



RESIDENTIAL POOL, SPA & HOT TUB PERMIT GUIDELINES

A permit is required for any swimming pools, spa or hot tubs, which are **twenty-four (24") inches or more** in depth.

1. Provide plot plan to scale, showing location of existing buildings and proposed location of pool and setbacks from property lines and house, and also type and location of barriers enclosing the pool or hot tub.
2. A completed and signed Permit Application form (attached).
3. Please **read and sign in the presence of a notary**, the compliance form "Barriers for Swimming Pools and Hot Tubs". (See attached form).
4. Provide manufacturer's specifications, drawings, and installation instructions. Only UL listed and approved materials will be approved for use. Indicate provisions for filling and draining the pool.
5. **In-Ground pools:** A Low Impact Land Disturbance Permit (LDP) is required. An application must be completed and the fee for the LDP permit is \$150.00. The LDP requires a separate \$5,000 Low Impact Performance Bond for each pool location, however, for single family dwellings under construction the pool contractor may use the builders bond with permission from the general contractor. An Erosion Control Plan must be submitted depicting the construction entrance and the erosion control measures taken to ensure that the soil will not be impacting other properties from the construction site.
6. Permits can be issued to the owner-occupant for a single family dwelling pool. For other pools a Johnson County Contractors License is required – Class A, B, C or DS.

General Requirements:

- Pool and hot tubs shall be located in the rear yard and must maintain a minimum of 10 feet from all property lines.
- Locate pools within platted setback lines and not within utility easements.
- Maintain minimum 10 foot lateral clearance from septic systems.
- Maintain Minimum 10 foot horizontal clearance to any overhead electrical conductors.
- Pool access barrier required by Chapter 45 of the 2018 IRC, as modified by Shawnee Municipal Code (see attached). **Barrier must be installed before the pool is filled.**
- Pool and hot tub construction is governed by the 2018 International Residential Code, ANSI/NSPI-5 (In-ground) and ANSI/NSPI-4 (above ground and on-ground) as listed in Section AG108 and the 2017 National Electric Code.
- **Permit fees: Please see attached Fee Schedule. Separate LDP fee if required - \$150.**
- Call Kansas One Call before you dig – just dial 811.
- Semi-Public and Public pools require Johnson County Environmental plan approval. Submit plan approval letter prior to obtaining building permit through City of Shawnee. Contact Johnson County Environmental at 913.715.6900.

Required Inspections:

- Electrical underground wiring – prior to covering trench
- Pool bonding – prior to covering any metal parts
- New gas line for pool heater – gas pressure test
- Final: verify pool wiring, grounding, GFCI protection, disconnects, pool barrier, equipment, verification of Johnson County Environmental final approval.



Residential Building Permit Application - Other than New Residential Structures

PROJECT INFORMATION

Project Address: _____

Type of Permit (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Basement Finish (Sq Ft) _____ | <input type="checkbox"/> Retaining Wall (height of wall) _____ |
| <input type="checkbox"/> Uncovered Deck (Sq Ft) _____ | <input type="checkbox"/> Remodel Existing Interior |
| <input type="checkbox"/> New Roofed Addition (Sq Ft) _____ | <input type="checkbox"/> Swimming Pool or Spa |
| <input type="checkbox"/> Accessory Building (Sq Ft) _____ | <input type="checkbox"/> Electrical Service or Upgrade |
| <input type="checkbox"/> Water Heater | <input type="checkbox"/> Furnace/AC |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Solar |

Description of Work: _____

Value of Work (project items under scope of Permit): \$ _____

APPLICANT INFORMATION

Check as Applicable: ☐ Contractor ☐ Owner ☐ Agent of Owner

Name of Applicant (Print) _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Contact Name (If different from above) _____ Phone: _____

Johnson County Contractors License Number (If applicant is a Contractor) _____

Home Owners info if Contractor is Applicant:

Name: _____ Email: _____ Phone: _____

I acknowledge that the information contained in this application is true and correct.

Signature of Applicant: _____ Date: _____

CITY INFORMATION

Permit applications and design documents shall be submitted to the Building Codes Division, located in the lower level of the west wing of City Hall (11110 Johnson Drive Shawnee KS 66203). Building permits may also be applied for online through citizenserve.com/shawnee.



