



Application Packet for Plan Review & **SPA/HOT TUB PERMIT** - *Freestanding*

WHEN A SPA/HOT TUB PERMIT IS REQUIRED:

Construction/installation of any structure that is intended for swimming or recreational bathing that contains water 24 inches (610 mm) or deeper. This includes in-ground, above-ground & on-ground swimming pools, hot tubs and spas.

WHERE TO BEGIN:

Preliminary to obtaining a Freestanding Spa/Hot Tub Permit, frequently a Grading Permit Application must be approved. If there will be 2,000 sq. feet or more of earth disturbance in the construction of the proposed structure, then an approved Grading Permit is required. Please refer to Borough Code §179 “*Grading & Stormwater Management*” for specific requirements.

GRADING PERMITS:

Grading Permits, residential and non-residential (if applicable) shall be submitted to the Zoning Officer with two sets of plans. NOTE: If storm water control for the *individual lot* was not designed on the approved and recorded subdivision plans, then storm water retention must be addressed in documentation submitted with the Grading Permit Application (including calculations to support the design).

WHAT ELSE MIGHT BE NEEDED:

Secondarily, please be aware separate application is required for any/all of the following if planned as part of/associated with the installation of this above-ground pool:

- Electrical
- Plumbing / Plumber’s Registration
- Fence – **NOTES** ... pursuant to International Residential Code® 2009 Edition, Appendix G – *Swimming Pools, Spas and Hot Tubs*:
 - All freestanding spas/hot tubs more than four feet (4’) above grade must be enclosed by a fence that possesses a self-latching or self-locking gate
 - If fencing encloses a house and a pool/spa/hot tub, every door in the house that leads to the pool area must be alarmed
- Deck

IMPORTANT NOTE:

**Incomplete submission of all required information and/or documents
will result in the entire application being rejected and returned.**

You will then need to resubmit with all documentation.

All items listed on next page are to be submitted together.*

** The one exception to this requirement is the Certificate of Insurance. Certificates of Insurance can be faxed to the Borough office (610-489-8827) by contractor’s insurance company.*



ITEMS FOR INCLUSION AT TIME OF APPLICATION SUBMISSION:

All applications, forms, & resources referenced below are available at Borough Hall
~OR~
at www.trappeborough.com – click on “Forms, Permits, Maps” link on left side to access documents

- 1) Any/all applicable approved Zoning Permit(s)
- 2) Completed “*Freestanding Spa/Hot Tub Permit Application*”(pp. 4-5 of this document)
- 3) Two sets of detailed Building Plans including the following:
 - Drawings
 - Specifications
 - Floor plans
 - List of all materials to be used

NOTE: All plans for *commercial construction* are required to be signed and sealed by a Pennsylvania-licensed design professional per PA-UCC Sec. § 403.42a (c) – Permit Application.

- 4) Two sets of Plot Plans (*if applicable**) including the following:
 - Size of lot, drawn to scale
 - Location of existing structures
 - Location of proposed improvements and/or structures
 - All relevant setbacks
 - Elevations
 - Sections view
 - Footprint size of all existing structures and impervious surfaces

***NOTE:** Plot Plans are *not* required if your plans are for interior work only.

- 5) Certificate of Insurance naming the Borough of Trappe as the Certificate Holder & Additional Insured, including ...
 - property liability coverage in an amount equal to or greater than the costs of construction
 - adequate worker’s compensation coverage (**See #6 below**)
- 6) Completed “Worker’s Compensation Insurance Form”
(*If the required Certificate of Insurance does not show Worker’s Compensation coverage*)
- 7) Pennsylvania State Contractor’s License and Registration number of Contractor
- 8) Owner’s Authorization Form
(**Required if applicant is not owner of record for property where work is to be done**)
- 9) Approval letter from Homeowner’s Association for work/improvement to be done
(**Required if property is within a development controlled by a Homeowner’s Association**)
- 10) Any/all additional Building Permit Applications such as Plumbing, Electrical, etc. associated with this job. *See specific individual application packets for description of situations when they are required.*
- 11) Application fee(s)
All applicable permit fees must be submitted with the permit application. Please refer to the current year’s “Fee Schedule” (available at www.trappeborough.com – click on “Forms, Permits, Maps” link on left side) for amount due.



