



**City of Holly Springs  
Building Department  
P.O. Box 990  
Holly Springs, GA 30142  
Phone: 770-345-5533 Fax: 770-345-0209**

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## **City of Holly Springs Building Department Requirements for Swimming Pool Permits**

Please be advised that the following information and documentation will be necessary prior to obtaining a swimming pool permit in the City of Holly Springs.

- For properties with a private waste disposal (septic tank), approval from the Environmental Health Department for proposed location of the swimming pool.
- A copy of the lot layout or plat of the property specifying to scale the location of the pool within the required building setbacks and proximity to house foundation.
- An application for a swimming pool submitted by the owner or applicant that has been approved for setback compliance by the Planning & Zoning department.
- An electrical sub-contractor affidavit from a Georgia state licensed electrician. In order to register, the electrician's state card and business license are required.
- For heated pools, gas affidavit from state licensed sub-contractor responsible for installing gas line according to applicable codes and manufacturer's installation instructions for equipment being served. The sub-contractor's information must be on file with the Building department including business license and state card number including the expiration date. The manufacturer installation instructions for the pool heater are required to be available at final inspection for building inspector's perusal. Responsibility for locating and installing pool heaters according to manufacturer's instructions lies with the installer.
- A written notification of intent indicating who will be responsible for installing the appropriate fencing around the pool and requesting the required inspections including but not limited to the final inspection. Note: City of Holly Springs Zoning Ordinance requires a five (5) foot fence or barrier with latches five (5) feet off the ground. If the house serves as part of the barrier, an approved audible alarm is necessary to prohibit entry or serve as a warning that the pool area has been compromised. Appendix G of the 2006 IRC has been adopted by the State of Georgia and City of Holly Springs. City of Holly Springs amended Appendix G locally to require a 60" or 5' feet off the ground. Pool alarms shall be listed in compliance with UL 2017 as specified in Appendix G effective 1/1/07.
- Temporary barriers shall be installed and maintained throughout construction for all pool excavation over 24 inches deep and vinyl-lined pools, filled or unfilled.
- Erosion and sediment control measures (BMP's) shall also be installed and maintained whenever soil is disturbed.
- Inspections must be requested by calling the Building Department at 770-721-7519.

Without this information, we will unable to issue the swimming pool permit. These requirements are necessary to ensure safety issues involving swimming pool installations.

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To Whom It May Concern:

Re: Swimming Pool Permit # \_\_\_\_\_

Please be advised that \_\_\_\_\_ will be responsible  
For requesting the final inspection for the pool located at \_\_\_\_\_.

\_\_\_\_\_ will be responsible for installing the barrier/fence around the pool. It is understood that the barrier/fence must comply with the Appendix G of the 2000 International Residential Code for 1 & 2 Family Dwellings. Appendix G has been amended to require a 60 inch (5 feet) barrier/fence height requirement. If unfamiliar with Appendix G, a copy of Appendix G can be obtained from the City of Holly Springs Building department. It is understood that the pool area is to be locked to exclude all persons unless a responsible person is at the pool. As pool contractor, I certify that the person identified above has been explained the requirements of the 5' barrier for which there are no exceptions. Failure to install the barrier as required may result in a citation being issued by the City of Holly Springs Code Enforcement Officer for failing to abide by the City of Holly Springs rules and regulations.