Community Development

Building Codes Division

BUILDING PERMIT FEE SCHEDULE

VALUATION (\$)	FEE (\$)	VALUATION (\$)	FEE (\$)	VALUATION (\$)	FEE (\$)
0 - 500	20.00	24,001 - 25,000	257.00	62,001 - 63,000	497.00
501 - 600	22.00	25,001 - 26,000	264.00	63,001 - 64,000	502.00
601 - 700	24.00	26,001 - 27,000	271.00	64,001 - 65,000	507.00
701 - 800	26.00	27,001 - 28,000	278.00	65,001 - 66,000	512.00
801 - 900	28.00	28,001 - 29,000	285.00	66,001 - 67,000	517.00
901 - 1,000	30.00	29,001 - 30,000	292.00	67,001 - 68,000	522.00
1,001 - 1,100	32.00	30,001 - 31,000	299.00	68,001 - 69,000	527.00
1,101 - 1,200	34.00	31,001 - 32,000	306.00	69,001 - 70,000	532.00
1,201 - 1,300	36.00	32,001 - 33,000	313.00	70,001 - 71,000	537.00
1,301 - 1,400	38.00	33,001 - 34,000	320.00	71,001 - 72,000	542.00
1,401 - 1,500	40.00	34,001 - 35,000	327.00	72,001 - 73,000	547.00
1,501 - 1,600	42.00	35,001 - 36,000	334.00	73,001 - 74,000	552.00
1,601 - 1,700	44.00	36,001 - 37,000	341.00	74,001 - 75,000	557.00
1,701 - 1,800	46.00	37,001 - 38,000	348.00	75,001 - 76,000	562.00
1,801 - 1,900	48.00	38,001 - 39,000	355.00	76,001 - 77,000	567.00
1,901 - 2,000	50.00	39,001 - 40,000	362.00	77,001 - 78,000	572.00
2,001 - 3,000	59.00	40,001 - 41,000	369.00	78,001 - 79,000	577.00
3,001 - 4,000	68.00	41,001 - 42,000	376.00	79,001 - 80,000	582.00
4,001 - 5,000	77.00	42,001 - 43,000	383.00	80,001 - 81,000	587.00
5,001 - 6,000	86.00	43,001 - 44,000	390.00	81,001 - 82,000	592.00
6,001 - 7,000	95.00	44,001 - 45,000	397.00	82,001 - 83,000	597.00
7,001 - 8,000	104.00	45,001 - 46,000	404.00	83,001 - 84,000	602.00
8,001 - 9,000	113.00	46,001 - 47,000	411.00	84,001 - 85,000	607.00
9,001 - 10,000	122.00	47,001 - 48,000	418.00	85,001 - 86,000	612.00
10,001 - 11,000	131.00	48,001 - 49,000	425.00	86,001 - 87,000	617.00
11,001 - 12,000	140.00	49,001 - 50,000	432.00	87,001 - 88,000	622.00
12,001 - 13,000	149.00	50,001 - 51,000	437.00	88,001 - 89,000	627.00
13,001 - 14,000	158.00	51,001 - 52,000	442.00	89,001 - 90,000	632.00
14,001 - 15,000	167.00	52,001 - 53,000	447.00	90,001 - 91,000	637.00
15,001 - 16,000	176.00	53,001 - 54,000	452.00	91,001 - 92,000	642.00
16,001 - 17,000	185.00	54,001 - 55,000	457.00	92,001 - 93,000	647.00
17,001 - 18,000	194.00	55,001 - 56,000	462.00	93,001 - 94,000	652.00
18,001 - 19,000	203.00	56,001 - 57,000	467.00	94,001 - 95,000	657.00
19,001 - 20,000	212.00	57,001 - 58,000	472.00	95,001 - 96,000	662.00
20,001 - 21,000	221.00	58,001 - 59,000	477.00	96,001 - 97,000	667.00
21,001 - 22,000	230.00	59,001 - 60,000	482.00	97,001 - 98,000	672.00
22,001 - 23,000	239.00	60,001 - 61,000	487.00	98,001 - 99,000	677.00
23,001 - 24,000	248.00	61,001 - 62,000	492.00	99,001 - 100,000	682.00

Building Permit fee for valuations of \$100,001 to \$500,000:

- \$682.00 for the first \$100,000 plus \$4 for each additional \$1,000 or fraction thereof up to \$500,000

Building Permit fee for valuations of \$500,001 or more:

- \$2,282 for the first \$500,000 plus \$3 for each additional \$1,000 or fraction thereof

Plan Review Fees: When commercial building plans must be submitted, a plan review fee shall be paid at the time of submitting such plans and specifications for review. The plan review fee is in addition to the building permit fee.

