

CONSTRUCTION OFFICE POOL CHECKLIST

STEP 1:

Apply for your Prior Approvals - Zoning and Flood. Please email kcastellano@berkeleystownship.org for more information about prior approvals.

- These approvals must be done **prior** to getting a construction permit for both above ground and inground pools. Please inform the Zoning office if you will also be installing a new fence to use as your pool code compliant barrier. We require a copy of the approvals in the construction jacket when you submit them to us.

STEP 2:

Once you are ready to submit a construction jacket these items will then be required. All documents can be found on the township website under permit forms.

- Construction Permit Application (F100) All sections filled out and certification of lieu of oath signed in the inside of the application by the contractor located at the bottom.

For Inground Pools:

- Have the pool company fill out Building (F110), Electrical (F120) and Plumbing (F130).
- If a pool heater is being installed, you must record that on the electric tech and have a Mechanical (F145) as well for the gas pool heater. Gas line drawings are to be included with this, two sets signed and sealed by the licensed contractor installing the pool heater.
- Specifications on the pool, including the filter and if needed the heater.
- Two sets of electrical bonding diagrams signed and sealed by the electrician.
- On the building tech you must indicate if there is an existing pool barrier or if one will be installed and the cost breakdown of that barrier and the pool. For an inground it is required to have a self-closing and locking gate around either the entirety of the pool or the property.

For Above ground pools:

Only require Building (F110) and Electrical (F120). If there is a gas heater being installed Mechanical (F145) and Electrical (F120) are required.

***If you plan on sharing a fence with a neighbor you must fill out a Variation application and have that signed and notarized by your neighbor and there will be a \$150.00 fee.**

STEP 3:

Once you have all your prior approvals completed and information for the construction jacket please bring them to our office located at 627 Pinewald-Keswick Rd. Bayville.

Our office is open 8:30 to 4pm Monday to Friday.