



Town of Kingston Springs
Building and Codes Department
PO Box 256
396 Spring Street
Kingston Springs, TN 37082
T. 615-952-2110 ext. 4

Swimming Pool and Spa Checklist

1. Fill out Application
 - a. Pool application
 - b. Submit site plan (drawings)
 - c. Signed setback affidavit
2. Submit Supporting Details*
 - a. Brochure from pool/spa company
 - b. Pump motor detail –Must be safety listed (UL, ETL, CSA)
 - c. Pool barrier details (fencing, locking stairs, etc.)
 - d. Pool alarm details (in pool, doors/windows, etc.)
 - e. Pool/Spa cover details (for heated pools and all spas)
3. Obtain a State Electrical Permit
 - a. www.core.TN.gov
 - b. 615-741-7170
4. Contractor Information
 - a. State Contractors License
 - b. Cheatham County Business License

***Installation shall comply with the 2015 International Swimming Pool and Spa Code**

INSPECTIONS REQUIRED:

ABOVEGROUND POOL = Electrical Rough-in (State Electrical Inspector), Final Inspection (State Electrical Inspector), Final Inspection (Kingston Springs)

INGROUND POOL = Pre-pour inspection (Kingston Springs), Electrical rough-in, (State Electrical Inspector), Final Inspection (State Electrical Inspector), Final Inspection (Kingston Springs)



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Pool Permit Application

Property Owner Information:	INTERNAL USE ONLY Permit #: Expiration Date:
Project address:	
Phone Number:	
Email:	
Map/Parcel #:	

Type of Property:	<input type="checkbox"/> 1-Family	<input type="checkbox"/> Multi-family	<input type="checkbox"/> Commercial Property
Owners Name:	Owners Phone:		
Owners Address	City:	State:	Zip:
E-mail:			

Contractor Information			
Company:	Contact Person:		
Address:	City:	State:	Zip:
Phone:	State of TN License #:		
Cell:	Cheatham County Business License #:		
Email Address:			
Scope of Work:			

Type of Work:	Anticipated Project Value
<input type="checkbox"/> Above Ground Pool	
<input type="checkbox"/> In Ground Pool	
<input type="checkbox"/> Spa/Hot Tub	



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ZONING REQUIREMENTS

It is the responsibility of the applicant to comply with the placement of any improvements on a lot (footings, foundation, etc.) in accordance with the minimum required building setback lines on the front, rear, and side of the property. These requirements are set by the Zoning District the property is located in, as well as by other plans, plats or restrictive covenants of record. The Town of Kingston Springs and its planning commission will gladly provide information on setback requirements established by the town's zoning ordinance, but is not responsible for providing information or enforcing requirements from plats of record or restrictive covenants.

The applicant must determine that all minimum setback requirements are met and are strongly encouraged to use a licensed surveyor to establish certainty. Additionally, it is the applicant's responsibility to place the improvement within the building envelope and not encroach upon restricted lot areas such as the septic disposal field and public utility and drainage easements. Should this office question the placement of the building at the time of the footing inspection, a surveyor's certificate will be required. However, it may have a financial impact on the applicant with regard to third parties such as a mortgage lender. If you have any questions, please contact the Building Inspector.

I have read and understand the Town of Kingston Springs policy regarding setback requirements and I hereby certify that all work related to this application will be performed in accordance with all applicable town, and state laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner or an authorized agent of the property owner listed in this application, and have authority to make application for work to be performed.

Applicant Signature _____ Date: _____

Applicant Printed Name _____



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Site Plan

(May include on separate sheet)

	Distance to and location of any critical area, such as stream, creek, river, irrigation ditch, floodplain
	Street frontage
	Access/Driveway
	Lot lines and dimensions
	Location of all structures and specific use (any new buildings will require building permits)
	Location of well, septic, and drain field
	Distances between all structures and property lines
	Easements and/or right-of-way and any overhead or underground utility lines

I hereby certify that all work related to this application will be performed in accordance with all applicable Town and State laws and codes pertaining to building construction, and demolition and the information submitted and contained herein is accurate and correct. I further certify that I am the owner of record or an authorized agent of the property owner listed on this application and have authority to make application for work to be performed.

Property Owner Contractor

Signature: _____ Print Name: _____ Date: _____

OFFICE USE ONLY

APPLICANT DO NOT WRITE BELOW THIS LINE

Approved/Rejected:

Zoning/Land Use: _____ Date: _____

Building Official: _____ Date: _____

COMMENTS:

****DOUBLE PERMIT FEES WILL BE CHARGED FOR WORK STARTED PRIOR TO OBTAINING PERMITS****

Permit Fees:

Inground Pool:	\$150.00	(32690)
Above Ground Pool:	\$75.00	(32690)
Spa/Hot Tub:	\$75.00	(32690)

** Associated Decks and Accessory Buildings will require a separate Deck/Accessory Structure Permit Application to be completed.*

TOTAL PERMIT FEE: _____

Date Paid: _____

Amount Paid: _____

Receipt Number: _____