



Pool Project Guidelines

1500 Solana Boulevard, Building 7, Suite 7200
Westlake, Texas 76262

Inspection Line (817) 490-5718 | building@westlake-tx.org

Staff Contacts

Pat Cooke	Building Official	(817) 490-5726	pcooke@westlake-tx.org
Dottie Samaniego	Permit Technician	(817) 490-5745	dsamaniego@westlake-tx.org
Nick Ford	Development Coordinator	(817) 490-5742	nford@westlake-tx.org

DISCLAIMER: The following guidelines are for informational purposes only. The contractor is obligated to comply with all adopted codes and ordinances. Pools must be built on a platted lot of record. Once plans are released for construction, any revisions must be submitted for review.

PLAN REVIEW AND PERMITS REQUIRED

All new residential projects must be reviewed for compliance with International Codes, State Law, Town Ordinances, and Zoning requirements. Contractors must pull permits online through the Town of Westlake's online permitting system, [MyGov](#).

Absolutely no work is to commence until a pool permit has been issued for the subject property. Work without a permit is subject to fines and/or legal injunction, pursuant to the Westlake Code of Ordinances.

PERMIT SUBMITTAL REQUIREMENTS

Pool plan sets must be submitted online via [MyGov](#) and include the documents listed below. Additional documents and/or architectural details may be required depending on the zoning district. **Revisions must be submitted in hard copy and digital format.**

❖ Completed Permit Application

1. Address
2. Lot, Block, and Subdivision
3. Contractor Information
4. Subcontractor Information (Plumbing/Electrical)
5. Owner Information
6. Valuation

❖ Pool Plan Set, 11" x 17" maximum, to scale and of legible size showing:

1. DRC / ACC approval from respective subdivision's HOA



Pool Project Guidelines

1500 Solana Boulevard, Building 7, Suite 7200
Westlake, Texas 76262

2. Tri-County release stamp
3. Site plan showing the pool and all surrounding buildings
4. Dimensions from the water's edge to each building
5. All building setbacks and property lines
6. All easements shown and dimensioned

❖ Release from Tri-County

Pool plans must be approved and stamped by the electrical service provider (Tri-County Electric) before submittal of a permit application.

❖ DRC / ACC Approval Letter

Where applicable, an approval letter from the respective HOA review body is required before a permit application is accepted.

CONTRACTOR REGISTRATION REQUIREMENT AND PERMIT FEES

The project Pool Contractor and any MEP subcontractors must be listed on the permit application and actively registered with the Town prior to the issuance of a building permit.

Pool Permit Fees

- ❖ Pool Permit (1% of valuation with a \$2,000 minimum)

Contractor Registration Fees

Contractor registrations are valid for one year with the Town of Westlake and must be renewed upon expiration.

- ❖ Pool Contractor (\$125)
- ❖ Electrical Contractor (no fee)
- ❖ Plumbing Contractor (no fee)
- ❖ Irrigation Contractor (\$125)
- ❖ Backflow Contractor (\$125) – Backflow contractors must register with [SCTrackingSolutions](#)



Pool Project Guidelines

1500 Solana Boulevard, Building 7, Suite 7200
Westlake, Texas 76262

APPLICABLE INTERNATIONAL BUILDING CODES

The following Codes with amendments have been adopted by Ordinance:

- ❖ 2018 International Swimming Pool & Spa Code
- ❖ 2018 International Building Code
- ❖ 2018 International Residential Code
- ❖ 2018 International Fire Code
- ❖ 2018 International Energy Conservation Code
- ❖ 2018 International Fuel Gas Code
- ❖ 2018 International Plumbing Code
- ❖ 2018 International Mechanical Code
- ❖ 2018 International Existing Building Code
- ❖ 2018 International Property Maintenance Code
- ❖ 2017 National Electric Code

Code amendments can be found in the [Code of Ordinances](#).

