

**TOWN OF COLLIERVILLE  
500 POPLAR VIEW PARKWAY  
CONSTRUCTION CODES DIVISION**

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**PROCESS FOR ISSUANCE OF SWIMMING POOL PERMITS (SP102)**

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IN ORDER TO APPLY FOR A SWIMMING POOL PERMIT THE FOLLOWING MUST BE SUBMITTED WITH THE PERMIT APPLICATION.

1. Permit Application must be completed in its entirety.
2. Site plan or survey showing the placement of the pool on the property with all setback dimensions.
3. Site plan must show any and all easements on the property and any proposed retaining walls.
4. A plan of the proposed pool showing all setbacks from each property line and from the main structure (house) or any accessory structure on the property.
5. Total square footage of the pool.
6. Swimming Pool Agreement [Form SP101](#) signed by the owner and contractor.
7. Town of Collierville Process for Issuance of Swimming Pool Permits (Form SP102) signed by the owner.
8. Swimming Pool Enclosure Requirements ([Form SP103](#)) agreement signed by the owner.
9. Swimming Pool Drainage, Surface Drainage and Erosion Control Requirements ([Form SP104](#)) signed by the owner and pool contractor.
10. An existing topographical survey of the property, showing existing contours and runoff patterns. See example ([Form #1106](#)). This can be done by the pool contractor.

Please Note:

1. Permits must be obtained for any electrical, plumbing, mechanical and gas installations made as part of the construction by properly licensed subcontractors.
2. It shall be the responsibility of each permit applicant to request the required inspections.
3. Each code violation will be subject to a re-inspection fee prior to issuance of a Certificate of Completion.
4. A Final Pool Inspection must be issued from the Town of Collierville Construction Codes Division prior to the use of the swimming pool.

I, \_\_\_\_\_ owner of the property am aware of and do hereby agree to abide by all applicable restrictive covenants, deed restrictions, subdivision regulations and the zoning ordinances of the Town of Collierville in the constructing or placing of any swimming pool whether in ground or above ground on the property located at \_\_\_\_\_.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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