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**SWIMMING POOL ASSISTANCE GUIDE**  
Building Permit Application Submittal Requirements  
for  
Swimming Pools (In-Ground or Above-Ground)  
Spas and Hot Tubs (Contains water over 24 inches deep)

- Please read the following information thoroughly.
  - You must complete all of the sections below prior to submitting your application.
- “Affidavit of Exemption”** (See attached form). If you are hiring a contractor to construct your pool or spa have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of Insurance. If the homeowner or a contractor without Worker’s Compensation is constructing the pool, the attached form must be completed and notarized.
- A site plan** showing the proposed pool, spa, or hot tub location including the distances, in feet, to the front, sides and rear property lines.
- Three (3) sets of complete construction documents** that show in detail code compliance for all of site work proposed to include, but not limited to, the following information:
- Safety barrier.** Show type for your specific pool installation (fence, walls, etc.) including height. (Barrier requirements attached.)
  - If installing deck at pool, take submittal requirements for the deck.
  - Electrical Service** (pump, filter, receptacles, etc.). Show location and type of wiring method. (Electrical requirements attached.)
- Complete Building Permit Application.**

BIU/Manor Borough Zoning/Building Inspector will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “Approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Borough Office. All fees shall be paid prior to the issuance of the permit. Use the inspection procedures provided to have all of the required inspections performed.

## GENERAL CODE RULES FOR RESIDENTIAL POOLS AS REQUIRED BY THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE

*“A swimming pool is any structure intended for swimming or recreational bathing that contains water over 24-inches deep, **including** in-ground, above-ground and on-ground pools, hot tubs and spas.”*

### OUTDOOR INSTALLATIONS

- Must have a barrier of at least 48 inches high completely surrounding the pool and no more than a 2-inch gap at the base. The barrier may be the pool walls.
- Any barrier around a pool must not allow the passage of a 4-inch sphere.
- Solid barriers, such as a brick or masonry wall cannot have indentations or projections making the wall climbable.
- Chain-link fencing cannot have larger than 2.25-inch mesh.
- Access gates must comply with the above rules and
  - Shall be equipped to accommodate a lock
  - Shall swing out from the pool and be self-closing and self-latching
  - The release mechanism for the self-latching gate must be more than 54-inches from the bottom of the gate or located on the pool side of the gate and the gate shall not have any opening greater than 1/2 – inch within 18-inches of the release mechanism.

### IMPORTANT

Where the wall of a dwelling constitutes part of the barrier for a pool, special requirements apply. Contact the Zoning/Building Inspector office.

### ELECTRICAL REGULATIONS

Most residential pools will need a separate 20 amp, 120-volt circuit with ground fault interrupter (GFI). This circuit must be run in a conduit (PVC conduit is ok) with three separate insulated wires (Green, White and Black), **not cable**. Consult the Zoning/Building Inspector for details.

## **Chapter 102 Fact Sheet**

<http://www.pacode.com/secure/data/025/chapter102/chap102toc.html>

- Any earth disturbance over **5,000 square feet** requires a written erosion and sediment control plan and it must be available on site.

### **IF DISTURBING MORE THAN 1 ACRE READ BELOW**

- NPDES permits are required for any earth disturbance activity that **disturbs 1 acre or greater**, regardless of whether the activity results in a point source discharge. **102.5 (a)**
- **General NPDES-** \$500 – payable to WCD Clean Water Fund  
\$100/disturbed acre – payable to Commonwealth Clean Water Fund  
**Individual NPDES-** \$1,500 – payable to WCD Clean Water Fund  
\$100/disturbed acre – payable to Commonwealth Clean Water Fund – **102.6(b)**
- Written erosion and sediment (E&S) control plans are required for both **agricultural plowing and tilling** activities that disturb over 5,000 square feet AND **animal heavy use areas** that disturb over 5,000 square feet. The E&S plan must identify all “Surface Waters of the Commonwealth”.  
**102.4 (a)**
- **Inspection reports** and monitoring records should be **available on site**. They can be maintained electronically as long as a copy can be produced when requested by the Westmoreland Conservation District (WCD) or Department of Environmental Protection (DEP). **102.4(b)**
- A **pre-construction meeting** must be held for any earth disturbance activity which is authorized by a permit. Any person who has a role in the design or implementation of the E&S control plan or post-construction stormwater management (PCSM) plan must attend this meeting. **102.5(e)**
- A Notice of Termination (NOT) must be submitted to the WCD or DEP which identifies the person(s) responsible for the **long-term operation and maintenance** of PCSM best management practices (BMP’s). **102.7(a)**
- “**Record Drawings**” of PCSM structures, with a final certification, should be included with the NOT.  
**102.8(l)**
- **Permit Renewals:** A person conducting earth disturbance activities under a permit issued before November 19, 2010, and renewed prior to January 1, 2013, shall implement, operate, and maintain the PCSM requirements in accordance with the terms and conditions of the existing permit. After January 1, 2013, the renewal of a permit issued before November 19, 2010 shall comply with the requirements new permit. **102.8 (a) Renewals need submitted 180 days before expiration.**
  - **NOTE: Currently, NPDES permits which are being issued are valid for 5 years. ESCGP-2 permits are valid for 5 years.**
- **A licensed professional** or designee shall be present on site and be responsible during critical stages of PCSM installations. Critical stages may include the installation of underground facilities, structurally engineered BMP’s, or other BMP’s identified by WCD or DEP. **102.8(k)**