Description

- Plan Review Fee
- Additional plan review required by changes, additions or revisions to approved plans (two hour min)

Charge

65% of Permit Fee

\$50/hour

For complete fee information, please review City of Shawnee [Comprehensive User Fee Schedule PS-56](#) (Effective 1/1/2020)



BARRIERS FOR SWIMMING POOLS AND HOT TUBS

Barriers for swimming pools and hot tubs must comply with the attached Section 4505 "BARRIER REQUIREMENTS", as found in the Shawnee Municipal Code 15.06.020, Section II, and must comply with all other applicable fence regulations within the City, including that the finished side of all fences must face away from the property they are on.

I have read and agree to comply with the above described regulations on swimming pool, hot tub, and spa barriers.

HOME OWNER: _____

ADDRESS: _____

SUBSCRIBED AND SWORN to before me by _____

This _____ day of _____, 20 _____.

NOTARY SIGNATURE

My Commission Expires:

Chapter 45
SWIMMING POOLS, SPAS AND HOT TUBS

SECTION 4501
GENERAL

4501.1 General. The provisions of this Chapter shall control the design and construction of swimming pools, spas and hot tubs installed in or on the *lot* of a one- or two-family dwelling.

4501.2 Pools in Flood Hazard Areas. Pools that are located in flood hazard areas established by Table R301.2(1), including above-ground pools, on-ground pools and in-ground pools that involve placement of fill, shall comply with Section 4501.2.1 or 4501.2.2.

EXCEPTIONS: Pools located in riverine flood hazard areas which are outside of designated floodways.

4501.2.1 Pools Located in Designated Floodways. Where pools are located in designated floodways, documentation shall be submitted to the Building Official which demonstrates that the construction of the pool will not increase the design flood elevation at any point within the jurisdiction.

4501.2.2 Pools Located Where Floodways Have Not Been Designated. Where pools are located where design flood elevations are specified but floodways have not been designated, the applicant shall provide a floodway analysis that demonstrates that the proposed pool will not increase the design flood elevation more than 1 foot (305 mm) at any point within the jurisdiction.

Section 4502
DEFINITIONS

4502.1 General. For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

ABOVE-GROUND/ON-GROUND POOL. See "Swimming pool."

BARRIER. A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

HOT TUB. See "Swimming pool."

IN-GROUND POOL. See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling, or a one-family town house not more than three stories in height.

SPA, NONPORTABLE. See “Swimming pool.”

SPA, PORTABLE. A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating equipment are an integral part of the product.

SWIMMING POOL. Any structure intended for swimming or recreational bathing that contains water more than 24 inches (610 mm) deep. This includes in-ground, above ground and on-ground swimming pools, hot tubs and spas.

SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

SWIMMING POOL, OUTDOOR. Any swimming pool which is not an indoor pool.

SECTION 4503 SWIMMING POOLS

4503.1 In-Ground Pools. In-ground pools shall be designed and constructed in compliance with ANSI/NSPI-5.

4503.2 Above-Ground and On-Ground Pools. Above ground and on-ground pools shall be designed and constructed in compliance with ANSI/NSPI-4.

4503.3 Pools in Flood Hazard Areas. In flood hazard areas established by Table R301.2(1), pools in coastal high-hazard areas shall be designed and constructed in compliance with ASCE 24.

SECTION 4504 SPAS AND HOT TUBS

4504.1 Permanently Installed Spas and Hot Tubs. Permanently installed spas and hot tubs shall be designed and constructed in compliance with ANSI/NSPI-3.

4504.2 Portable Spas and Hot Tubs. Portable spas and hot tubs shall be designed and constructed in compliance with ANSI/NSPI-6.

