

# Pool Permit Packet

## **General Rules:**

[See Pool Guide](#)

## **Documents Required:**

- Building Permit Application:  
Complete the application sections
  - Skip the contractor information if you are applying as a the homeowner
- Plans:  
Use the provided template or use a Google satellite image to show:
  - Location of where the proposed pool
  - Copy of the specs of the pool (height and diameter)
  - Image of the Pool
  - Electrical lines will need to be indicated on the plan
- Electrical Permit- Required for any electrical work.
- Driver's license (if being pulled by the homeowner)

## **Submittal:**

You can submit via:

- Email to [bldg@sterlingheights.gov](mailto:bldg@sterlingheights.gov)
- In person at the Building Department
- Mail to:  
Attn: Building Department  
40555 Utica Rd.  
Sterling Hts., MI 48313- Attn: Building Department

If you have additional questions, please feel free to call us at 586-446-2360 or email us [bldg@sterlingheights.gov](mailto:bldg@sterlingheights.gov)

# Pool & Hot Tub Guide



## Permit(s) for Pools/Hot Tubs with Side Walls > 24"

\*\*\*ALL FEES DUE AT THE TIME OF APPLICATION\*\*\*

**Building Permit Application:**

Be aware of any subdivision restrictions prior to application. Complete application with *valid email address*. Can be secured by homeowner or State of MI licensed contractor. Approved permits will be emailed to applicant. Applications can be submitted via email to [bldg@sterlingheights.gov](mailto:bldg@sterlingheights.gov).

**Electrical Permit Application:**

Required for *any* electrical work, in some cases even for pool replacements. Permits should be secured by person doing the work. In most cases, an electrical permit is not required for a storable pool provided the pool pump motor is plugged into an existing GFCI receptacle. Permit is required even if electrical is existing. Permits can be applied online at [www.sterlingheights.gov](http://www.sterlingheights.gov).

**Mechanical Permit Application:**

Required if installing pool heater. Permits should be secured by person doing the work. Can be secured by homeowner or State of MI licensed contractor. Permits can be applied online at [www.sterlingheights.gov](http://www.sterlingheights.gov).

**Required Plans for Pool(s)- 1 set of plans only:**

- Where pool/hot tub will be located on property (not in front yard, within any easement, or above a septic field, septic tank or well)
- Size and shape of pool/hot tub, picture of proposed pool/hot tube
- Height of pool/hot tub side walls
- Distance from proposed water's edge to property lines(at least 6 feet from side & rear property lines) and easements;
- Location of overhead wires (electric, phone & cable). There can be no wires over the pool/hot tub or any diving structure/pool platform that is within 10 feet of the water's edge. Wires measured horizontally 10 feet from the inside wall must be at least 22.5 feet above the ground, deck or platform;
- Location of electric meter and electrical service line;
- Details on pool/hot tub barrier/enclosure to be constructed; and
- Method of entrapment protection for pool/hot tub with floor drain. (Include manufacturer's specifications if installing an unlockable outlet cover).

\*\*\* START WORK ONLY AFTER PERMIT APPROVED \*\*\*

\*\*\*\*\* Verify underground utilities - Call Miss Dig at 800-482-7171 \*\*\*\*\*

Inspections- Schedule Online [www.sterlingheights.gov](http://www.sterlingheights.gov) QR Code on Permit

- Building Open Hole Inspection. For in ground or built-ins only.
- Electrical Underground Inspection #1. If electric is installed.
- Electrical Bonding Inspection #2. If electric is installed.
- Electrical Final Inspection #3. If electric is installed.
- Mechanical Underground Pressure Test #1. If there is a pool heater.
- Mechanical Final #2. If there is a pool heater.
- Final Building Inspection. Schedule after all other inspections approved, installation complete.

\*\*\*HAVE APPROVED PLANS ON-SITE FOR ALL INSPECTIONS\*\*\*

## POOL BARRIERS/ENCLOSURES

Private pools shall be protected by a barrier/enclosure to protect small children.

