



## OBTAINING A CONSTRUCTION PERMIT FOR A PUBLIC SWIMMING POOL

1. Obtain a copy of the Construction Permit Application from our website or request by e-mail.
  - a. Website:  
Go to the [EGLE Pools Web Page](https://Michigan.gov/EGLEPublicSwimmingPools) (Michigan.gov/EGLEPublicSwimmingPools).
    - i. Under the Construction Permits heading, click on **Construction Permit Application**.
    - ii. If you need a copy of the Public Swimming Pool Rules, under the Information heading, click on **Public Swimming Pool Rules**.
    - iii. Information on **Swim Up Bar Legislation** is found under Frequently Asked Questions.
  - b. E-mail: send a request to [EGLE-DWEHD-PublicPoolProgram@Michigan.gov](mailto:EGLE-DWEHD-PublicPoolProgram@Michigan.gov) and a PDF version will be sent.
2. Submit the Construction Permit Application and fee:
  - a. A construction permit (CP) is required for every new public swimming pool or modification of an existing public swimming pool regardless of size or project cost.
  - b. Fill in all the necessary information on the CP Application form and sign where necessary. **Please be sure that a legible and functioning e-mail address is included on the CP Application.**
  - c. Each pool in the project is required to have their own CP Application submitted. For example, if there are three different pools, then send three different CP Applications.
  - d. Please submit the appropriate fee for each pool as indicated on the CP Application based on the surface area of the pool. These fees can be found on the CP Application and on our website.
  - e. Please make all checks or money orders payable to STATE OF MICHIGAN. You may include the fees for more than one pool on a single check. However, please do not add any fees for other programs or agencies on this check.
  - f. Please follow the submittal instructions on the bottom of the application. (Note: The courier and mailing addresses are different from each other.)
  - g. If you need to pay the CP Application fee by credit or debit card, please contact our office. Please **do not** send cash.
3. Submit plans:
  - a. **THE PREFERRED METHOD FOR CONSTRUCTION PLAN SUBMITTAL IS VIA E-MAIL TO THE DESIGNATED AREA ENGINEER.** Contact information is available on our website and at the following link: [Public Swimming Pool Program Area Assignments](https://Michigan.gov/EGLE/EGLE/-/Media/Project/Websites/EGLE/Documents/Programs/DWEHD/Public-Swimming-Pool/Map-Public-Swimming-Pool-Staff-Assignments.pdf) (Michigan.gov/EGLE/EGLE/-/Media/Project/Websites/EGLE/Documents/Programs/DWEHD/Public-Swimming-Pool/Map-Public-Swimming-Pool-Staff-Assignments.pdf).
  - b. Please include [EGLE-DWEHD-PublicPoolProgram@Michigan.gov](mailto:EGLE-DWEHD-PublicPoolProgram@Michigan.gov) on all submissions.
  - c. If plans cannot be sent electronically, please submit **THREE** complete sets of plans and specifications to the EGLE address along with the CP Application and fee.
  - d. Also submit one complete set of plans and specifications to the local health department jurisdiction where the pool is located. This is in addition to the three sets we receive. EGLE will not forward new plans to the local health department.
  - e. Plans must be sealed by an engineer or architect registered in Michigan for all projects where the total cost is \$15,000 or more. Plans for projects costing less than \$15,000 are not required to be sealed.

- f. Complete plans include:
  - i. A site plan of the **entire** project that shows the project location and adjacent streets.
  - ii. A civil site plan that verifies the project utilities i.e., municipal water supply, municipal sanitary sewer, etc.
  - iii. A **legible** pool enclosure and deck plan.
  - iv. Complete civil, architectural, foundation, mechanical, plumbing, and electrical drawings for the pool building, pool enclosure, poolside bathhouse, pool mechanical equipment room and other rooms related to the pool.
  - v. A list for each pool indicating the:
    - 1. Perimeter
    - 2. Area
    - 3. Volume
    - 4. Design flow rate
    - 5. Filter area
  - vi. A list for each pool of the manufacturer's make, model numbers, and capacity or size for the:
    - 1. Filtration pump (horsepower, flow rate, and head)
    - 2. Filter (filter type, filtration area)
    - 3. Chemical feeders for disinfectant or pH control (chemical type, application rate)
    - 4. Main drains (size and open area)
    - 5. Flow meter (size, range of readings, installation pipe clearances)
    - 6. Therapy or feature pumps (horsepower, flow rate, and head)
    - 7. Supplemental chemical feeders (chemical process type, application rate)
    - 8. Heater
  - vii. Complete pool plans, sections, and details:
    - 1. One or more plan views showing the location and all depths and dimensions of:
      - a. The pool and all related pool areas
      - b. Depth markers
      - c. Stairways and ladders
      - d. Seats
      - e. Skimmers, pipe locations, and sizes
      - f. Main drains, pipe locations, and sizes
      - g. Return inlets, pipe locations, and sizes
    - 2. One or more section views showing the location and all depths and dimensions of:
      - a. The pool showing all slope changes and water depths as measured from the water line
      - b. Accurate stairway and seat sections
    - 3. Accurate details of the:
      - a. Pool floor and wall design (coping design, beam detail, rod detail, inlet depth, cove, etc.)
      - b. Skimmer
      - c. Main drain
      - d. Return inlets
      - e. Divider wall details (if any)

