

City of Horn Lake, MS  
3101 Goodman Road West  
Horn Lake, MS 38637



Phone: 662.393.6705  
Fax: 662.342.3485  
[plandep@hornlake.org](mailto:plandep@hornlake.org)

Munis ID # \_\_\_\_\_

## Planning & Development Pool Permit Application

Site Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Pool Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Above Ground \_\_\_\_\_ In-Ground \_\_\_\_\_ Size \_\_\_\_\_ ft. X \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft.

Heated \_\_\_\_\_ Lighted \_\_\_\_\_

### Application Fee

Public \$300.00 \_\_\_\_\_

Private \$100.00 \_\_\_\_\_

Pool Heater \$25.00 \_\_\_\_\_

**Total Due** \_\_\_\_\_

All Pool Permit Applications must have a site plan showing location of pool, property lines, accessory structures, and fences and must comply with 2006 International Swimming Pool Codes. See attached Swimming Pool Codes for steps of proper installation.

**Note: All pool contractors are required to obtain a surety bond in the amount of \$5,000 made payable to the City of Horn Lake, per City of Horn Lake Ordinance #06-11-169.**

Pools shall not be allowed to be filled until a final inspection has been made, with approval from the City of Horn Lake Building Official.

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Permit Fee \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Card \_\_\_\_\_ Receipt # \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Permit # \_\_\_\_\_

Munis ID # \_\_\_\_\_

Planning & Development  
**Swimming Pool Codes – Steps to Pool Installation**

**Step 1: Permitting & Plans**

- a) Call Mississippi One Call for line locations (811)
- b) Supply copy of property survey showing easement locations
- c) Obtain all required permits, including pool, electrical, plumbing, and fence permits. All required permits must be pulled prior to issuance of an approved pool permit, per the 2006 International Swimming Pool Codes.

**Note: All Pool Permit Applications must have a site plan showing location of pool, property lines, accessory structures, and fences and must comply with 2006 International Swimming Pool Codes.**

**Step 2: Inspections**

- a) Above Ground Pools – Final
  - Final of pool
  - Final on all electrical work (trench can be called early)
  - Bond on pool frame to motor
  - G.F.I. on receptacle for motor (5 feet from water edge)
  - 4-foot minimum fence around pool or yard with latching gate and self-closing gate.
  - Must comply with 2006 International Building Code Section 3109.
- b) In-Ground Pools – Rough-In
  - Inspect pool collar—uncovered
  - Pool bonding
  - Light shell in place—check for bonding and grounding
  - Deep seal trap—fully uncovered
  - Outlet at deepest part of pool
  - Open trench for underground wiring
  - Must comply with 2006 International Building Code Section 3109.
- c) In-Ground Pools – Final
  - All associated electric wiring completed
  - Pool deck in place and complete
  - All plumbing complete
  - All ditches covered
  - Debris cleaned up and hauled away
  - Pool pump in operation
  - Minimum 4-foot tall fence in place, with latching gate, surrounding pool or yard.

It will be the responsibility of the person installing the pool to make sure an electrical permit is pulled to wire any type pool, while being constructed. Also, a plumbing permit for draining into sewer system must be pulled. Under no condition can wastewater be drained directly into yard or onto neighbor. On above ground pools, waste water can be routed by hose or piping to curbside.

The following items are considered, but not limited to, a violation of the ordinance and you may be cited to appear in municipal court at which you could be charged with misdemeanor:

- No inspections called
- No permits before work begins
- Installation of above ground pools without electrical permit or fence in place
- Pool placed in wrong location
- Final not called within 30 days of completion

Pools shall not be filled when a violation is present and shall not be filled until a final inspection has been made. A \$50.00 fine shall be payable to the Office of Planning and Development for failure to call for a final inspection within 30 days of completion.