### Fencing

- Fencing shall measure 48" above the ground on the side of the fence that is outside the pool area.
- The maximum vertical clearance between the barrier and the ground shall be 2" measured on the side of the barrier facing away from the pool.
- Openings in the barrier shall not allow the passage of a 4" ball.
- Chain link fences shall have a maximum mesh size of 2 1/4" square.
- Lattice fencing may be used when the opening formed by the diagonal members is not more than 1 3/4".

### Gates

- Access gates shall comply with all fencing requirements and shall open outwards from pool area, be self-closing and have a self-latching device.
- When the release mechanism of the self-latching device is located lower than 54" from the walking surface, the following apply:
  - The release mechanism shall be located on the pool side of the gate at least 3" below the top of the gate.
  - The gate shall not have openings greater than 1 1/2" within 18" of the release mechanism.

### Above Ground Pools

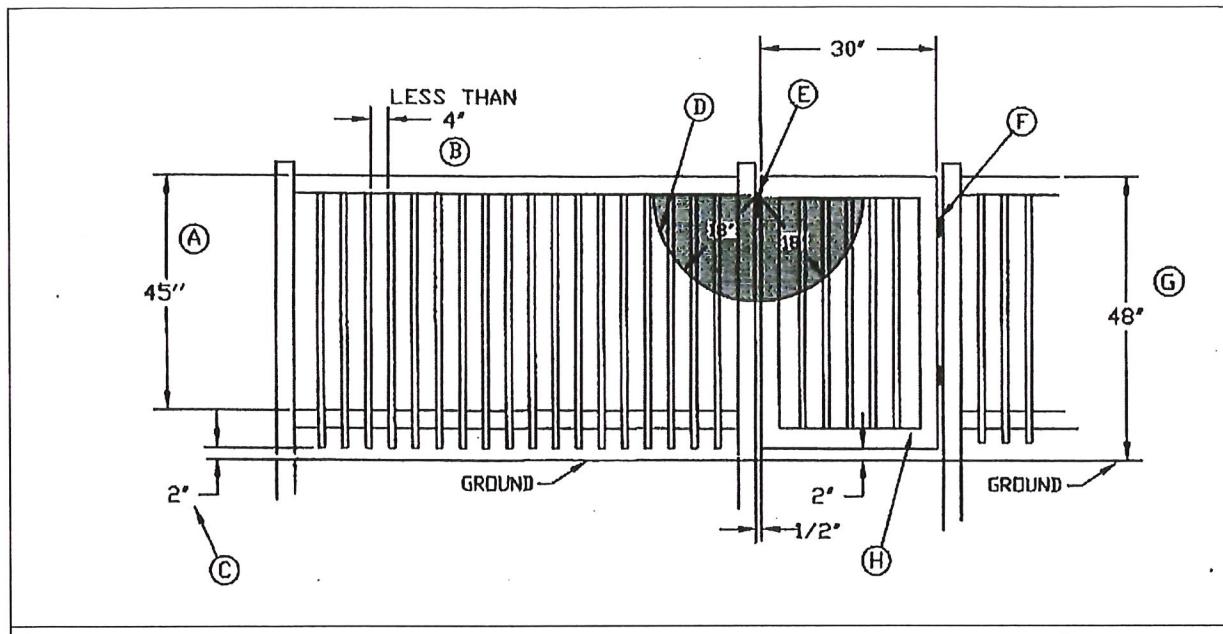
- The pool walls can be a barrier if they are at least 48" above the ground.
- The ladder used for accessing the pool shall be enclosed by an approved fence or gate meeting the above requirements (See Fencing) or the ladder shall be capable of being secured, locked or removed to prevent access.

