must have a fence.
4. Need (1) copy of current property survey showing the proposed location of fence.