(OVER)

- New buffer requirements: 150' **riparian buffer** required when site is located in high quality (HQ) or exceptional value (EV) watersheds. Also requires protection of any existing buffer. A 150' **riparian forest buffer** required when the site is located in HQ or EV category 4 or 5 impaired stream watershed.  
**102.14(a)**
  - 86,000 – stream miles in PA
  - 26,000 – miles designated HQ or EV – requires **riparian buffer**
  - 700 – miles designated HQ/EV category 4 or 5 impaired – requires **riparian forest buffer**
- Buffers must be **protected in perpetuity** through deed restrictions, conservation easements, local ordinance, or permit conditions. Proof should be submitted with the NOT. **102.14(g)**
- A **stream ReLeaf form** must be submitted to WCD or DEP within one year of buffer establishment  
**102.14(h)**
- **Temporary stabilization** must be applied to a site when cessation of earth disturbance activities will exceed 4 days. **102.22**
- A municipality or county which issues building or other permits shall **notify the WCD or DEP within 5 days** of receipt of the application for a permit involving an earth disturbance activity consisting of 1 acre or more. **102.42**
- With the exception of local stormwater approvals or authorizations, **a municipality or county may not issue a building or other permit** approval to those proposing or conducting earth disturbance activities requiring a DEP permit until the WCD or DEP has issued the E&S or individual NPDES permit, or approved coverage under the general NPDES permit. **102.43**
- **New technologies** must be submitted to Darl Rosenquest/DEP for approvals. WCD cannot grant approvals.

For further information, please contact



J. Roy Houston Conservation Center  
218 Donohoe Road  
Greensburg, PA 15601-9217  
Phone: 724-837-5271  
Administrative FAX: 724-552-0143    Technical FAX: 724-837-4127  
email: [wcd@wcdpa.com](mailto:wcd@wcdpa.com)    website: [www.wcdpa.com](http://www.wcdpa.com)



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## Workers' Compensation Information Form

### AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- \_\_\_ Property owner performing own work. If property owner does hire a contractor to perform any work pursuant to building permit, the contractor must provide proof of Worker's Compensation Insurance to the Borough. Homeowner assumes liability for contractor compliance with these requirements.
- \_\_\_ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of Insurance to the Borough.
- \_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from Workers' Compensation Insurance. Attach copies of religious exemption letter for ALL employees.
- \_\_\_ Use this form when applicable to Part C on the Workers' Compensation Form.

\_\_\_\_\_  
Signature of Applicant

Commonwealth of Pennsylvania

County of \_\_\_\_\_

Sworn to and subscribed before me on this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

# MANOR



# BOROUGH

DEPT OF BUILDING AND ZONING  
44 Main Street, Manor PA 15665  
724-864-2525

PERMIT # \_\_\_\_\_

## ZONING PERMIT

*Application is hereby made for a Zoning Approval Permit*

DATE: \_\_\_\_\_

RECEIVED: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Telephone Nbr: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address and Location of Project / Work / Use: \_\_\_\_\_

Describe Work In Detail: \_\_\_\_\_

Est Cost: \$ \_\_\_\_\_ Size of Building: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Height and Type of Fence: \_\_\_\_\_ Use of Building: \_\_\_\_\_

**Please attach a survey or lot plan showing the location of any street, alley, storm/sewer easements, house, garage, decks, etc. Please show distance from all lot lines to proposed work, building, fence, garage, shed, wall, deck, etc.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***Make check payable to Manor Borough.***