### Doors

- Doors that form part of pool enclosure and provide direct access from the house or garage area shall produce an audible warning when the door and/or its screen are open. The alarm shall:
  - Begin immediately after the door is opened and sound continuously for 30 seconds;
  - Be capable of being heard throughout the house;
  - Automatically reset;
  - Be equipped with a device that will deactivate the alarm for not more than 15 seconds; and
  - Be located at least 54" above the door threshold.

### Hot Tubs/Spas

- Approved lockable safety covers must be provided and labeled that they have passed the required ASTM F-1346-91 test.



#### Typical Fence and Gate Details

NOTE D: When the release mechanism "E" of the self-latching device is located lower than 54" from the walking surface the gate shall not have openings greater than 1 ½" within 18" of the release mechanism.

#### ENTRAPMENT PROTECTION FOR SUCTION OUTLETS (FLOOR DRAINS)

According to the ANSI/APSP-7 (see 2009 Michigan Residential Code), a listed and approved unblockable outlet cover may be installed if there is a drain on the bottom of pool OR additional drains may be installed, at least 3' apart.

#### TYPES OF POOLS

**Storable Pools:** Pools on or above the ground and are capable of holding water to a maximum depth of 42", or a pool with nonmetallic, molded polymeric walls or inflatable fabric walls regardless of dimension.

**Permanent Pools:** Any other pool (in ground pool/ above ground pool)

## ELECTRICAL

**\*\*\* IT'S ILLEGAL FOR ANYONE TO PERFORM ELECTRICAL WORK ON A PERMIT OBTAINED BY ANOTHER PERSON \*\*\***

The city references the 2009 Michigan Residential Code 2009 for all installations.

### **STORABLE POOL - WIRING**

The factory supplied cord-connected pool pump motor for a storable pool must be plugged into a receptacle that has ground fault circuit interrupter protection (GFCI). This cord is usually 25 feet long.

A GFCI receptacle located on the exterior or interior of the home/garage may be used to provide the necessary protection.

A GFCI breaker installed in the circuit breaker box can also be used to provide the necessary protection if the receptacle does not have built-in GFCI protection.

Any factory supplied light fixture must be plugged into a GFCI receptacle.

### **PERMANENT POOL - WIRING**

A separate, dedicated circuit from the breaker or fuse box must be installed for the pool pump motor. This circuit is typically 20 amps but depending on the size of the motor a 15 AMP circuit may be used. Under no circumstances however, can the wiring be sized smaller than # 12 AWG.

The interior portion of the wiring for the pool pump motor may be run in nonmetallic sheathed cable (Romex), and must be installed through basement joists, not below them.

Once outside of the home, the wiring must be converted into three separate individual conductors with an insulated grounding wire and are typically black, white and green. Together with the wiring from inside the home, they are installed into an approved, weatherproof device or junction box mounted on the home.

From this box, electrical PVC conduit is installed to an area no closer than 6 feet to the pool, or to where the pool pump motor will be installed (sometimes on the side of the home). The PVC conduit must be buried to a minimum depth of 18 inches and inspected prior to covering. The PVC is run to an approved weatherproof box and mounted on a 4-inch x 4-inch treated post or galvanized steel.

At this point, the three individual conductors are pulled to the box through the PVC conduit and a GFCI protected receptacle and an approved in-use cover installed.

An in-use cover encloses the pool pump cord and receptacle connection and looks like a plastic "bubble".

If the factory supplied cord to the pool pump is of the twist-locking type, the receptacle box may be installed 5 feet from the pool and a twist-lock type receptacle installed with an approved in-use cover.

In addition to the pool pump motor receptacle, an additional GFCI protected convenience receptacle is required to be located a minimum of 6 feet from and not more than 20 feet from the inside wall of the pool.

An existing GFCI receptacle on the rear or side of the home, or on the exterior of a detached garage or other accessory structure may serve as this required receptacle so long as it is within the 20-foot zone.

#### **PERMANENT POOL ABOVE GROUND - BONDING**

A solid, #8 copper conductor must be run from the pool pump motor and attach to the pool pump motor receptacle box (if it is located within 5 feet of the pool), any ladder holders or pool hand rails that are metal, the pool heater, the pool filter and any wet-niche lighting fixtures.

