



CICERO / JACKSON TOWNSHIP PLAN COMMISSION

SWIMMING POOL/SPA PERMIT APPLICATION

Applicant Must Complete the Following

Property Owner:			Phone:
Address:			Fax:
City:	State:	Zip:	Email*:
Location Address:			Parcel Number:
City:	State:	Zip:	Zone District:
Pool Contractor:			Phone:
Address:			Fax:
City:	State:	Zip:	Email*:

Pool/Spa Design and Construction Information

☐ Residential	☐ In Ground	Size: _____ x _____	Wall Height: _____
☐ Commercial	☐ Above Ground	Size: Width _____ x Length _____	x Height _____
Fence Construction Type:		Height: _____	Number of Gates: _____
Deck/ Patio Construction Type:		Square Footage*: _____	
Electrical:			
Access to Phone:		Safety Pole Type:	
Buoy Type:			
Power Safety Cover Type:			
Safety Cover Manufacturer:			
Additional Information:			

Estimate Cost: _____

All Pool/Spa installations shall with Title 675, Fire Prevention and Building Safety Commission, 675 IAC 20-1 through and including 675 IAC 20-4. Please note that this application does not include the necessary permits for detached fences, decks or accessory structures that are not a direct part of this structure. Failure to complete all necessary documents will result in a delay or rejection of the application.

Office Use Only

Permit/Docket Information		Exp. Date:
Permit:	Issue Date:	Permit Fee:
BZA:	Approval Date:	Variance Fee:
PC:	Approval Date:	Variance Type:
Date:	Date:	
Approved By:	Homeowners/Contractor:	

Inspections: Bonding Electrical Final

Upon signing the above, I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the Building Ordinance, Zoning Ordinance, private building restrictions, if any, which may be imposed on the above property by deed.

331 E. JACKSON ST. P.O. Box 650 CICERO, IN 46034
PHONE: 317-984-5845 FAX: 317-984-5938 WWW.CICEROIN.ORG



CICERO / JACKSON TOWNSHIP PLAN COMMISSION

APPLICANT MUST COMPLETE THE FOLLOWING			
General Contractor/ Builder:			
Telephone:		Cell:	
Fax:		E-mail*:	
Is the Property Owner the General Contractor/ Builder?		☐ Yes	☐ No
Foundation			
Excavators:		Phone:	
Footings:		Phone:	
Foundation:		Phone:	
Other:		Phone:	
Rough-In			
Framing:		Phone:	
Plumbing:		Phone:	
Electrical:		Phone:	
HVAC:		Phone:	
Insulation:		Phone:	
Other:		Phone:	
Final/ Finish Work			
Finish Carpenter:		Phone:	
Final Grading:		Phone:	
Landscape:		Phone:	
Other:		Phone:	



CICERO / JACKSON TOWNSHIP PLAN COMMISSION

Swimming Pool Required Information

- o Submit a completed building permit application
- o Submit the Certificate of Compliance signed and notarized along with a signed Owners Requirements and Responsibilities Agreement
- o Submit one (1) copy of the construction plans for the pool to include the required five (5) foot tall wall, fence, or impenetrable barrier which shall completely surround the pool
- o Submit one (1) copy of a site plan showing:
 - Property Line dimensions
 - Location of all site improvements to include buildings, mini barns, drives, parking areas, lake, etc.
 - Location of the proposed pool to include setbacks from the front, side, and rear yard property lines.
 - Location of the septic tank field and well if applicable
 - Location of the easements and right-of-ways per the deeded site plan
 - Location of required wall, fence or barrier
- o Submit a Fence Permit (If installing a fence separate from the pool structure)

Indiana State Building Code 675 IAC 20-4-27 (c) Access to Residential Pools

Access to residential pools shall be restricted by one (1) of the following means:

- 1.) Walls or fencing not less than five (5) feet high and completely surrounding the pool and deck area with the exception of self-closing and latching gate and doors, both capable of being locked.
- 2.) Other means not less than five (5) feet high and deemed impenetrable by the enforcing authority at the times of construction and completely surrounding the pool and deck area when the pool is not in use.
- 3.) A combination of subdivisions (1) through (2) that completely surrounds the pool and deck with the exception of self-closing and latching gates and doors which are capable of being locked (This applies to subdivisions (1) through (2) and this subdivision only).
- 4.) A safety pool cover which shall:
 - (A) Provide a continuous connection between the cover and the deck, so as to prohibit access to the pool when the cover is completely drawn over the pool;
 - (B) Be mechanically operated by a key or key and switch such that the cover cannot be drawn open or retracted without the use of a key;
 - (C) Be capable of supporting a four hundred (400) pound imposed load upon a completely drawn cover;
 - (D) Is installed with track, rollers, rails, guides, or other accessories necessary to accomplish subdivisions (A) through (C), in accordance with the manufacturer's instructions, and
 - (E) Bear an identification tag indicating the name of the manufacturer, name of the installer, installation date and applicable safety standards, if any.