### OFFICIAL USE

Copy of plans attached \_\_\_\_\_ Check # \_\_\_\_\_  \$100.00  Approved

Denied

Zoning Official \_\_\_\_\_ Date \_\_\_\_\_

**BUILDING PERMIT** \_\_\_\_\_ **ELECTRICAL PERMIT** \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_ Lot# \_\_\_\_\_ Block \_\_\_\_\_ Tax Parcel \_\_\_\_\_

Construction Site Location \_\_\_\_\_ Date Received \_\_\_\_\_

Owner \_\_\_\_\_ Tenant \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Front Yard \_\_\_\_\_ Ft. (Front of building to property line) Describe proposed work in detail \_\_\_\_\_

Rear Yard \_\_\_\_\_ Ft. (Rear of building to property line) \_\_\_\_\_

Side Yard \_\_\_\_\_ Ft. Side Yard \_\_\_\_\_ FT. \_\_\_\_\_

**State Classification:** New Commercial \_\_\_\_\_ Other Commercial \_\_\_\_\_ New Residential \_\_\_\_\_ Other Residential \_\_\_\_\_

**BUILDING PERMIT**

Contractor \_\_\_\_\_  
(if owner, put same name above)

Address \_\_\_\_\_

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

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

Fed Employee No. \_\_\_\_\_  
(Certificate of Insurance for Workers Compensation needed or sign exemption form)

Estimate of total costs for all work \_\_\_\_\_

Total square feet: \_\_\_\_\_ Use Group \_\_\_\_\_ Type Construction \_\_\_\_\_

No. of Stories: \_\_\_\_\_ Height of Structure \_\_\_\_\_

Description of work: \_\_\_\_\_

**Type of work:**

Alterations/Additions of: \_\_\_\_\_ Square Ft. \_\_\_\_\_

( ) Roofing - Total square feet \_\_\_\_\_

( ) Fencing, supply height if it exceeds 6 foot \_\_\_\_\_

( ) Sign - Total Square feet \_\_\_\_\_

( ) Pool - Total Square feet \_\_\_\_\_

( ) Decks - Total Square feet \_\_\_\_\_

( ) Demolition - Total Square feet \_\_\_\_\_

( ) Accessibility \_\_\_\_\_

Other: \_\_\_\_\_

**I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordinances and state laws regarding constructon.**

Signature: \_\_\_\_\_  
Owner ( ) Contractor ( ) Owner Reresentative ( )

**ELECTRICAL PERMIT**

Contractor \_\_\_\_\_  
(if owner, put same name above)

Address \_\_\_\_\_

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

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

Fed Employee No. \_\_\_\_\_  
(Certificate of Insurance for Workers Compensation needed or sign exemption form)

Estimate of total costs for all work \_\_\_\_\_

**Technical Site**

Data No.	Size	Items
_____		Lighting Fixtures
_____		Receptacles
_____		Switches
_____		Detectors
_____	HP _____	Motor-Fractional
_____		Communication Devices
_____		Alarm Devices/Systems
_____		Emergency & Exit Lights
_____		Pool Bonding
_____		Service
_____		Sub-Panels
_____		Feeders
_____		Baseboard Heater
_____		Dryer Receptacle
_____	Range _____	Dishwasher _____ Garbage Disposal
_____	Heater _____	Central A/C Units
_____		Signs
_____		Survey Fee

Others: \_\_\_\_\_

Signature: \_\_\_\_\_  
Owner ( ) Contractor ( ) Owner Reresentative ( )

**BUILDING CODE OFFICIAL USE ONLY**

Plans Approved \_\_\_\_\_ Plans Approved with Comments \_\_\_\_\_

UCC Building Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

Admin. Fee: \_\_\_\_\_

State Fee: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Code Official: \_\_\_\_\_ State Cert.# \_\_\_\_\_

