



## Mastering Residential Pool Plans

- “Request to Master Residential Pool Plans” form
- Paper Submittal
  - Two (2) copies of raised sealed engineering
  - Two (2) copies of engineer's use and authorization memo/letter
- Electronic Submittal
  - One (1) copy of digitally sealed engineering
  - One (1) copy of engineer's use and authorization memo/letter
- Pages for mastered plan will be numbered sequentially, e.g. 1 of 3, 2 of 3, 3 of 3

### **Description:**

- Master and model name

### **Route to: OFFICE USE ONLY (Permit Tracking Area)**

Building      Zoning

### **Processing: OFFICE USE ONLY**

- Type:            Master Plans for Pool
- Subtype:        Residential

### **Fees:**

- None

### **Expiration:**

- None
- A Permit # is assigned to a Master for reference & future site specific building permits.
- Add record in PermitTrak and the permit won't be assigned to a specific Parcel.
- Contractor will be informed of Approval or Rejection via email.
- Paper Submittal
  - One set of approved plans will be placed in the To Be Issued drawer, the second set is kept in the bull pen behind the Permit Coordinators.
  - When contractor picks up approved Master set - note in chronology date and who the approved set was given to.
- Electronic Submittal
  - Approved plans will be emailed.
  - Note in chronology date the approved plans were emailed.
- Note: Masters can be revised once approved. Standard revision fees apply.

(Date Stamp)

Master #: \_\_\_\_\_

## Request to Master Residential Pool Plan

**\*\*Contractor to submit 2 complete sets of plans for initial review.**

Contractor Name: \_\_\_\_\_

License Holders Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Person submitting: \_\_\_\_\_

Signature: \_\_\_\_\_

Ret Wall

Negative Edge

Paver Deck

Fiberglass

Concrete

Spa/Fountain

CSR: \_\_\_\_\_

### Office use only:

Approved Date: \_\_\_\_\_      \_\_ Building      \_\_ Zoning      Approved by: \_\_\_\_\_

Rejected Date: \_\_\_\_\_      \_\_ Building      \_\_ Zoning      Rejected by: \_\_\_\_\_

### If Rejected:

Resubmit Date: \_\_\_\_\_      Time: \_\_\_\_\_      Taken in by CSR: \_\_\_\_\_

Notes: \_\_\_\_\_

Released by: \_\_\_\_\_      Date: \_\_\_\_\_      Issued by: \_\_\_\_\_      Date: \_\_\_\_\_