

POOLS, HOT TUBS & SPAS GUIDELINES

Revised 8/17/2022

1. Incomplete applications will not be accepted and will be returned.
2. It is the responsibility of the general contractor to ensure they and their sub-contractors are licensed to operate in the City of Milford.
3. No permit will be issued if property owner is delinquent on City taxes, utilities, or has open code violations.
4. Permit reviews typically take 1-2 weeks. The Planning Department will contact you once the permit is completed and ready for pick up.
5. The Building Permit Placard must be displayed in a conspicuous location and visible from the street.
6. Before you dig, please call **Miss Utility at 1-800-282-8555** to have them mark utility lines. This is a **free service**.
7. City of Milford will not pick up construction debris. It is the responsibility of the contractor or homeowner to ensure trash is contained and disposed of in a timely manner.
8. If work being conducted is in Sussex County, you will need to contact them at 302-855-7860 to determine if a county permit is necessary.



PERMIT REQUIREMENTS

1. **Two** Copies of the Survey/Plot Plan indicating the size and location of pool, hot tub or spa, and fencing, if applicable. Existing structures need to be marked on the survey/plot plan along with distances from lot lines.
2. Homeowners Association approval.
3. Residential Building Permit Application Form.

INSPECTION REQUIREMENTS

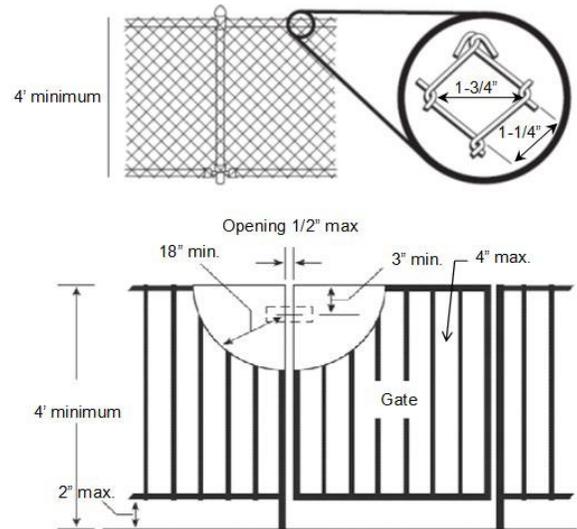
All inspections requests must be requested before 4pm the day prior. Inspection requests shall provide the permit number, date of inspection, requested date, address, contact name, phone number and type of inspection. **Inground pools may require multiple inspections. An outdoor private swimming pool, including an in-ground, above-ground, or on-ground pool, hot tub, or spa shall be provided with a barrier which shall comply with the following.**

1. Final – scheduled upon completion of work and after electrical inspection. All required barriers and alarms must be in place.

INGROUND POOLS

1. BARRIERS

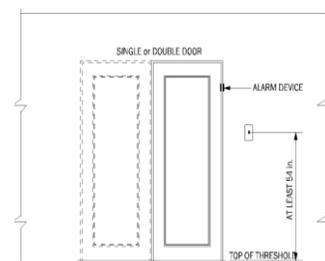
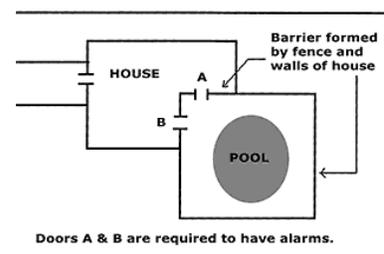
- A fence or other permanent barrier, such as a wall, is required to be completely around the pool. If the house is part of the barrier, the doors and windows leading from the house to the pool must be protected with an alarm or approved pool cover complying with ASTM F1346 is installed. Exception: Window opening limiting devices may be used on windows not required as egress windows or for ventilation.
- The fence or other barrier must be a minimum of 4' tall.
- Details for a chain link fence barrier is shown. A 1-3/4 x 1-1/4" maximum opening allowed.
- Details for a vertical fence barrier is shown. A 4" maximum opening allowed.
- Access gates shall comply with the requirements of items Sections 305.3 through 305.3.3. **Pedestrian access gates shall open outwards away from the pool and shall be self-closing and have a self-latching device.** Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism on the self-latching device is located less than 54 inches from the bottom of the gate: (a) the release mechanism shall be located on the pool side of the gate at least 3 inches below the top of the gate; and (b) the gate and barrier shall not have an opening greater than 1/2 inch within 18 inches of the release mechanism.
- Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between the vertical members shall not exceed 1 3/4 inches (44mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 3/4 inches (44mm) in width.
- If mesh material is used it shall be installed on the exterior side of the horizontal members.



EXAMPLE

○ 1A. STRUCTURE WALL AS A BARRIER

- Operable windows having a sill height of less than 48 inches (1219mm) above the indoor finished floor and doors shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.
- Alarm switches shall be located 54 inches (1372mm) or more above the finished floor.
- Alarm shall be 85 decibels or higher.



EXAMPLE