SECTION 4505 BARRIER REQUIREMENTS

4505.1 Application. The provisions of this Chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

4505.2 Outdoor Swimming Pool. An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa, shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow the passage of a 4-inch diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions, except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1 $\frac{3}{4}$ inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members, and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 $\frac{3}{4}$ inches (44 mm).
6. Maximum mesh size for chain link fence shall be 2 $\frac{1}{4}$ inches (57 mm) square, unless the fence has slats fastened at the top of bottom which reduce the openings to not more than 1 $\frac{3}{4}$ inches (44 mm).
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1 $\frac{3}{4}$ inches (44 mm).
8. Access gates shall comply with the requirements of Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool, and shall be self-closing and have a self-latching device. Gates, other than pedestrian access gates, shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - 8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
 - 8.2. The gate and barrier shall have no openings larger than $\frac{1}{2}$ inches (12.7 mm) within 18 inches (457 mm) of the release mechanism.
9. Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met:
 - 9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346;

- 9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its scree, if present, are opened. The alarm shall be listed and labeled in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
 - 9.3. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described herein.
10. Where above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:
- 10.1 The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
 - 10.2 The ladder or steps shall be surrounded by a barrier which meets the requirements of Item 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch diameter (102 mm) sphere.

4505.3 Indoor Swimming Pool. Walls surrounding an indoor swimming pool shall comply with Item 9 of Section 4505.2.

4505.4 Prohibited Locations. Barriers shall be located to prohibit permanent structures, equipment or similar objects from being used to climb them.

4505.5 Barrier Exceptions. Spas or hot tubs with a safety cover which comply with ASTM F 1346 shall be exempt from the provisions of this chapter.

SECTION 4506 ENTRAPMENT PROTECTION FOR SWIMMING POOL AND SPA SUCTION OUTLETS

4506.1 General. Suction outlets shall be designed and installed in accordance with ANSI/APSP-7.

Table 680.9 (A) Overhead Conductor Clearances

Clearance Parameters		Insulated Cables, 0–750 Volts to Ground, Supported on and Cabled Together with a Solidly Grounded Bare Messenger or Solidly Grounded Neutral Conductor		All Other Conductors Voltage to Ground			
		m	ft	0 through 15 kV		Over 15 through 50 kV	
				m	ft	m	ft
A.	Clearance in any direction to the water level, edge of water surface, base of diving platform, or permanently anchored raft	6.9	22.5	7.5	25	8.0	27
B.	Clearance in any direction to the observation stand, tower, or diving platform	4.4	14.5	5.2	17	5.5	18
C.	Horizontal limit of clearance measured from inside wall of the pool	This limit shall extend to the outer edge of the structures listed in A and B of this table but not to less than 3 m (10 ft).					

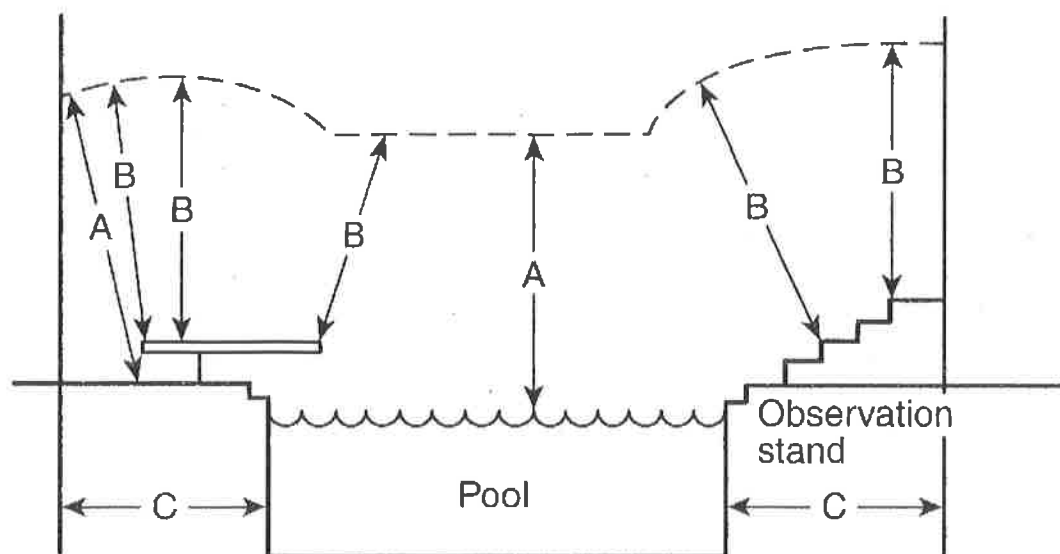


Figure 680.9 (A) Clearances from Pool Structures.