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

**ELECTRICAL CODE OFFICIAL USE ONLY**

Plans Approved \_\_\_\_\_ Plans Approved with Comments \_\_\_\_\_

UCC Electrical Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

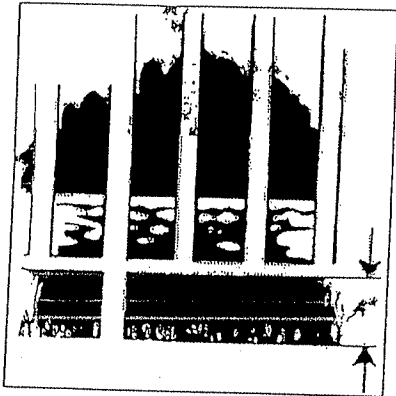
Admin. Fee: \_\_\_\_\_

State Fee: \_\_\_\_\_

Total Cost: \_\_\_\_\_

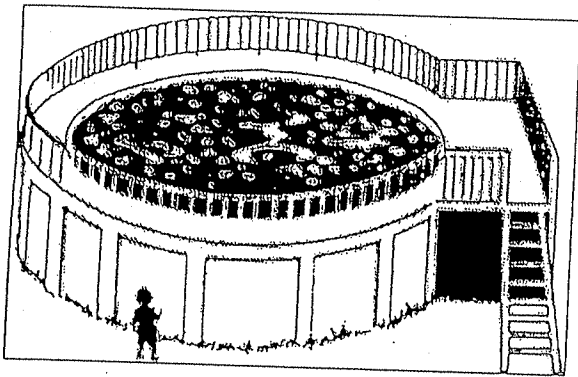
Code Official: \_\_\_\_\_ State Cert.# \_\_\_\_\_

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



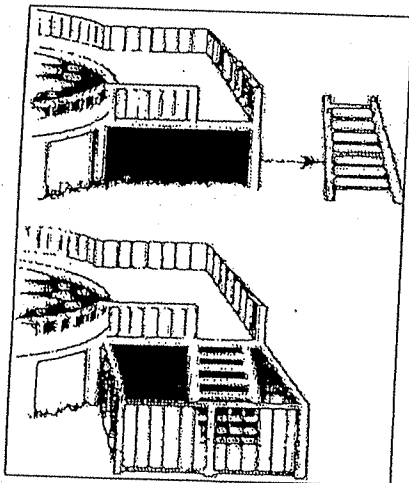
### In-ground Pools

For any pool barrier, the maximum clearance at the bottom of the barrier shall not exceed 2 inches above grade, when the measurement is done on the side of the barrier facing a way from the pool.



### Above-ground Pools

Aboveground pools shall have barriers. The pool structure itself may serve as a barrier fence or a barrier is mounted on top of the pool structure.

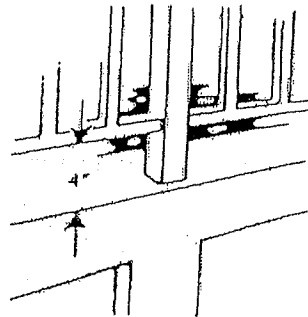


The steps or ladder can be designed to be secured, locked or removed to prevent access, or the steps or ladder can be surrounded by a barrier such as those described above.



## ABOVE-GROUND POOL WITH BARRIER ON TOP OF POOL

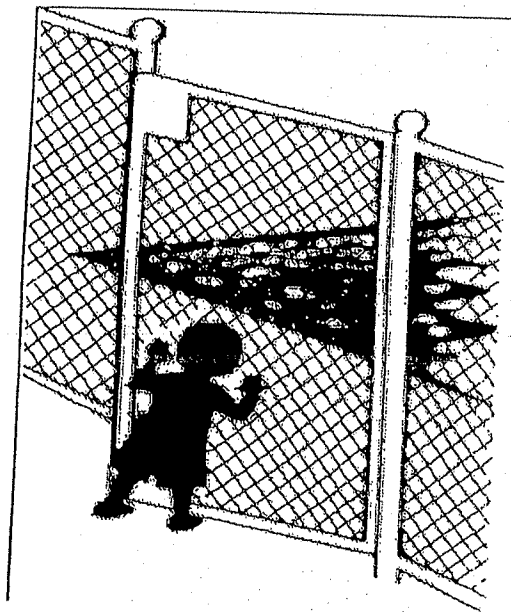
If an above-ground pool has a barrier on the top of the pool, the maximum vertical clearance between the top of the pool and the bottom of the barrier shall not exceed 4 inches.



## GATES

There are two kinds of gates which might be found on residential property. Both can play a part in the design of a swimming pool barrier.

