



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division



Residential Pools, Spas, and Hot Tubs Plan Review Requirements

Version 2021-07-09

Where to Submit Your Plans and Obtain Your Permit

- The Building Development Division, Plan Intake Counter is open 8:00 a.m. to 4:00 p.m., Monday through Friday. They are located at the Prince William County Development Services Building, [5 County Complex Court, Prince William, VA 22192](#), Phone: 703-792-4040 or PlanIntake@pwcgov.org.
- All building plans are required to be submitted via Prince William County's [ePortal](#) system. Consult the [customer electronic plan review \(ePlans\) guide](#) for information on how to prepare and submit documents for electronic plan review and the [electronic plan review guide](#) for building ePlan submission guidelines.

What to Bring

- **Health District Approval:** Swimming pools installed at a dwelling on a private well and septic system require written approval of the Prince William Health District prior to the issuance of a Building permit. For complete details and further information, contact the Health District at 703-792-6310.
- **PWC Watershed Approval:** required if located in a Resource Protection Area. Contact the Department of Public Works, Watershed Branch at 703-792-7070.
- **Land Disturbance Permit:** required if land disturbance exceeds 2500 square feet. This includes any incidental disturbance such as access ways etc. By definition: "Land disturbance" or "land-disturbing activity" means a man-made change to the land surface that potentially changes its runoff characteristics including clearing, grading, or excavation.
- **Zoning Approval:** Applicant shall submit 3 copies of a house location survey plat to scale, showing the proposed structure on the plat with all the dimensions and setbacks to the property lines. For more information, please see [Zoning Approval – Swimming Pools](#).
- The [Building Permit Application](#) form and other trade permit application forms are available at www.pwcva.gov/BDForms or at the Building Development Division. The application(s) should be filled out completely. Please remember to indicate whether the property is on public or private water and sewer.
- **Plans: Copy of building plans.**
 - The name, signature, address, and occupation of the designer must appear on the plans.
 - Manufactures installation/specifications sheets on all equipment including:
 - Filters, pumps, skimmers, ladders, fencing etc.
 - See plan preparation below.
- When installing an **in-ground or above-ground** pool you must complete and submit (with your permit application) the [Residential Pools, Spas, and Hot Tubs Barrier Installation Responsible Party Form](#). If the owner is responsible for installation of any of the barriers, this form must be signed by the owner of the property and notarized. This form must be submitted at the time of Plan Submission and Permit Application.
- [Residential Pools, Spas, and Hot Tubs Checklist](#) – must be completed and signed.
- [Residential Pool and Spa Circulation Design Form](#) – must be completed and signed.

Building Development Fees

- The Building Permit fee can be found at [Building Developments Fee Schedule](#).
- Filing fee as per the approved [Building Developments Fee Schedule](#) will be collected at the time of application.

Permits

- All pools with a surface area greater than 150 square feet, hold more than 5,000 gallons, or are deeper than 24", will require a [Building permit](#).
- All pools that incorporate lighting, circulation equipment, or receptacle outlets will require an [Electrical permit](#).
- All pools with "field installed" heaters will require a [Mechanical permit](#).
- All "fuel fired" pool heaters will require a [Gas permit](#).
- All pools with a permanent fill line or connection to sanitary sewer will require a [Plumbing permit](#).

Contractor Licenses, Business Licenses, Affidavits

The homeowner may obtain the permits and perform the work, or the homeowner may hire a contractor to obtain the permits and perform the work.

- If the homeowner will be performing the work themselves, a completed [Statement of Exemption](#) will be required.
- If a Contractor will be performing the work, current copies of their VA State Contractor's License and Prince William County Business License are required.
- If the homeowner is hiring a contractor and obtaining the permits on behalf of the contractor, the homeowner may present copies of the contractor's state and county licenses and obtain the permits as the agent for the contractor without the contractor required to be present.
- Please see further information on "[Hiring a Contractor](#)"
- Please see further information on "[Who Should Apply for a Permit?](#)"

Code Compliance

- All construction shall comply with International Residential Code (IRC), the International Swimming Pool and Spa Code (ISPSC), and the Virginia Uniform Statewide Building Code (VUSBC). Please refer to the [Virginia Uniform Statewide Building Code](#) page for more information on the codes and code year which are applicable to your project.
- The ISPSC Code book is available for purchase at various booksellers, from the International Code Council by calling 888-422-7233 or through the Web site at www.iccsafe.org. It is also available for reference at the Building Plan Review Section and at the following Prince William County Libraries: Bull Run, Central, Chinn, and Potomac.
- The VUSBC is available [online](#) or at the Virginia Department of Housing and Community Development: 600 East Main Street Suite 300, Richmond, Virginia 23219, Phone 804-371-7000.

Plan Preparation

In-ground pools need to be designed by a Registered Design Professional or licensed contractor per VUSBC.

- Label all components (Rebar, diving board jigs, features, circulation piping, pumps, motors, etc.).
- Provide all dimensions in feet and inches.
- Provide rebar sizes and spacing, all circulation pipe sizes and direction of flow.
- Provide reinforcing steel and concrete strengths.
- Please call the Building Plan Intake Section at 703-792-4040 or email PlanIntake@pwcgov.org if you have questions.