HAMPSHIRE COUNTY, WEST VIRGINIA

Planning Office

304-822-7018

Customer Assistance Checklist

Building Permit Application Submittal Requirements

**Swimming Pools (in- and above-ground)**

**Spas & Hot Tubs (Contains water over 24 inches deep)**

* ***The following check list must be completed and submitted with the permit application before the application can be processed***.

\_\_\_\_\_ **Contractor license list** – please list on application all contractors that will be on site, and provide copies of all contractor licenses, business licenses, and Certificates of Insurance.

\_\_\_\_\_ **Affidavit of Exemption** – to be completed if the homeowner performs any work.

\_\_\_\_\_ **Site Plan** – showing the proposed pool/spa/hot tub location, all existing structures, distances in feet to the front, side and rear property lines; the height of floor surface above grade at highest point on deck or landing on exterior of main exit door, as well as locations of creeks, streams, roads, well and septic.

\_\_\_\_\_ **Construction Documents** – one set that shows in detail code compliance for all proposed work to include but limited to the following information;

\_\_\_\_\_ Safety barrier – show type for your specific pool installation, (fence, walls, etc.) including height.

\_\_\_\_\_ If installing deck at pool, deck requirements are also needed.

\_\_\_\_\_ Electrical service (pump, filter, receptacles, etc.); show location and type of wiring method.

\_\_\_\_\_ **Hampshire County** **building permit application** and fee.

\_\_\_\_\_ **MDIA inspection application(s)** and fee(s).

MDIA will review all plans to determine code compliance. All fees shall be paid prior to issuing a building permit. If the minimum submittal requirements are not met, the applicant will be asked to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and will be either sent to the applicant or may be picked up. Inspection Procedures will be provided with the building permit placard.