## PEDESTRIAN GATES

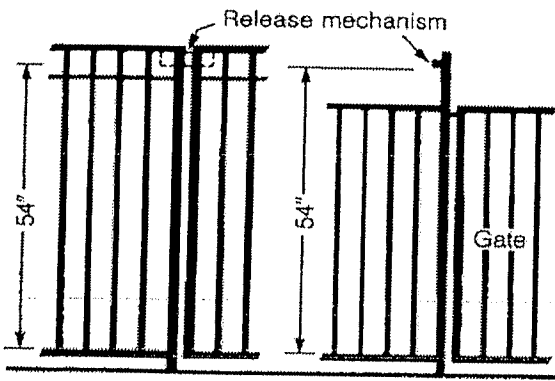


These are the gates people must walk through. Swimming pool barriers should be equipped with a gate or gates which restrict access to the pool. A locking device must be included in the gate design. **Pedestrian gates must open outward and away from the pool and shall be self-closing and self-latching.**

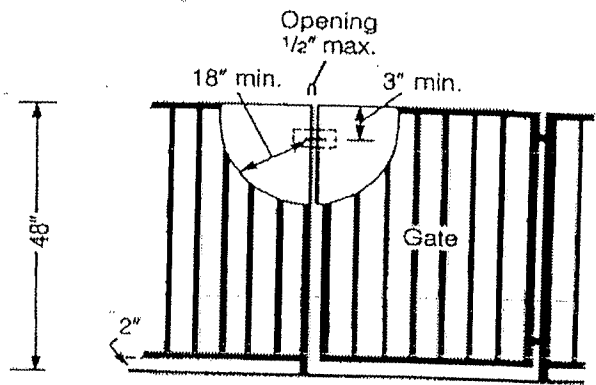
If a gate is properly designed, even if the gate is not completely latched, a young child pushing on the gate in order to enter the pool area will at least close the gate and may actually engage the latch.

Where the release mechanism of the self-latching device is **less than 54 inches** from the bottom of the gate, the release mechanism for the gate shall be located on the pool side of the gate and be at least 3 inches below the top of the gate on the side facing the pool.

Placing the release mechanism at this height prevents a young child from reaching over the top of a gate and releasing the latch. Gate latches installed in this manner shall have no openings greater than  $\frac{1}{2}$  inch with 18 inches of the latch release mechanism. This prevents a young child from reaching through the gate and releasing the latch.



The release mechanism shall be located at 54" or higher from the bottom of the gate.



The release mechanism shall be located less than 54" from the bottom of the gate.

### ALL OTHER GATES (Vehicle Entrances, ETC.)

Other gates must be equipped with self-latching devices. The self-latching devices must be installed as described for pedestrian gates.

### WHEN THE HOUSE WALL FORMS PART OF THE POOL BARRIER

In many homes, doors open directly onto the pool area or onto a patio which leads to the pool. In such cases, the wall of the house is an important part of the pool barrier, and passage through any doors in the house wall must be controlled by one of the following security measures.

