

**Thornbury Township, Chester County, Pennsylvania**

8 Township Drive, Cheyney, PA 19319  
Phone: 610-399-1425 Fax: 610-399-6714

**Application for Swimming Pool/Spa Permit**

Permit Number - \_\_\_\_\_ Fee – See Fee Schedule  
Tax Parcel Number - \_\_\_\_\_ Lot Number - \_\_\_\_\_  
Project Estimated Cost - \_\_\_\_\_

*A Certificate of Occupancy is required for all permits.*

*Work must begin within six (6) months of permit issue or a new permit is required.*

**Contact Information:**

\_\_\_\_\_  
Name of Property Owner Name of Contractor

\_\_\_\_\_  
Address Address

\_\_\_\_\_  
City, State, Zip Code City, State, Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
Phone Phone

Contractor registered in Thornbury Township Chester County? [ ]no [ ]yes Exp. Date - \_\_\_\_\_

**Structure Information:**

Total area of pool \_\_\_\_\_sq.ft. Total area of Impervious cover - \_\_\_\_\_sq.ft.

Diving Board: [ ] yes [ ] no (check one) Maximum depth of pool - \_\_\_\_\_

Height of proposed fence (measured on outside at lowest location) - \_\_\_\_\_

Maximum opening in fence structure - \_\_\_\_\_

Distance from grade to the bottom of the proposed fence - \_\_\_\_\_

Will the pool/spa be supplied with a cover? [ ]yes [ ]no

If yes, is it locking? [ ]yes [ ]no

Type \_\_\_\_\_[ ]Electric [ ]Manual

Are there any doors from the structure to the Pool/Spa enclosure? [ ]yes [ ]no

If yes, what type of alarm will be used on these doors? \_\_\_\_\_

Is the alarm connected to a burglar/fire alarm? [ ]yes [ ]no

Type - \_\_\_\_\_

I hereby certify that the statements contained herein are true to the best of my knowledge and belief. I understand that this permit will be issued only for that work listed. I understand that additional information or permits may be required. I understand that I shall give Thornbury Township twenty-four (24) hours notice prior to commencing work.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Approved By - _____	Date - _____
Building Inspector - _____	Date - _____
Zoning Officer - _____	Date - _____
Pool Contractor - _____	Date - _____

**Documents Required with Application:**

1. Sketch showing site plan layout including set back from property line.
2. Written certification from the pool company signed by the pool contractor and resident.
3. Pool cover manufacturer's design
4. Plot Plan
5. Certificate of Insurance

**Required Inspections:**

1. Set back – Building Inspector
2. Steel/Mechanical/Plumbing – Building Inspector
3. Bonding - Underwriter
4. Branch – Underwriter
5. Final Electrical - Underwriter
6. Final – Building Inspector

***Please note: there will be a \$60.00 fee for each failed inspection.***

*A minimum of twenty-four (24) hours notice is required for all inspections.*

**Notes:**

1. Final electrical inspection must be completed before final building inspection.
2. Pool/Spa must be set back a minimum of 20 feet from all property lines.
3. When the residence is used for the fourth side of the pool enclosure, all doors leading into the pool area must be alarmed.
4. Fencing around pool area must be at least 48 inches high. Split rail fences must have BOCA code wiring attached to outside of fence.
5. Gates to pool/spa area must open away from the pool/spa area and must be self-latching and locked when not in use. Locks must be a minimum of 52 inches from the ground level.
6. Construction fence must be in place around the work area at all times.

**MEMORANDUM**

To: Swimming Pool Contractor  
From: Building Inspector  
Subject: Final pool Inspection

Recently, we have had a high rate of failure while conducting final inspections of swimming pools. Most of the failures are for the following:

1. There has not been a final electrical inspection completed on the pool.
2. There are no door alarms attached to the doors leading into the pool area, as required when the residence is used for the fourth side of the fencing or pool enclosure.
3. In most cases the residents have complained that they were not made aware of this. We will be requiring written certification from the pool company signed by you and your client, as this caused both inconvenience and often additional fees from the township. We will issue a building permit without it.

If you have additional questions, please contact our office @ 610-399-1425

\_\_\_\_\_  
Pool Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

Dear property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

1. The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
2. An assessor will visit your property when they are in your municipality (generally rotate through every 2-3 months).
3. When arriving at your property, the assessor will come to the front door wearing a Chester County I.D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
4. If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise they will mark it for a revisit and the next time they are in the municipality.
5. Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
6. After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
7. You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information please call our office at 610-344-6105 and speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally **do not make appointments**, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thanks you for your anticipated cooperation.