

THE TOWN OF  
*Highland Park*  
TEXAS

4700 Drexel Drive, Highland Park, TX 75205  
214-521-4161 office 214-559-9335 fax

**Department of Building Inspection**

Dear Pool Contractor,

Please review the following plan submittal requirements for the permitting process. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161, should you have any questions.

**LIST OF REQUIREMENTS FOR POOL/SPA**

- \_\_\_ Survey (With R.P.L.S. Stamp)
- \_\_\_ **Oncor approval stamp required on plan**
- \_\_\_ Site Plan
- \_\_\_ Section of Pool and/or Spa **w/dimensions**
- \_\_\_ Show 3' Drain Separations and Anti Vortex Covers to prevent entrapment (ANSI/APSP-7)
- \_\_\_ Diving Board & Pool Dimensions per APSP Standards (if applicable)
- \_\_\_ Deck Layout (if applicable)
- \_\_\_ Gas Routing Plan/Electrical Routing
- \_\_\_ Drainage System Layout (no discharge into easement)
- \_\_\_ Equipment Location (**not** in req'd side yard setback of house & **not** in easement)
- \_\_\_ All dwelling doors that serve as enclosure to pool to comply with 2021 ISPSC
- \_\_\_ Electrical Service on Site Plan (Overhead service drop @ 10ft min horizontally from water's edge)
- \_\_\_ Fence (48"Ht min) w/Self-Closing & Self-Latching Gates & w/Four (4) Inch Maximum Openings
- \_\_\_ Permit Fee (1.1% of total construction cost... \$55.00 min permit fee)
- \_\_\_ **Gunite must be pre-mixed (Open-top site mixed gunite equipment is prohibited)**

**Required Inspections:**

- - Belly Steel
- - Grounding (By Electrician, either belly steel &/or deck steel)
- - Plumbing To Equipment (gas & p-trap by Plumber)
- - Deck Steel & Grounding
- - Pre-Plaster (w/enclosure, gates, door alarms, and anti-entrapment drains)
- - Pool Final

Sincerely,

***Building Inspection Department***

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## (RELATED ORDINANCES)

Section 7-201 SPECIAL DEFINITIONS – (13.) *Swimming Pool (Private)* A pool and related equipment located on a building site and which is an accessory use and designed and used only in relation to the occupancy of the premises. The edge of the pool's water surface shall be located a minimum of three (3) feet from the side or rear property line or easement line if no alley exists. Pool equipment may be located to the rear property line or easement line if no alley exists. All swimming pools shall be located behind the front building line. (Ord. No. 1008, § 1(1), 9-6-1983)

Section 15-101 FENCE REGULATIONS – Swimming pools shall be completely surrounded by a fence or wall not less than four (4) feet in height, which shall be so constructed as not to have openings, holes or gaps larger than four (4) inches in any dimension except for doors and gates. A dwelling house or accessory building may be used as part of such enclosure. All gates or doors opening through such enclosure shall be equipped with a self-closing and self-latching device for keeping the gates and doors securely closed at all times when not in actual use, ~~except that the door of any dwelling which forms a part of the enclosure need not be so equipped~~ (Ordinance 740, sec. 10, adopted 5/4/70; Ordinance 847, sec. 1, adopted 3/1/76; Ordinance 972, secs. 7, 8, adopted 12/28/81; Ordinance 1008, secs. 2(2), 3, adopted 9/6/83; Ordinance 1873, sec. 10, adopted 10/24/11; Ordinance 1927, sec. 8, adopted 9/9/13; Ordinance 2038 adopted 8/13/18)

## (POLICIES)

Sec. 8.01.010 Mixing or dropping concrete or mortar on pavement

It shall be unlawful for any person to mix concrete or mortar or any mixture or substance containing cement on any existing pavement on public property or to leave or cause to be left any excess concrete or mortar or any mixture or substance containing cement on any existing pavement on public property, or to allow same to leak or fall from any container or receptacle onto pavement on public property. If any concrete, mortar or any mixture or substance containing cement is accidentally dropped or placed upon any pavement on public property within the Town, the person responsible shall immediately remove same before such substance hardens or sets on such pavement. (1971 Code, sec. 14-7)

Sec. 13.05.005 Unlawful accumulations of waste; littering

(a) It shall be unlawful for any person to place or throw any solid waste of any kind or character upon any street, sidewalk, alley, easement, public park, or private property in the Town.

(b) It shall be unlawful for any person to sweep, throw, or deposit any solid waste, landscape waste, construction and demolition debris into, upon, or along any drain, gutter, alley, sidewalk, parkway, easement, street, or vacant lot, or upon any public or private property within the corporate limits of the Town.

**Sec. 13.07.005 Prohibited activities and conditions adversely affecting water quality**

It shall be unlawful for any person to:

(2) Introduce or cause to be introduced into the Town's MS4 any harmful quantity of sediment, silt, earth, soil, or other material associated with clearing, grading, excavation or other construction activities, or associated with landfilling or other placement or disposal of soil, rock, or other earth materials, in excess of what could be retained on site or captured by employing sediment and erosion control measures to the maximum extent practicable under prevailing circumstances.

(8) Permit unused materials from ready-mix concrete mortar, and asphalt base delivery trucks to be dumped to any area that may drain to the Town's MS4;

(11) Dump, spill, leak, pump, pour, emit, empty, discharge, leach, dispose, or otherwise introduce or cause, allow, or permit to be introduced any of the following substances into the Town's MS4:

(J) Any ready-mixed concrete, mortar, ceramic, or asphalt base material or hydromulch material, or material from the cleaning of vehicles or equipment containing, or used in transporting or applying, such material;

(K) Any asphaltic or concrete slurry caused from cutting or coring activities; (M) Any filter backwash from a swimming pool, fountain, or spa;

(M) Any filter backwash from a swimming pool, fountain, or spa;

(N) Any swimming pool water containing any harmful quantity of chlorine, muriatic acid or other chemical used in the treatment or disinfection of the swimming pool water or in pool cleaning;