The pool water must be bonded, usually accomplished by a connection made to a bonding lug on the pool filter.

The required bonding wire must surround the circumference of the pool connecting at four equal points to the metal stanchions of the pool.

If the supporting stanchions are not made of metal, the bonding conductor will simply surround the pool but is not required to be attached to it.

The solid, #8 copper bonding conductor shall follow the perimeter of the pool at a distance of 18 to 24 inches from the inside walls of the pool and buried between 4 and 6 inches below grade.

It is not required that this conductor be run back to the service panel or connect to a driven ground rod either at the home or the pool.

#### **PERMANENT POOL ABOVE GROUND - LIGHTING**

Lighting for above ground pools typically comes with a factory supplied cord that can be plugged into any GFCI receptacle that is at least 6 feet away from the pool.

#### **PERMANENT POOL IN GROUND – BONDING & LIGHTING**

Contact the electrical inspector at 586.446.2381.

#### **PERMANENT POOL - KEY POINTS**

All receptacles outlets located between 6 and 20 feet (whether new or existing) are required to be GFCI protected.

The cord for a permanently installed pool pump must not be longer than 3 feet.

Underground feeder cable (UF cable) may not be used to feed the pool pump motor. Only PVC conduit that is listed for use with electrical wiring can be used.

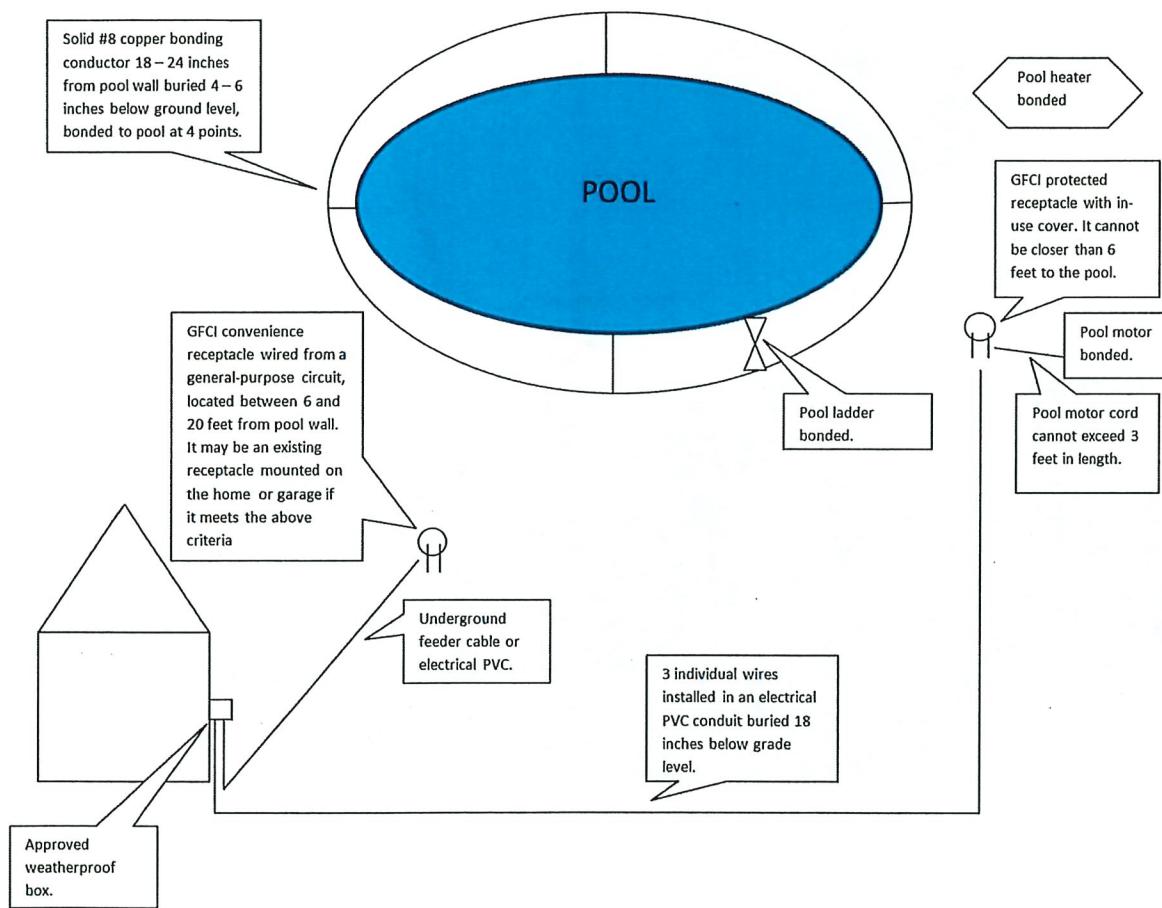
Switches and/or switching devices on the property shall be located at least 5 feet horizontally from inside wall of the pool, unless separated from the pool by a permanent barrier.