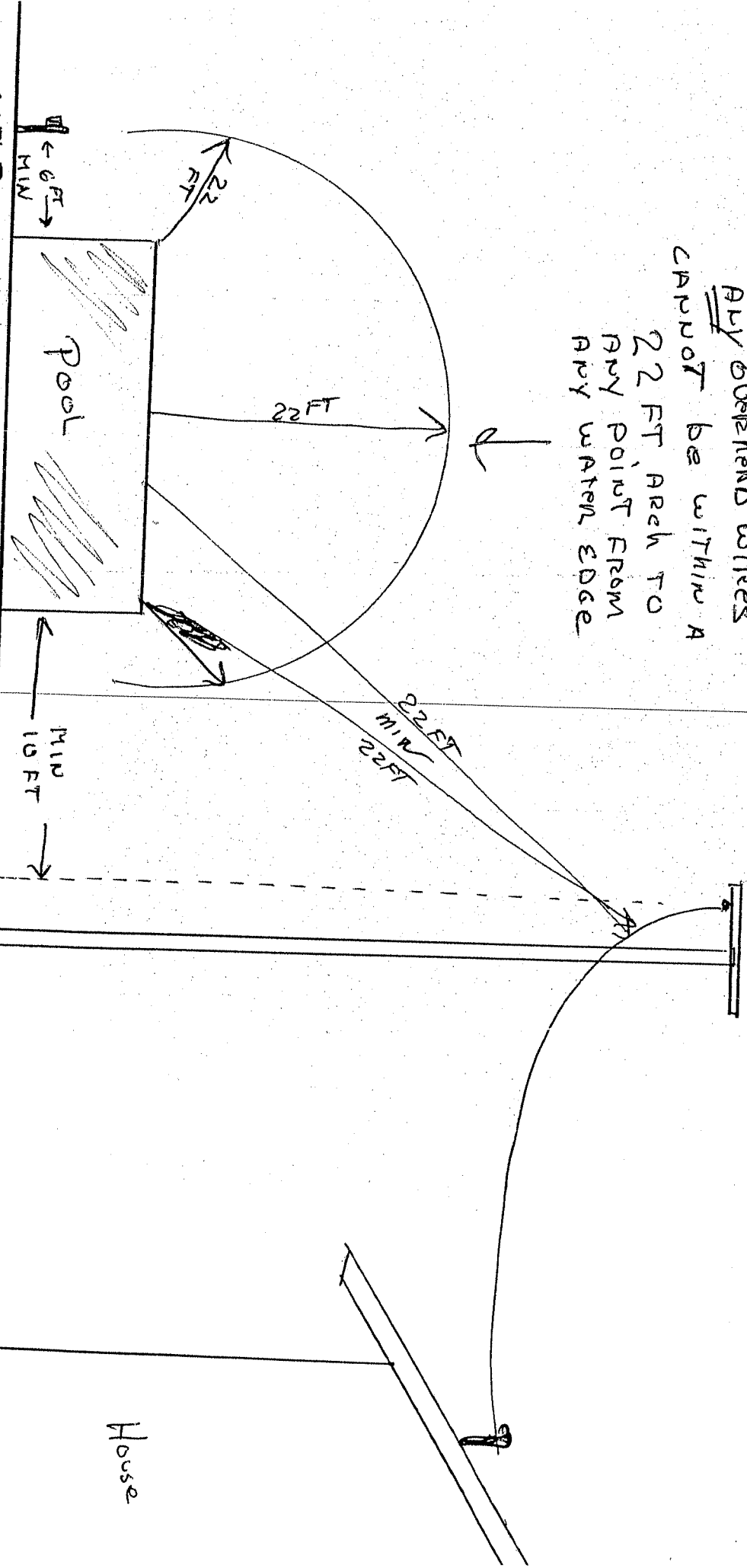


- 1) All doors which give direct access to a swimming pool must be equipped with an audible alarm which sounds when the door and/or screen are opened. The alarm must sound for 30 seconds or more immediately after the door is opened. The alarm must be capable of being heard throughout the house during normal household activity. (The alarm sound should be distinct from other sounds in the house, such as the telephone, doorbell and smoke alarm.) The alarm must have an automatic reset feature.

Because adults will want to pass through house doors in the pool barrier without setting off the alarm, the alarm must have a switch that allows adults to temporarily deactivate the alarm for up to a maximum of 15 seconds. The deactivation switch could be a touchpad (keypad) or a manual switch, and must be located at least 54 inches above the threshold of the door covered by the alarm.

- 2) Pools equipped with a powered safety cover which complies with ASTM F1346 or
- 3) Other means of protection approved by the building official.