CITY OF SHAWNEE, KANSAS

LOW IMPACT LAND DISTURBANCE PERMIT BOND

BOND NO._____

_____, as surety ("Surety"), and _____, as principal ("Principal"), enter into and execute this Bond ("Performance Bond"), and bind themselves in favor of the City of Shawnee, as obligee ("Beneficiary"), in the initial amount of Five Thousand and No Hundredths Dollars, (\$5,000.00), (the "Penal Sum"). This bond shall become effective on _____ and expire sixty (60) days after the permit expires.

WHEREAS, the condition of the above obligation is such that the Principal has obtained a Permit or Permits from the City for land disturbance(s) of less than one (1) acre to construct _____ (hereinafter "the Project"); a copy of said Permit(s) is made a part hereof by reference as if fully set out herein; and

WHEREAS, the Principal has submitted an Erosion and Sediment Control Plan in compliance with the Shawnee Design Manual and incorporated herein; and

WHEREAS, the Beneficiary has further required the Principal to guarantee the timely restoration of the public right-of-way and of any public or private improvements damaged, disturbed, or harmed by the Project, including restoration of improved or unimproved surfaces to a neat and presentable condition, and removal of debris, excess dirt, or materials, in such a manner that the same shall endure without defects in materials and workmanship, all as required by the Erosion and Sediment Control Plan and/or Shawnee Municipal Code, (hereinafter collectively referred to and known as the "Required Restoration").

The Surety and the Principal, both jointly and severally, and for themselves, their heirs, administrators, executors, successors and assigns agree:

1) If Principal shall in all particulars promptly and faithfully perform each and every covenant, condition, and part of the Project in accordance with the terms of the Erosion and Sediment Control Plan and/or Shawnee Municipal Code, then this obligation shall be and become null and void; otherwise it shall remain in full force and effect.

2) If Principal fails to perform and abide by any such obligations hereunder in any respect or if the Project requires repairs or maintenance then the Surety shall either promptly remedy such failure to the satisfaction of the City or shall within fourteen (14) days from the date of written notice from the City pay to City sufficient funds to pay the cost of such compliance and other costs and damages for which the Surety may be liable hereunder, including but not limited to the costs of consultants and/or engineering investigations, testing, analysis and any other costs incurred to determine the cause of defect and/or the necessary repair and maintenance and attorney fees incurred in the collection of this Bond.

3) All notices to the Surety, the Principal or the Beneficiary must be delivered in person or otherwise given in writing to such party at the following address set forth below:

SURETY

Name: _____
Attention: _____
Street: _____
City, State, _____
ZIP: _____ Fax _____

PRINCIPAL

Name: _____
Attention: _____
Street: _____
City, State, _____
ZIP: _____ Fax _____

BENEFICIARY

City of Shawnee, Kansas
City Hall
Attn: _____
11110 Johnson Drive
Shawnee, Kansas 66203

5) This bond may be terminated at any time by the Surety upon sending notice in writing to the Principal and Beneficiary and at the expiration of thirty (30) days from the mailing of said notice, this bond shall terminate and the Surety shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to that date.

6) This Low Impact Land Disturbance Permit Bond shall be governed by, and construed solely in accordance with, the laws of the State of Kansas without regard to its conflict of law's provisions.

7) In the event any legal action shall be filed upon this Low Impact Land Disturbance Permit Bond, venue shall lie exclusively in the District Court of Johnson County, Kansas.

IN TESTIMONY WHEREOF, said Principal has hereunto set his/her hand, and said Surety has caused these presents to be executed in its name; and its corporate seal to be hereunto affixed by its attorney-in-fact duly authorized thereunto so to do at

_____ ,

on this, the _____ day of _____, 20__.

Principal

Surety

(Typed Firm Name)

(Typed Firm Name)

(Seal)

By:

(Signature)

(Printed Name)

(Title)

(Address)

(Phone Number)

(Date of Execution)

(Seal)

By:

(Signature)

(Printed Name)

(Title)

(Address)

(Phone Number)

(Date of Execution)

(Accompany this bond with Attorney-in-Fact's authority from the Surety Company certified to include the date of the bond.)