Underground wiring not associated with the pool shall be kept a minimum of 5 feet horizontally from the inside wall of the pool.

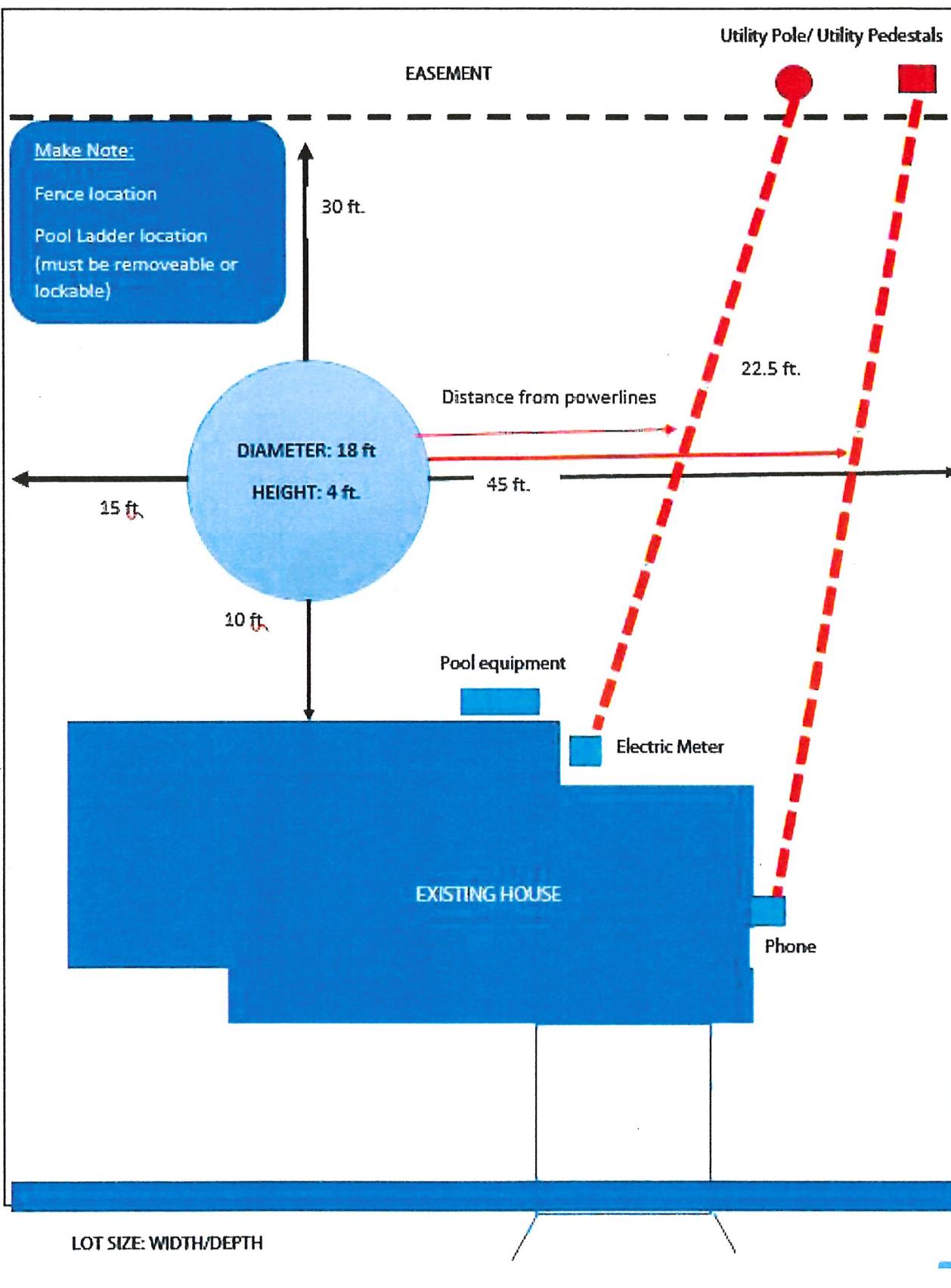
## HOT TUBS - WIRING

Contact the electrical inspector at 586.446.2381.

## WIRING IMAGE



## POOL PLOT PLAN EXAMPLE:



BUILDING PERMIT  
APPLICATION NO:  
**PB**



40555 Utica Road, P.O. Box 8009  
Sterling Heights, Michigan 48311-8009  
Phone (586) 446-2360  
Email permit applications to: [bldg@sterlingheights.gov](mailto:bldg@sterlingheights.gov)  
Inspections are scheduled online at [www.sterlingheights.gov](http://www.sterlingheights.gov)

#### 1. JOB LOCATION

Street Address	Sub, Lot #, Building	Date of Application	
Owner's Email Address:			*ALL CORRESPONDENCES WILL BE EMAILED *
Owner's Name	Owner's Phone #:	Driver's License	
Owner's Address		State	Zip Code
Additional Contact Person		Telephone Number	