\_\_\_\_\_  
Signature Homeowner

\_\_\_\_\_  
Signature Pool Contractor Authorized Rep

\_\_\_\_\_  
Homeowner's Name (Printed)

\_\_\_\_\_  
Authorized Rep Name (Printed)

\_\_\_\_\_  
Notary Signature (if homeowner signs)

\_\_\_\_\_  
Building Department Staff

**SWIMMING POOL APPLICATION  
CITY OF HOLLY SPRINGS BUILDING DEPARTMENT  
P.O. BOX 990  
HOLLY SPRINGS, GA 30142  
770-345-5533**

JOB SITE ADDRESS \_\_\_\_\_

NAME OF SUBDIVISION \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT THAN ABOVE \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_

CONTRACTOR MAILING ADDRESS \_\_\_\_\_

\_\_\_ VINYL    \_\_\_ GUNITE    \_\_\_ FIBERGLASS    \_\_\_ IN-GROUND    \_\_\_ ABOVE-GROUND

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BEING BUILT WITH POOL? (SUCH AS OUTDOOR FIREPLACES, OUTDOOR KITCHEN, B-B-Q PIT, POOL/BATH HOUSE, ARBOR, OUTDOOR GAS GRILL, ETC.) IF YES, PLEASE LIST ALL THAT APPLY, ADDITIONAL PERMITS MAY BE REQUIRED.

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IS PROPERTY ON SEPTIC OR SEWER? (IF ON SEPTIC PLEASE PROVIDE APPROVAL) \_\_\_\_\_

POOL SIZE \_\_\_\_\_ HEATED? \_\_\_\_\_ # OF BTU'S \_\_\_\_\_

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FOR OFFICE USE ONLY BELOW THIS LINE:

ZONING \_\_\_\_\_ SETBACKS: FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDES \_\_\_\_\_

SIGNATURE \_\_\_\_\_

COMMENTS \_\_\_\_\_

MAP # \_\_\_\_\_ PARCEL # \_\_\_\_\_ LAND LOT # \_\_\_\_\_

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NOTICE

THIS SWIMMING POOL WILL BE LOCATED ON THE SAME LOT AS THE PRIMARY RESIDENCE, OWNER AND/OR AGENT HEREBY AGREES TO COMPLY WITH APPENDIX G OF THE 2006 IRC, INCLUDING LOCAL AMMENDMENTS AS WELL AS CITY OF HOLLY SPRINGS ORDINANCE. THE ELECTRICIAN EMPLOYED FOR INSTALLATION SHALL BE DULY LICENSED WITHIN STATE OF GEORGIA AND REGISTER STATE CARD WITH THE CITY OF HOLLY SPRINGS BUILDING DEPARTMENT.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND AGREE THE SAME TO BE TRUE AND CORRECT. I FURTHER UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ADHERE TO REQUIRED SETBACKS, AS SPECIFIED ON APPROVED APPLICATION. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OF LOCAL LAW REGULATION CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

**NOTE: LOCAL AMENDMENT REQUIRES A FIVE (5) FOOT FENCE/BARRIER WITH SELF-LATCHING GATE TO CONTINUOUSLY SURROUND ALL POOLS. WHERE A WALL OF THE DWELLING SERVES AS A PART OF THE BARRIER, ADDITIONAL PROTECTION IS REQUIRED BY EITHER AUDIBLE ALARMS LISTED IN ACCORDANCE WITH UL 2017, OR A POWERED SAFETY COVER IN COMPLIANCE WITH ASTM F 1346. THE USE OF ADDITIONAL SAFETY MEASURES DOES NOT NEGATE THE REQUIREMENT FOR THE 5 FOOT FENCE/BARRIER AROUND THE POOL.**

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SIGNATURE OF OWNER/CONTRACTOR AGENT

DATE



City of Holly Springs

**SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)**

Affidavit of Compliance with O.C.G.A. 50-36-1 “Verification of Lawful Presence within the United States.”

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant’s lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a U. S. citizen or legal permanent resident at least eighteen (18) years old.

       YES                                             NO                                      or                                      IF NOT:

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. **A photo static copy of the applicant’s alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.\***

O.C.G.A. 50-36-1 states that “Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20.”

**I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Legal Company Name

\_\_\_\_\_  
Company Address

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. **A STAMPED SIGNATURE IS NOT ACCEPTABLE.**)

I hereby certify that \_\_\_\_\_ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

AFFIX SEAL

\*All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2.