ANY OVERHEAD WIRES  
 CANNOT be WITHIN A  
 22 FT AREA TO  
 ANY POINT FROM  
 ANY WATER EDGE



OUTLET  
 6 FT  
 MIN  
 Twist Lock  
 Bubble Cover  
 For Pump Only

STRAIGHT DROP OF OVERHEAD POWER LINE

House

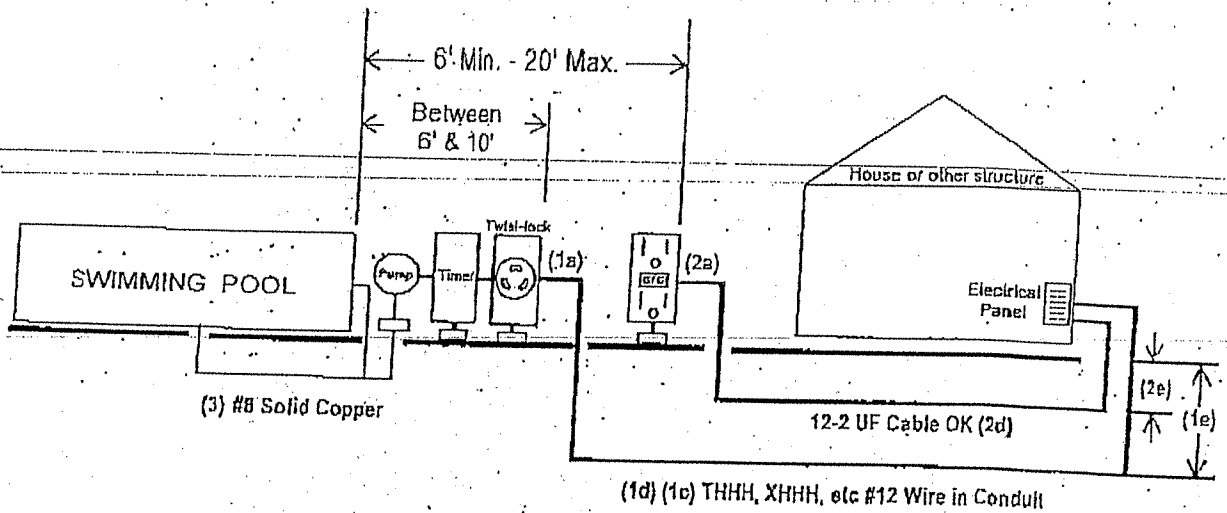
Pools  
Hot Tubs / Spas

Bonding of all metallic parts if applicable

- a. All metal parts must be bonded together using a #8 (or larger) solid copper wire.
  - b. You must use non-corrosive clamps listed and stamped on the connectors.
- ~~YOU DO NOT NEED TO INSTALL GROUND RODS OR RUN THE #8 BONDING CONDUCTOR BACK TO THE SERVICE OR SUB-PANEL.~~

FOR ILLUSTRATED PURPOSES ONLY

Your situation may be different



- 1a. Single twist-lock receptacle in a weather-proof box with an "in-use cover."
- 1e. The minimum depth of trench: 18 IN deep. (Unless based on table 300.5 for 1&2 family dwellings.) Conductor types are: XHHN, THWN, or other approved conductors. (See Article 310.8.) They are to be Black, (or other color to identify the ungrounded conductor), white (grounded conductor) and green (an insulated equipment conductor). You CAN reidentify any color conductor for the ungrounded conductor (hot) and grounded conductor (neutral) with tape. (See Article 200.6) But you CANNOT reidentify the equipment grounding conductor. It must be green throughout its entire length. (See Article 250.119)
- 2 a. Convenience receptacle(s) GFCI protected in a weather-proof box with an "in-use cover."
- 2 d&e. At least one Convenience receptacle must be installed using UF cable or other approved wiring method. The trench can be a minimum of 12" deep when rated 120 Volts or less with GFCI protection and a maximum overcurrent protection of 20 Amperes. NEC Table 300.5, Column 4. (For 12IN burial depth, the conductors must be GFCI protected at the house, if they are not GFCI protected, the burial depth must be at least 18IN.)
- 3. Minimum #8 (or larger) solid copper conductor for bonding purposes.

The above swimming pool rules are based on the 2008 National Electrical Code. Some rules are paraphrased for clarification. If you are installing electrical wiring in addition to the above requirements or do not fully understand these regulations, please refer to the 2008 NEC.

# Equipotential Bonding - Bonded Parts



Junction boxes (G)

Diving boards

"G" = Also required to be grounded

Drains

Ladders

Water heater (G)

Fences, metal door frames, etc.

Water pump (G)

Reinforcing steel for pool

Pool cover motor (G)

Water inlet

Fixed metal < or = to 5 ft.

- The parts specified in 680.26(B)(1) through (B)(7) shall be bonded together using:
- Solid copper conductors, insulated covered, or bare, not smaller than 8 AWG
  - Rigid metal conduit of brass or other identified corrosion-resistant metal

# THE "JONES BOND" SYSTEM SOLVES BONDING & GROUNDING PROBLEMS

## COMMON BONDING GRID: SWIMMING POOL / SPA CONSTRUCTION

Bonding and grounding are two distinct functions, each with its own purpose. The two functions are accomplished with similar hardware and can be planned together.

**Grounding** provides a low resistance path to carry fault currents to ground to prevent a fault in electrical equipment from threatening personnel.

**Grounding requirements:** [680-25] Code requires direct connection to grounding electrode with green insulated grounding conductor run in a conduit with supply conductors and terminating at an equipment grounding terminal. Items to be grounded include [680-24]:

- Lighting fixtures
- Junction boxes and enclosures.
- GFCIs, panelboards and transformers
- All electrical equipment in circulating systems
- All electrical equipment within 5 feet of pool.

**Bonding** establishes a common voltage among metal parts by connecting all metal parts to a common bonding grid to eliminate gradients which could be dangerous to personnel.

**Bonding requirements:** [680-22]

A. Corrosion-resistant connections are required to connect various metal parts in the pool/spa environment, including:

Lighting fixtures, drains, skimmers, gratings

Ladders, slides, diving boards, railings

Circulation system: pump, filter, piping.

