



## COUNTY OF LOUISA

DEPARTMENT OF COMMUNITY DEVELOPMENT

Phone (540) 967-3430 Email: [buildingpermits@louisa.org](mailto:buildingpermits@louisa.org)

[www.Louisacounty.com](http://www.Louisacounty.com)

1 Woolfolk Avenue  
Suite 201  
Louisa, Virginia 23093

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# Pool / Hot Tub Permit Package



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## Permit Application Instructions Pool / Hot Tub **PLEASE RETAIN FOR YOUR RECORDS**

### Permit Application Instructions

- All areas of this packet must be completed; all forms and items required for submittal must be complete *prior to* application being accepted. Items required for permit submittal are identified on page 4 of this packet.
- Permit may be submitted via postal, drop off or email to [buildingpermits@louisa.org](mailto:buildingpermits@louisa.org).
- A pool guide has been created by our office. This can be found at the end of this application or on our website. Please retain this for your records.

### Permit Review Process

Once all required submittals are completed and submitted, review steps are as follows:

1. Submittal Review – Verification that all required submittals are present and completed properly.
2. Zoning Review – Ensures the project is taking place within the buildable area of the property; confirmation of property information including Tax Map #, Zoning District, and setback requirements. **FOUNDATION SURVEY and SETBACK CERTIFICATION** requirements are determined at this review (read submittal requirements page for more information).
  - **NOTE:** You may be required to obtain approval from the Health Department to verify that your pool is far enough away from the well and septic. It is recommended that you contact them after submission to inquire about this.
3. Shoreline Review – If property is located on Lake Anna, comprehensive review of shoreline packet requirements (separate packet) will be completed.
4. Building Plan Review – Comprehensive review of project plans will be completed to ensure all structural elements are identified and will meet all current building codes.
5. Final Review – Final review of documents. Community Development staff will inform primary contact when permit is ready for issuance. All fee balances are due at permit issuance.

### Inspection Requirements - SAME-DAY INSPECTIONS ARE NOT AVAILABLE

If using a 3<sup>rd</sup> party inspector, the following conditions apply:

- Must be on Louisa County’s approved 3<sup>rd</sup> party inspectors list
- Must notify Louisa County prior to any 3<sup>rd</sup> party inspection
- Must submit inspection result within 72 hours of inspection

Required inspections are as follows (as applicable):

- Footing Inspection  
**\*\*\* All 3<sup>rd</sup> party inspections must be submitted before moving forward \*\*\***  
**\*\*\* If required, Foundation Survey must be submitted and approved before moving forward \*\*\***
- Pour Inspection
- Bonding, Grounding, Rough-In Electric, Rough-In Plumbing Inspections
- Perimeter Slab Inspection
- Barrier Inspection  
**\*\*\* If required, Setback Certification or Final Survey must be submitted and approved before moving forward \*\*\***
- Final Inspection



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## Schedule of Fees

### Pool / Hot Tub

### **FEES DUE AT PERMIT ISSUANCE**

#### Zoning Fees

- Zoning Review Fee \$ 100.00

#### Building Fees

2% State Fee will apply to the following:

- Swimming Pools / Hot Tubs \$150.00  
(includes electrical & fencing)
- Pool Fencing Only \$ 35.00
- Pool Electrical Only \$ 35.00

#### Additional Fees

- Permit Renewal \$75.00
- Working without a permit 50% of the permit fee - \$250.00 minimum
- Re-inspection Fees:
  - 1<sup>st</sup> Failed Inspection \$30.00
  - Additional Failed same issue \$35.00
  - Not Ready when inspector Arrives \$250.00



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# Submittal Requirements

## Pool / Hot Tub

### INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

#### Required forms and submittals provided by applicant or applicant's contractor:

- Deed (Cover Sheet w/ Clerk's seal) or Recordation Receipt** - if property is not listed in current owner's name on GIS or property was recently acquired.
  - Can be obtained at the Clerk's office: 540-967-5312
- Plat of property**- Can be obtained at Clerk's office: 540-967-5312; cannot be a GIS image, google map image, or well/drainfield provider drawing; must show a drawn to scale plan or should include an engineered plan showing building location and the following elements:
  - Entrance, driveway, any right-of-way or easement
  - Location and dimensions of all structures including decks, porches, and other attachments
  - Setback measurements for all structures – **NOTE:** if your proposed structure appears to be within 20 feet of the minimum setbacks, a foundation survey and/or setback certification will be required. Setbacks are measured from the closest point of the structure (including any attachments) to the closest point of the property line or assumed right-of-way.
- Building Plans** - 2 complete sets- or copies of installation manual
  - Scaled or fully dimensioned and shall bear the name, address, and contact information of the designer
  - Plans shall be house-specific and only contain details, specs, etc. for that specific site; no generic, non-specific plans will be accepted
  - Must include all attachments, decks, porches and overhangs
- State Contractor's License** (or Contractor License Exemption form in lieu of License)
  - State Contractor's License must include applicable trades
- Louisa County Business License** (not required if submitting Contractor License Exemption form)
  - Contact the Commissioner of Revenue's office at 540-967-3432 for info