#### 2. DESCRIPTION OF WORK: Circle or fill in blanks for everything that applies to your project. \* This is REQUIRED \*

Type	NEW BUILDING	ADDITION	ALTERATION	REPAIR	FIRE-REPAIR	MOBILE HOME	SOLAR PANEL
TENT	AWNING	GAZEBO	DECK	PERGOLA	GARAGE	ROOFING	DEMOLITION SQ FT:
SHED:	POOL:		CONCRETE:			FINISHED BASEMENTS:	
WOOD	STORABLE --- ABOVE GROUND --- INGROUND		REPLACEMENT OR NEW DRIVEWAY * FRONT PORCH * REAR PORCH * SIDE PORCH SHED PAD * GARAGE FLOOR * DRIVEWAY EXTENSION BROOM FINISH * DECORATIVE (STAMPED, BRICK PAVERS, AGGREGATE)			SQ. FT. OR APPROX % FINISHED BATH: SINK * TOILET * TUB * SHOWER * JACUZZI BEDROOMS: _____ BATHROOMS KITCHEN * FIREPLACE * WET BAR	
RESIDENTIAL		SINGLE FAMILY	TWO OR MORE FAMILY	HOTEL / MOTEL		PLAN NUMBER ON FILE:	
		No. of stories _____	No. of units _____	No. of units _____		_____	
NON-RESIDENTIAL		THEATER / SOCIAL HALL	PARKING STRUCTURE	STORE / MERCANTILE	REPAIR / GAS STATION	OFFICE	CHURCH
		PUBLIC UTILITY	INDUSTRIAL	HOSPITAL / INSTITUTION	OTHER _____	SCHOOL	
OTHER (NOT LISTED)							