- viii. Complete bathhouse plans:
    - 1. Shower, lavatory, and toilet fixtures for men, women, and unisex
    - 2. Finish materials
    - 3. Coving
    - 4. Deck drainage
    - 5. Routing to the pool deck
  - ix. Complete pool mechanical equipment room plans:
    - 1. Room dimensions
    - 2. General equipment layout
    - 3. Deck drainage
    - 4. Sump size and location
    - 5. Sump outlet size and slope to sanitary sewer
    - 6. Ventilation
  - x. Pool equipment isometric or schematic:
    - 1. Skimmer or perimeter overflow system pipe size and valves
    - 2. Balance tank or surge tank piping and sizes
    - 3. Main drainpipe size and valve
    - 4. Pipe size into filtration pump
    - 5. Pump strainer
    - 6. Pump discharge pipe size
    - 7. Main flow rate control valve
    - 8. Filter control valve
    - 9. Filter inlet and outlet pipe sizes
    - 10. Filter pressure gauges and air relief
    - 11. Flow meter size, location, and straight pipe clearances
    - 12. Thermometers
    - 13. Heater inlet and outlet pipe sizes
    - 14. Heater bypass valve
    - 15. Return piping size
    - 16. Chemical feeder piping and pipe sizes
    - 17. Water supply piping and pipe sizes
    - 18. Wastewater piping and pipe sizes
    - 19. Flow directional arrows
  - g. Note about incomplete plans:
    - i. Many CP Applications are denied on the first submittal because of incomplete plans. Please **ALWAYS** submit the site plan, the civil plan, the pool deck plan, and the pool bathhouse plan along with the pool plan.
  - h. Note about very large submittals (over 100 pages of drawings):
    - i. It is not unusual for large projects to have upwards to 500 pages of drawings and 1000 or more pages of specifications.
    - ii. For these submittals, we only need the plans and specifications pertinent to the pool, pool enclosure, pool equipment room, bathhouse, etc.
4. Review process:
- a. We review all plans based on the order of receipt.
  - b. Plans submitted without an application and/or fee are not assigned a receipt date.
  - c. It is our goal to review new plans within 6-8 weeks, depending on workload.

- d. We will prepare a list of deficiencies and problems to correct a denied CP. We e-mail this list to the designer or owner.
- 5. Construction permits:
  - a. We issue the CP when all items from the Public Swimming Pool Rules are satisfied.
  - b. Concerning CPs with conditions, we generally will issue a CP with three or four conditions at most.
  - c. All CPs are issued to the pool OWNER. We do not issue CPs to engineers, architects, or pool builders. Any one of these may apply for the CP, but we will issue the CP only to the owner.
    - i. We will stamp the approved plans and retain a copy for our records and e-mail a copy along with the original CP to the owner, local health department, pool engineers, architects, or designers, pool builder, local building department, and electrical division.
  - d. Pool construction may begin as soon as we assign the CP number and date, and applicable local construction permits are obtained.
- 6. Construction Phase:
  - a. EGLE does not perform any inspections during construction.
  - b. Local mechanical and plumbing agencies may require various inspections during construction.
  - c. The local electrical inspector will very likely require inspections during construction.
- 7. Initial Pool Inspections and Licensing:
  - a. Instructions on the CP direct the OWNER to request an invoice by e-mail for the application for initial pool license.
  - b. The owner can pay the initial license fee online within 24 hours after receiving the invoice.
  - c. The OWNER must send a copy of the online payment confirmation and a copy of the invoice to EGLE prior to scheduling the initial licensing inspection. EGLE should receive confirmation of payment 30 days prior to the initial licensing inspection. EGLE or a designated local health department will not schedule the initial licensing inspection until the fee is received.
  - d. A local health department inspection fee may be required in addition to the EGLE fee.
  - e. EGLE or a designated local health department will make the initial licensing inspection when the pool is finished and ready to have swimmers.
  - f. Generally, the pool contractor sets up the initial licensing inspection date 2 to 4 weeks in advance.
  - g. We prefer to have the pool contractor, the pool designer, an owner's representative, and the local health department present at the inspection.
  - h. If the initial licensing inspection report approves the pool for operation, then the pool may be opened for use immediately.
  - i. Conditional approvals or denials require a follow up inspection most often by the local health department at a mutually agreeable time. If this follow up inspection approves the pool, then the pool may be opened for use immediately.
  - j. A license will be issued and e-mailed to the owner when copies of the approved inspection reports are received at EGLE. This is usually within two weeks after we receive the approved inspection report.

## 8. Modification Construction Permits

- a. Please follow items 1, 2, and 3 above for submitting the CP Application, fee, and plans.
- b. For modifications, we need plans only for what is being changed or modified but is helpful to have the existing equipment listed to assure our files are up to date.
- c. We will review modification plans and issue these CPs as indicated in items 4 and 5 above.
- d. We will follow the same procedures as indicated in items 6 and 7 for construction and initial licensing.

NOTE: The information in this document is intended to supplement the public swimming pool portions of the Public Health Code, 1978 PA 368, as amended, and the Public Swimming Pool Rules. These comments do not replace or supersede any portion of the Act and Rules. To download a copy of the Public Swimming Pool Act and Rules, please go to the [Public Swimming Pool Website](http://Michigan.gov/EGLEPublicSwimmingPools) (Michigan.gov/EGLEPublicSwimmingPools).

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If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

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This form and its contents are subject to the Freedom of Information Act and may be released to the public.