#### Additional submittals that may be required:

- Shrink/Swell Report** - required due to the soil conditions if the property is located in one of the following tax map numbers: 9, 10, 16, 17, 18, 21, 22, 28, 30, 34, 36, 37, 38, 39, 42, 45, 46, 47, 51, 53, 54, 55, 56, 58, 61, 63, 67, 72, 73, 74, 83, 84, 88, 89, 96, 97, 100
- Soil Bearing Report** - required if the Shrink/Swell Report identifies a need for additional structural requirements or design
- Town of Louisa or Town of Mineral Zoning Approval** - if building within town limits



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**Development Permit Application**  
**Pool / Hot Tub**

**Contact Information**

Property Owner: _____	Phone #: _____
Address: _____	Email: _____
City, State, Zip: _____	
Contractor Name: _____	Phone #: _____
Contractor Address: _____	Email: _____
City, State, Zip: _____	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent	

Property Address (if applicable): _____	
Tax Map #: _____	Magisterial District: _____
Zoning District: _____	Subdivision: _____
Present Acreage: _____	Amount of Disturbance: _____ sq. ft.
Existing structures on property (if none, write N/A): _____	
Deed/Plat Book: _____ Page: _____	
Directions to property from County Office Building: _____ _____	
Proposed Setbacks (do <u>not</u> list the required setbacks): Front* _____ Rear _____ Left Side _____ Right Side _____	
* Front setback is always measured from the road/easement/etc at the edge of an assumed 50' right-of-way	
Acknowledged By: _____ <i>Applicant Signature</i>	

**I declare that the statements made and the information given on this application are true, full, and correct to the best of my knowledge and belief, and I agree to conform to all Zoning and Building Regulations. I give my permission for County staff to enter onto this property for appropriate inspections. I also acknowledge the comments made by the Zoning Administrator or designated agent and the setback requirements stated on this form and/or permit. I further understand that an authorized agent of Louisa County may require a foundation survey or setback certification for compliance at any time during the construction process or prior to issuance of a Certificate of Occupancy.**

Acknowledged By Applicant (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



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## Construction Information Sheet

### Pool / Hot Tub

Building Details – Fill out all applicable areas

Job Value \$ \_\_\_\_\_

Dimensions of Pool: \_\_\_\_\_

Above Ground     In-Ground     Hot Tub

Pool Depth: \_\_\_\_\_

Type of Barrier (Fencing or other): \_\_\_\_\_

Electrical work included with this permit:  Yes     No





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**Contractor Information Sheet**  
**Pool / Hot Tub**

Fill out either the Contractor License Exemption OR Owner/Agent Affidavit

**Contractor License Exemption**- The property owner will be acting as the contractor and is responsible for work performed onsite.

*I affirm that I am the owner of a certain tract or parcel of land listed below and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of §54.1-1111 and §54.1-1101 of the Code of Virginia and I am not a contractor or subcontractor.*

Owner(s) Name: \_\_\_\_\_  
Address or Tax Map #: \_\_\_\_\_  
Signature of Owner(s): \_\_\_\_\_

**Notice: Per §54.1-1101, Exemptions:** *The property owner of a commercial, industrial, or manufacturing facility is only allowed this exemption for repairs or improvements to the existing structure(s). New structures, including additions are not included in this exemption. The property owner shall be a properly licensed contractor or employ a properly licensed contractor per §54.1-1103 of the Code of Virginia.*

**- OR -**

**Owner/Agent Affidavit**- The property owner has hired a contractor to perform work for this project. Contractor information will be verified.

*I hereby certify that I/we, owner(s) of record, authorize the below referenced person/contractor/RDP to submit this application as my/our authorized agent.*

Owner(s) Name: \_\_\_\_\_  
Address or Tax Map #: \_\_\_\_\_  
Signature of Owner(s): \_\_\_\_\_

**Contractor**

Contractor/Company/Agent Name: \_\_\_\_\_  
Virginia Contractor's License #: \_\_\_\_\_  
License designation(s), e.g. CBC/RBC/ELE: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Signature of Contractor/Agent: \_\_\_\_\_

**Tradesman (optional)**-

Electrical:	_____	_____	_____	_____
	Company/Owner	Phone Number	License Number	Signature
Plumbing:	_____	_____	_____	_____
	Company/Owner	Phone Number	License Number	Signature
Mechanical:	_____	_____	_____	_____
	Company/Owner	Phone Number	License Number	Signature
Gas (interior):	_____	_____	_____	_____
	Company/Owner	Phone Number	License Number	Signature



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**Zoning Approval & Requirements**

**Pool / Hot Tub**

**Staff Use Only**

Zoning Permit # \_\_\_\_\_ Building Permit # \_\_\_\_\_

Required Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_

Proposed Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_

Foundation Survey Required:  Yes  No Setback Certification Required:  Yes  No

Existing CUP/SEP/Variances: \_\_\_\_\_ Flood Zone  Yes  No

Minimum Lot Width: \_\_\_\_\_ Maximum Building Height: \_\_\_\_\_

Comments by Zoning Administrator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by Zoning Administrator or

Designated Agent: \_\_\_\_\_ Date: \_\_\_\_\_