



**DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE  
PUBLIC SWIMMING POOL PROGRAM**

**OBTAINING A CONSTRUCTION PERMIT FOR A PUBLIC SWIMMING POOL**

1. Obtain a copy of the Construction Permit Application by internet, e-mail, regular mail, or phone
  - a. Internet:  
Go to the [DEQ Pools Web Page](http://www.michigan.gov/deqpools) (<http://www.michigan.gov/deqpools>)
    - i. Under the Permits heading, click on [Swimming Pool Construction Permit Application](#).
    - ii. If you need a copy of the Public Swimming Pool Rules, under the Law & Rules heading, click on [Public Swimming Pool Rules](#).
  - b. E-mail: send a request to Teresa Fry [fryt@michigan.gov](mailto:fryt@michigan.gov) and a pdf version will be sent.
  - c. By mail or phone:  
Teresa Fry  
Michigan Department of Environmental Quality  
Campgrounds & Pools Program, Constitution Hall 4S  
PO Box 30241  
Lansing, MI 48909-7741  
517-284-6529
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 and/or your transmittal memo.
  - c. A separate CP application and fee is needed for each pool in the project. For example, if there are three different pools, then send three different construction permit 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 are valid through November 2019.
    - i. \$662 for all pools, spas, etc. 500 sq ft in surface area or less. (Note: For spray pads, the fee is based on the surface area of the recirculation tank, not the pad area.)
    - ii. \$844 for pools from 501 to 1500 sq ft.
    - iii. \$963 for pools from 1501 to 2400 sq ft.
    - iv. \$1,566 for pools from 2401 to 4000 sq ft.
    - v. \$2,169 for pools greater than 4000 sq ft.
    - vi. \$332 for a modification of an existing pool. See item 8 below.
  - 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 submit the CP application, fee, and plans to the address shown on the CP application. (Note: The courier and mailing addresses are different from each other and are also different from the mailing address listed above.)
  - 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 at the same time and address as the CP application:
  - a. Submit **THREE** complete sets of plans and specifications to the DEQ address along with the CP application and fee.
  - b. 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. The DEQ will not forward new plans to the local health department.

- c. 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.
- d. Complete plans include:
  - i. A site plan or plot 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. The small deck plan that is sometimes shown on the site plan is not generally acceptable.
  - 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. Note about drawing sizes and scale:
    - 1. We highly prefer 24" x 36" plan sizes
    - 2. We highly prefer spas in  $\frac{1}{2}$ " = 1' scale
    - 3. We highly prefer pools in  $\frac{1}{4}$ " = 1' scale with  $\frac{1}{8}$ " = 1' for larger pools.
  - vi. A list for each pool indicating the:
    - 1. Perimeter
    - 2. Area
    - 3. Volume
    - 4. Design flow rate
    - 5. Filter area
  - vii. 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
  - viii. 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)
  - ix. 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
- x. 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
- xi. 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 drain pipe 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
- e. Specifications (if applicable) include:
  - i. Specification title sheet
  - ii. Table of contents
  - iii. Hardware schedule (usually Section 8710)
  - iv. Pool specifications (usually Section 13150)
  - v. Other specification sections directly related to the pool
  - vi. (We generally throw away all but the above sections)
- f. Note about incomplete plans:
  - i. Many CP applications are denied on the first submittal because of incomplete plans. Please ALWAYS submit three sets of the site plan, the civil plan, the pool deck plan, and the pool bathhouse plans along with the pool plans.
- g. 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 will accept ONE complete set of plans and specifications for our original review.
  - iii. We will pick through the plans and specifications and send a list of the drawings we need to complete the process. We will need TWO additional sets of these drawings.
  - iv. If the drawings for a project such as a school are divided into architectural units or areas, we will accept a partial set of drawings that include every page for the unit where the pool is located. Please also include door schedules, floor and wall finish material schedules, details and wall sections for the pool unit as well.
- h. Note about digital plans submittal:

- i. We are not yet set up to receive new projects or approve plans electronically. We may be able to accept some portions, but we cannot open many CAD formats and have very limited capabilities to print larger drawings. We will eventually require three hard copies.
  - ii. We can accept some revised drawings in pdf format and reprint them up to 11" x 17".
- 4. Review process:
  - a. We review all plans based on the order of receipt.
  - b. If plans are hand delivered, we can make some preliminary review comments but this will not replace our comprehensive review in date order.
  - c. Drawings submitted without an application and/or fee are not assigned a receipt date.
  - d. It is our goal to review new plans within 5 weeks.
  - e. We will prepare a list of deficiencies and problems to correct a denied CP. We typically e-mail this list to the designer or owner.
- 5. Construction permits:
  - a. We issue the CP when all items from the 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. Anyone of these may apply for the CP, but we will issue the CP only to the owner.
  - d. We will stamp our three sets of approved plans and:
    - i. Retain one set for our records
    - ii. Send one set to the owner along with the original CP
    - iii. Send one set to the local health department along with a CP copy
  - e. We will send copies of the CP to:
    - i. The pool engineers, architects, or designers
    - ii. The pool builder
    - iii. The local building department
    - iv. The electrical division
  - f. We generally e-mail the parties involved when we issue a CP. We also can e-mail draft CPs or copies of the original CP to the pool builder or other party to help expedite obtaining necessary local construction permits.
  - g. 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. The DEQ 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. Teresa Fry will e-mail this invoice to the owner.
  - 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 the DEQ prior to scheduling the initial licensing inspection. The DEQ should receive confirmation of payment 30 days prior to the initial licensing inspection. The DEQ 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 DEQ fee.
  - e. The DEQ 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 mailed to the owner when copies of the approved inspection reports are received at DEQ. This is usually 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 to have THREE sets of plans only for what is being changed or modified. We do not need site plans, building floor plans, etc.
  - 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 [Public Swimming Pool Website](http://www.michigan.gov/deqpools) (<http://www.michigan.gov/deqpools>).