GENERAL INSPECTIONS / JOB SITE POLICIES

Inspection Requests are accepted 24 hours daily at building@westlake-tx.org or (817) 490-5718. Inspection may also be requested online via [MyGov](#). Inspections must include, at a minimum, the following information:

- ❖ Your name and contact number
- ❖ Type of inspection being requested
- ❖ Address of the inspection
- ❖ Permit ID# (e.g. POOL-#18-0034)

General inspection and job site policies include:

- ❖ The Pool Contractor is responsible for all inspection requests
- ❖ The Town approved, stamped set of plans must be on the jobsite for all inspections
- ❖ Inspections must be requested **prior to 4:00 P.M.** for next business day inspection
- ❖ No inspections will be performed until all re-inspection fees have been paid
- ❖ Addresses must be posted at each building site at all times and visible from the street
- ❖ Adequate erosion control must be installed prior to construction and must be maintained throughout the project



Pool Project Guidelines

1500 Solana Boulevard, Building 7, Suite 7200
Westlake, Texas 76262

- ❖ The type of inspection, job address, contact phone number, and permit number must be included with all inspection requests

An inspection may be cancelled and/or a re-inspection fee may be charged when:

- ❖ The requested inspection is not ready when the inspector arrives
- ❖ The building site does not have an address clearly posted
- ❖ Town approved plans are not on site
- ❖ The building is locked or otherwise not available for inspection
- ❖ The job site is red-tagged twice for the same item
- ❖ The original red tag has been removed from the job site
- ❖ Ordinance violations exist on the property including, but not limited to, inadequate erosion control, trash control or tree protection

REQUIRED INSPECTIONS

International Code Compliance

No work should be covered until it is inspected for International Code compliance. Photographs will not be accepted in lieu of on-site inspections. At a minimum, code inspections must be performed at the following stages of construction:

- ❖ **Pool Belly Steel Inspection** – This inspection is required prior to the placement of any gunite within the pool.
- ❖ **Pool Deck Steel Inspection** – Before any concrete is placed for the pool deck, the place of steel and the electrical bond shall be inspected and approved.
- ❖ **Electrical Underground Inspection** – All electrical conductors buried in the ground must be inspected and approved prior to covering. All electrical wiring and conduit buried in the ground must inspected prior to covering with dir.
- ❖ **Pool Gas** – Pool installation where public sewer is provide must dispose of waste water by means of a P-trap and backwash line located at the sanitary sewer clean-out. No portion of the P-trap or backwash line may be covered until the inspection has been approved. Pool installation where private sewer is provide must dispose of waste water in a manner as not to interfere with the function of the private sewer system nor drain on to adjoining properties.



Pool Project Guidelines

1500 Solana Boulevard, Building 7, Suite 7200
Westlake, Texas 76262

- ❖ **Pool Final** – A final inspection of the pool. All pool work must be completed. Curbs, town sidewalks, landscaping, and irrigation systems located in the right-of-way will be inspected to verify that no damage was done during construction. All ground wires and flexible conduit must be secured. Fencing with self-closing and self-latching gates at all entrances shall completely enclose either the pool area or the surrounding yard.
 - Customer Service Inspection Report
 - Backflow Testing Report – Backflow inspections are done through [SCTrackingSolutions](#)

WASTE MATERIAL & HOURS OF OPERATION

Waste Material

- ❖ A trash container of appropriate size must be present on the job site at all times
- ❖ Sites must be kept clear of construction and related waste at all times. Inspections may be cancelled and/or fines assessed where debris is allowed to accumulate or is not properly contained.
- ❖ The primary waste collection service in the Town of Westlake is with [Republic Services](#) for both residential and commercial. However, alternative trash services are eligible and available under circumstances such as Construction Waste by obtaining a license from the Town in accordance with [Ordinance 851](#) / [Chapter 74](#) of the code of ordinances. More information can be found on [this webpage](#).

Hours of Operation

The Town strictly regulates noise – between the hours of 7:00 PM and 7:00 AM, only work that does not create noise audible at the property line is permitted. In addition, contractors are advised to check with the respective Homeowner's Association regarding work hour limitations.