PROCESS NOTES: FROM START TO COMPLETION OF PROJECT

- Building may not commence on your project until a permit has been signed by the Borough Building Code Officer and by the owner(s) or contractor and is in your possession.
- While work is being done, the permit(s) must be visibly posted at the job site.
- Before you dig – call Pennsylvania One Call at 1-800-242-1776.
You will need to include on the completed “Freestanding Spa/Hot Tub Permit Application” the PA One Call ID# provided to you by them.
- Erosion Control Installation
Must be completed (if applicable). See Trappe Borough Code §295-18.
- All work must comply with Trappe’s currently-adopted version of ICC
- Electrical Improvements
Any & all electrical improvements associated with this project must be inspected by a state-certified third-party electrical underwriter. You must provide the Borough with proof of the electrical inspection by supplying a cut-card or other documentation showing that the electrical work passed inspection.
- Mandatory Inspections
 1. A list of required inspections will be provided to the applicant when permit is issued.
 2. Inspections are scheduled in ½ hour increments between 8:00 – 10:00 AM on Mondays, Wednesdays & Fridays. Please call Borough Hall (610-489-7181) 48 hours in advance to schedule an inspection.
 3. All required inspections shall be requested by applicant or their contractor when the work has been completed. When inspection is requested and the work is found to be incomplete, the contractor shall be charged \$50.00 for each additional inspection for that project.
 4. It is the responsibility of the applicant to verify that each mandatory inspection is conducted and subsequently approved before continuing to the next phase of construction.
- Permit expiration
All buildings and uses, including changes and alterations thereof allowed by a Building Permit, shall be started within one (1) year of the issuance thereof. If work is not started as authorized within one year of the date of issuance of the Building Permit and carried forward with reasonable diligence to completion, the Building Permit shall become void and of no effect. Application may then be made for a new Building Permit as if the unused Building Permit had never been issued. [Trappe Borough Code §340-112]

RESOURCES: YOU MAY NEED FOR THIS APPLICATION / PROJECT

All resources available at Borough office and/or on www.trappeborough.com

- “Worker’s Compensation Insurance Form”
- “Owner’s Authorization Form”
- “Fee Schedule” for current year
- Additional Permit Applications
- “Storm Water Run Off” flyer
- “Design for Acceptance #6: Prescriptive Residential Wood Deck Construction Guide”
Put out by the American Forest & Paper Association, this resource provides regulations pertaining to footing, load bearing, steps, etc. for decks
- “§R310 of the 2009 International Residential Code”(pp. 58-59) – Emergency Escape and Rescue Openings



FOR BOROUGH USE ONLY

APPLICABLE FEES:

* Permit Fee: _____

State Surcharge: _____

Total Fee:

* See current fee schedule

PAYMENT INFO:

Date: _____

Amount paid: _____

Payment type: Cash Check # _____

Approval: _____

PERMIT APPLICATION: *FREESTANDING SPA/HOT TUB*

OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

CONTACT INFORMATION: (Please provide **two** phone #s that give quickest access to you)

PHONE: _____

(Please circle phone type): Home Work Cell

PHONE: _____

(Please circle phone type): Home Work Cell

EMAIL: _____

PROPERTY INFORMATION

ADDRESS OF JOBSITE: _____

EXISTING USE (circle selection):

Owner-occupied Renter-occupied Vacant Other: _____

(Such as "Commercial")

FOR BOROUGH USE ONLY

PARCEL ID #: _____

BLOCK: _____

UNIT: _____

ZONING DISTRICT: _____



PROJECT INFORMATION

FROM THE FOLLOWING, INDICATE ALL THAT APPLY TO THIS BUILDING PROJECT:

Residential Commercial

Demolition New Construction Addition Alteration Renovation Repair

Does work to be done by the listed contractor include the following? (Indicate "Yes" or "No")

_____ Plumbing _____ Mechanical

_____ Electrical _____ Deck

NOTE: Separate permit applications need completed & submitted for these situations.

PA ONE CALL ID #: _____

CONTRACTOR INFORMATION

CONTRACTOR NAME: _____

ADDRESS: _____

CITY, ZIP: _____

CONTACT INFORMATION: (Please provide all information available as tools to access you)

BUSINESS PHONE: _____

CELL PHONE: _____

FAX: _____

EMAIL: _____

PA LICENSE (HIC #) _____

NOTE TO CONTRACTORS:

We need from YOU:

- Certificate of Insurance (with Trappe Borough named as Certificate Holder & Additional Insured)
- Worker's Compensation form if not indicated on Certificate of Insurance

If you are *not* the Property Owner of record but are turning in documents on their behalf, then YOU need to bring these items from the HOMEOWNER:

- Owner's Authorization form (with homeowner's original signature)
- Homeowner's Association letter of approval (if property is part of HOA)

CONTRACTOR SIGNATURE: _____

APPLICANT SIGNATURE: _____

DATE SUBMITTED: _____