TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9632
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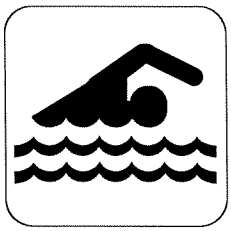
Building Department

BUILDING PERMITS FOR RESIDENTIAL POOLS

A Building Permit is required to build or install a pool that contains water over 24 inches deep, or having a surface area of 250 square feet or greater, or where such pools are permanently equipped with a water recirculating system, or involve structural materials. This includes in-ground, above-ground and on ground swimming pools, hot tubs and spas. The pool must comply with zoning, wetland, and septic system setbacks. It will also be reviewed for flood plain and building code compliance. The following are requirements for a typical pool project, there could be other regulations which are not addressed or are specific to your project which might apply. The more information that is on the plans the easier it will be to help you comply with applicable regulations under our jurisdiction.



Applications can be obtained at the Building Department. Please read and complete all applicable sections. Information required for review must include:

*Completed application form, if contractor, they must sign as applicant with homeowner's signature and copy of license. Pool contractors who exclusively install above ground pools are exempt from the Home Improvement Contractor's Registration.

*Homeowners applying for a permit must complete an application and an affidavit exempting them from the home improvement contractor law. Owners pulling their own permit or dealing with unregistered contractors for applicable home improvement work do not have access to the arbitration program or guaranty fund under MGL c. 142A.

*Plot plan of property indicating proposed location of pool. Plot plan must be stamped by a registered land surveyor. A mortgage survey plan may be acceptable depending on proposed setback and is reviewed on a case by case basis.

*The building department may have a plot plan of your property on file. You can look in the street file (open to the public) if there is one you, can obtain a copy for 25 cents.

*Two sets of plans indicating material used in the construction, structural drawings, size of pool and depth. If the pool is premanufactured, two brochures with this information should be submitted. The plans must indicate fence and gate specifications for compliance with enclosure requirements (Attached).

*An electrical permit is required for any electrical work that may be necessary.

If all the information submitted is sufficient, the reviewing process usually takes 7 to 14 days this time frame varies depending on season. (Spring and fall are our busy seasons and may take longer) Upon approval you will receive an approved set of plans and a building permit card that should be made visible from street. Two inspections are required for in ground pools, one at excavation prior to concrete or prior to backfill and one at the finish to assure compliance with plans and to verify proper fencing. Above ground pools require inspection at completion. Electrical inspections, if needed, must be done and permit card signed prior to Building Department inspections. Inspection request are required a minimum of 24 hrs prior to inspection. Most inspections can be done the day after the request. Information required for request must include street address, permit number and type of inspection. The approved plans are required on site for all inspections. If you have any questions or have a specific situation that is not typical you can contact the Building Department at 264-9632.