#### 3. CONTRACTOR INFORMATION (ONLY IF APPLICANT)

Contractor's Name		Driver's License Number		
Contractor's Address		City	State	Zip Code
Contractor's Email Address:		*ALL CORRESPONDENCE WILL BE EMAILED *		
Telephone Number	Date of Birth	Federal Employer ID Number (or reason for exemption)		
Worker's Compensation Insurance (or reason for exemption)		MESC Employer Number (or reason for exemption)		
Contractor License Type		License Number	Expiration	

BY SIGNING THIS APPLICATION I CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF STERLING HEIGHTS. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

*Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.*

#### SIGNATURE OF APPLICANT (Homeowner must also sign affidavit - Item #4)

#### 4. Homeowner Affidavit

I hereby certify the work described on this building permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the building code and shall not be covered up or put into operation until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections.

Signature of Homeowner

## 5. BUILDING PERMIT AND PLAN REVIEW FEES

		<b>TOTAL</b>
<b>APPLICATION FEE (NON REFUNDABLE)</b>	<b>\$55.00</b>	<b>\$55.00</b>
<b>PLAN REVIEW DEPOSITS</b>		
Single Family Residential	<b>\$650.00</b>	
Commercial Alteration	<b>\$266.00</b>	
New Commercial/Industrial Building	<b>\$1,315.00</b>	
Commercial/Industrial Addition	<b>\$650.00</b>	
<b>PLAN REVIEW FEES</b>		
Plan number on file	\$128.00	
Misc. plan review	\$75.00	
<b>MISC.</b>		
Mobile homes	\$173.00	
Concrete	\$77.00	
Antenna	\$77.00	
Awning	\$77.00	
Solar Panels	\$150.00	
Canopies	\$77.00	
Tents	\$77.00	
Gazebo/Pergola	\$77.00	
Roof or Re-roof	\$77.00	
Sheds (Between 50 - 200 sq. ft)	\$77.00	
Deck/Porch	\$77.00	
Swimming pool (Above Ground)	\$77.00	
Swimming pool (Below Ground)	\$158.00	
Swimming pool (Storable)	\$77.00	
Demolition	\$75.00 + \$.10 per square foot	
Res. Basement Finish	\$261.00	
Res. Interior Finish	\$261.00	
Fire Repair/ Water repair	\$300 + construction value	
Minor Commercial Alterations under 400sqft	\$247.00	
Misc.	\$77.00	
Building moving	\$335.00	
Re-Inspection Fee	\$74.00	
Re-establish expired permit	\$75.00	
Expedited Review commercial/industrial interior alterations & temporary tents	\$236.00	
	<b>TOTAL FEE</b>	

MAKE CHECK PAYABLE TO "CITY OF STERLING HEIGHTS"

### FOR BUILDING DEPARTMENT USE ONLY

USE GROUP	CONSTRUCTION TYPE	SQ. FOOTAGE	GARAGE
REFERENCED/CONSTRUCTION CODE	OCCUPANCY LOAD	FIRE SUPPRESSION	
Total Bedrooms	Total Baths		

ADDRESS: \_\_\_\_\_

— FT

BACK PROPERTY LINE

6' WIDE EASEMENT

BACKYARD

— FT

— FT

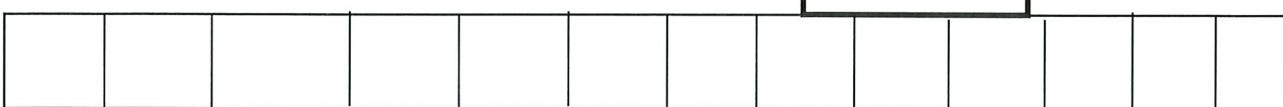
HOUSE

FRONT DOOR

GARAGE

FRONT YARD

SIDE PROPERTY LINE



RESIDENTIAL PLOT PLAN  
TEMPLATE

MODIFIED  
3/11/2024