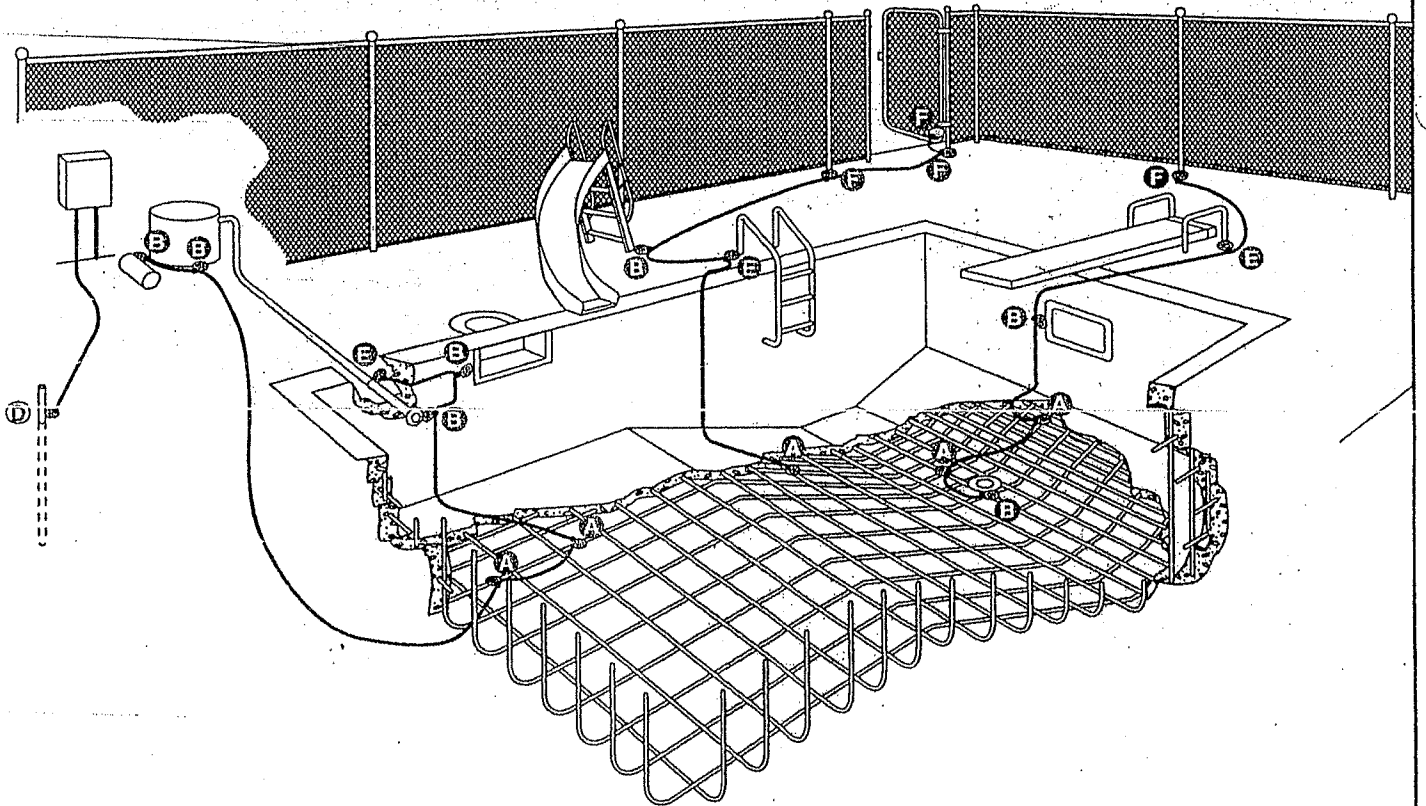
B. In general, conductive surfaces within 5 feet horizontally of the pool, and the circulation system, must be connected to a common bonding grid of rebar, metal pool walls, or #8 solid copper conductor loop.

C. Bonding grid can be formed with the following direct burial rated connectors [250-113]:

Conductor-to-rebar -- J-DB

Conductor-to-equipment/structure -- BTL-DB

Rebar-to-rebar -- tiewire [680-22(a)].



Local authority governs all installation requirements.

CONTACT YOUR LOCAL DISTRIBUTOR FOR PRICE AND AVAILABILITY



# GREAVES

679 Boston Post Road, Guilford, CT 06437  
Phone (203) 453-4304 / Toll-free outside CT 800-243-1130  
FAX (203) 453-8343