CICERO / JACKSON TOWNSHIP PLAN COMMISSION

POOL OWNER REQUIREMENTS AND RESPONSIBILITIES NOTIFICATION

Due to the various problems encountered with the erection of an above ground pool, and/or installation of an in ground pool, or spa, the Cicero/Jackson Township Plan Commission is requiring that all pool owners read this information and sign this form. The conditions of installation must be understood and agreed upon prior to the construction of any such pool or spa. Failure to comply with these conditions will constitute a violation of the Cicero/Jackson Township Zoning Ordinance and will be subject to a \$35.00 re-inspection fee and a \$25.00 violation fee.

The following items shall be completed and inspected prior to the use of the pool or spa or any portion of the structure applied for under this permit.

- o At least one (1), 125-volt convenience receptacle shall be located a minimum of ten (10) feet and a maximum of twenty (20) feet from the inside wall of the pool. This receptacle shall be protected by a ground-fault circuit interrupter.
- o A receptacle that provides power for the water pump motor shall be permitted a minimum of five (5) feet and a maximum of ten (10) feet from the inside wall of the pool. Outlet shall be a single and shall be protected by a ground-fault circuit interrupter.
- o All 125 volt receptacles located within twenty five (25) feet of the pool shall be protected by a ground-fault circuit interrupter.
- o All metallic parts of the pool structure, metal fittings within or attached to the pool, including ladders, metal parts of electric pool equipment including the pump motor, metal sheathed cables and raceways, and all metal parts within five (5) feet horizontally from the inside walls of the pool and within twelve (12) feet vertically shall be connected to a common bonding grid with a solid, copper conductor. This conductor shall not be smaller than a #8. The connection shall be made by pressure connectors or clamps of brass, copper or copper alloy.
- o Above ground and in ground pools shall be completely enclosed with a five (5) foot tall fence, wall or impenetrable barrier as required by the Indiana State Building Code and as approved by the Plan Commission Director (See attached).
- o A ring or throwing buoy fitted with forty (40) feet of one quarter (1/4) inch diameter line, a pole not less than 12 feet in length and access to a phone shall be provided at each pool site.

I hereby certify that I have read and understand all of the requirements stated above and agree to comply with these requirements. I also certify that I will contact the Cicero/Jackson Township Plan Commission to schedule for the final inspection prior to using this pool and/or supplying electrical power to the pumps for use of any of the pool equipment.

Date

Signature of Home Owner



CICERO / JACKSON TOWNSHIP PLAN COMMISSION

CERTIFICATE OF COMPLIANCE FOR RESIDENTIAL SWIMMING POOL CONSTRUCTION

The undersigned certifies that all construction involving the installation of a residential swimming pool located at _____ will be in full compliance with Title 675, Fire Prevention and Building Safety Commission, 675 IAC 20-1 through and including 675 IAC 20-4.

The undersigned further certifies that all necessary inspections will be scheduled with the Office of the Cicero/Jackson Township Plan Commission, and that the office staff will be notified to perform a final inspection prior to the use of the pool. This certificate must be signed and submitted prior to the issuance of the required Building Permit and Certificate of Occupancy. Information concerning the pool accessories and automatic pool cover compliance with state code may be requested by the inspector at the time of final inspection. The undersigned also certifies that the pool or structure will not be used or occupied until a Certificate of Occupancy has been issued by the Office of the Cicero/Jackson Township Plan Commission.

Home Owner (Signature)

Home Owner (Please Print)

STATE OF INDIANA)
COUNTY OF HAMILTON)

Before me, the undersigned, a Notary Public for Hamilton County, State of Indiana, personally appeared _____ and acknowledged the execution of the foregoing instrument this _____ day of _____, 20____.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires: _____

STATE OF INDIANA)
COUNTY OF HAMILTON)

Before me, the undersigned, a Notary Public for Hamilton County, State of Indiana, personally appeared _____ and acknowledged the execution of the foregoing instrument this _____ day of _____, 20____.

Pool Builder (Signature)

Pool Builder (Please Print)

Printed Name of the Notary Public

Signature of the Notary Public

My Commission Expires: _____



CICERO/JACKSON
TOWNSHIP
PLAN COMMISSION

CICERO / JACKSON TOWNSHIP PLAN COMMISSION

Example Only Site Plan

