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## Pool Program Plan Review Policy

**New Pool** (includes Swimming Pool, Interactive Water Feature, Wading, Therapy, Spa, Cold Plunge, and Lagoon) application after the adoption of the Fort Bend County regulations **for existing locations**.

- All documents must be submitted, to office, on a USB Drive within 10 business days upon notice
  - If the documents are not received within 10 business days, the pool will be closed until the pool can be permitted
- No plan reviews are accepted via email or paper
- Must fill out an application and go through plan review
  - No fields left blank- if unknown, indicate reason. Examples; Not Applicable (N/A) or To Be Determined (TBD).
  - Application is valid for one year upon receipt of application and fee
- No Engineering Project Number is required
  - If plans and drawings do not exist for current pools:
    - A computer-generated recirculation drawing for each separate system
      - No hand drawings
      - Each drawing indicates what system it is for
      - Similar to the recirculation drawing in the application but does not need to be 3D rendered. A flat 2D drawing is all that is needed.
    - A computer-generated layout of the recreation area that encompasses all the permitted pools and interactive water feature (splashpad). Does not have to be to scale; however, must be representative of what is on site.
- Must pay plan review fee of \$300.00
- A site survey will be conducted:
  - If an appointment is requested prior to our arrival to a site, then:
    - A virtual site survey meeting will be conducted prior to the onsite visit to evaluate plan review documents
    - A scheduled inspection will take place
  - If Environmental Health arrives to the site, then:
    - An inspection will be conducted
    - That inspection will be part of the required plan review
    - A plan review application must be submitted to our office as described above within the 10 business day timeframe with the \$300 fee
- Site Survey Outcome
  - If all documentation and requirements are met for State and Local laws, a Permit Application will be approved for the number of systems designated.
  - If the site survey indicates violations and/or needed modifications to the system(s), a reinspection will be conducted at no cost. If upon the next reinspection there are still repeat violations and/or modifications needed, another reinspection will be issued along with applicable fees.
  - **Timeline to acquire a permit is 30 days from the date of site survey**

**New Pool** (includes Swimming Pool, Interactive Water Feature, Wading, Therapy, Spa, Cold Plunge, and Lagoon) application after the adoption of the Fort Bend County regulations **for non-existing locations**.

Follow same process as above with the following exceptions:

- All documents must be submitted on a USB Drive
- If the pool is going to be constructed within a short time period and they have complete application information then:
  - Follow steps above
  - Engineering Project Number must be reported on application
  - All drawings on applications are required
- If the pool is going to be constructed at a later date then:
  - Fill out current application
    - No fields left blank- if unknown, indicate reason. Examples; Not Applicable (N/A) or To Be Determined (TBD).
    - Submit all available site plans, pool plan, recirculation plan, deck and mechanical room plan, and equipment specifications
    - All required plans must be submitted and approved before Authorization to Construct is granted
  - Pay Plan Review Fee
    - Pool application is valid for 1 year after receipt of application with fee
    - Authorization to Construct must be completed within 6 months
    - Plan review will be on hold for no more than 6 months
    - After 6 months a new application will need to be submitted

**Change of Ownership** (includes Swimming Pool, Interactive Water Feature, Wading, Therapy, Spa, Cold Plunge, and Lagoon) application after the adoption of the Fort Bend County regulations

A pool permit is non-transferrable. For a new permit holder to acquire a pool permit with Fort Bend County, the following process must be followed:

- All documents must be submitted, to office, on a USB Drive **within 30 business days of change of ownership**
  - If the documents are not received within 30 business days, the pool will be closed until the pool can be permitted
  - Upon an acceptable application, all information must be received to pass a permit inspection within 15 days after receipt of application.
- No plan reviews are accepted via email or paper
- You can submit a public information request for all documents associated with the pool. If you so choose to do a public information request, you can request the following information:
  - Site Plan
  - Pool Plan
  - Recirculation Plan
  - Deck and Mechanical Room Plan
  - Equipment Specifications
  - Drain Cover Expiration for all drain covers on file
  - Original application is not allowed

- Must fill out an application and go through plan review (please be sure to mark Change of Ownership)
  - No fields left blank- if unknown, indicate reason. Examples; Not Applicable (N/A) or To Be Determined (TBD).
  - Application is valid for one year upon receipt of application and fee
- No Engineering Project Number is required
  - If plans and drawings do not exist for current pools:
    - A computer-generated recirculation drawing for each separate system
      - No hand drawings
      - Each drawing indicates what system it is for
      - Similar to the recirculation drawing in the application but does not need to be 3D rendered. A flat 2D drawing is all that is needed.
    - A computer-generated layout of the recreation area that encompasses all the permitted pools and interactive water feature (splashpad). Does not have to be to scale; however, must be representative of what is on site.
- Must pay plan review fee of \$300.00
- A site survey will be conducted