



JEFFERSON COUNTY, WEST VIRGINIA DEPARTMENT  
OF ENGINEERING, PLANNING & ZONING OFFICE OF  
PERMITS & INSPECTIONS  
116 EAST WASHINGTON STREET, Suite 100  
P.O. Box 716  
CHARLES TOWN, WEST VIRGINIA 25414  
(304) 725-2998  
Email: [permits@jeffersoncountywv.org](mailto:permits@jeffersoncountywv.org)

## SWIMMING POOL, SPA & HOT TUBS

### Instructions for Building Permit Application & Inspections

Jefferson County building permit requirements are only applicable for property located within the unincorporated areas of Jefferson County and do not apply within the city limits of the five incorporated jurisdictions: Charles Town, Ranson, Harpers Ferry, Bolivar and Shepherdstown.

#### TO OBTAIN A PERMIT:

1. Provide a Permit Application form with all the information completely filled-in.
2. Provide one (1) copy of the pool manufacturer's Installation manual in digital PDF or hardcopy paper format, (In-ground pools require a W.V. professional engineer's seal & signature). Otherwise, cost for copies made by the Engineering Department will be charged per County Commission fee schedule.
3. Provide a sketch showing the distance from the pool structure to the property/lot lines. (Distance for in-ground pools are measured to the outer edge of the concrete walkway)
4. If a deck structure is to be constructed as part of the pool project, please specify this on the application so it will be included as part of the pool building permit application. You will need to submit a detailed drawing/plan of the deck, along with the pool building permit application, detailing that the deck will be constructed in accordance with the applicable building code and building setback requirements. Decks supporting a Spa/Hot Tub may require a structural engineer's certification, as deemed necessary by the building inspector or plans reviewer.

#### Important Information:

- All pools must comply with the 2018 International Swimming Pool and Spa Code. The permit applicant is responsible for fully reviewing the code and ensuring that all the requirements are met.
- PLEASE NOTE THE FOLLOWING: Some significant changes to the pool barrier and alarm requirements include, but are not limited to, chain link fencing, mesh fencing, alarms on windows and pool covers. Please contact this office for details or read the pool code provided at the following web address: <https://codes.iccsafe.org/content/ISPSC2018P4>
- The swimming pool shall not be placed on or within the septic and/or drain field area.

#### FEE SCHEDULE:

In-Ground Pool	\$75.00 plus \$0.20/sq.-ft. of Pool Area + Patio Area
Above-Ground Pool	\$75.00 plus \$0.10/sq.-ft. of Pool Area
Deck Fee	\$75.00 + \$0.20/Sq-Ft of Deck Area
Spa or Hot Tub	\$100.00
Failed Inspection & Re-Inspection Fee	\$65.00/Re-Inspection (paid prior to re-inspection)

#### POSTING OF THE PERMIT PLACARD:

The building permit placard shall be posted such that it is visible and accessible by the inspector during the duration of the project and until the final inspection is complete and approved. The inspection will be automatically failed if the placard is not accessible so the inspector can place the "approved" or "failed" sticker on it; and is subject to a \$65.00 re-inspection fee. If the placard is lost or destroyed, a new placard is required at a fee of \$10.00 plus \$1.00 per inspection sticker.

Above Ground Pool	In-Ground Pool	Fiberglass Pool
*Electrical Rough-in (if applicable)	Electrical Rough-in	Footing
	Pre-Concrete Pour	*Electrical Rough-in (if applicable)
Electrical Final	Electrical Final	Inspection prior to backfill
*Pool Deck Footing Insp.	*Pool Deck Footing Insp.	Electrical Final
Final Bldg. Inspection	Final Building Inspection	*Pool Deck Footing & Slab
		Final Inspection
		*Electrical Rough-in (if applicable)

\*More than two electrical inspections may be required; check with electrical inspector. Pool deck footing inspection is required (prior to pouring footing concrete) only if a pool deck structure is constructed.

The permit applicant is responsible for scheduling the required electrical inspections with a third-party electrical inspector approved by the State Fire Marshal's Office; and payment of the inspection fee to them. APPROVED ELECTRICAL INSPECTORS in this area:

County or State	LAST NAME	FIRST NAME	CITY	STATE	WORK PHONE	Inspector Certificate #
BERKELEY	BAKER	CHRISTOPHER A.	MARTINSBURG	WV	(304) 671-4622	EI6714622-B0817
BERKELEY	BROWN JR.	LARRY R.	HEDGESVILLE	WV	(800) 248-6342	EI6678485-C0620
BERKELEY	TALBOTT	JOHN C.	INWOOD	WV	(304) 886-3229	EI8211111-B0916
JEFFERSON	GEORGE	SAMUEL W.	RANSON	WV	(304) 671-0443	EI8349576-A0121
VIRGINIA	BOWARD III	RODNEY E.	GORE	VA	(540) 667-8484	EI5507211-B1121
VIRGINIA	CLARK	WESLEY E.	WINCHESTER	VA	(800) 248-6342	EI2486342-B0512
VIRGINIA	PHELPS	CHRISTOPHER B.	WINCHESTER	VA	(540) 667-8484	EI3278973-B1117

**SCHEDULING AN INSPECTION:**

Please have the following information listed below when calling to schedule an inspection:

1. To schedule an inspection call (304) 725-2998 from 9:00 AM -5:00 PM; Monday – Friday.
2. Permit Number (inspections will not be scheduled without permit number, no exceptions).
3. Owner Name and/or Subdivision & Lot Number.
4. Type of Inspection (see above table of required inspections) requested.

Inspections scheduled by 3:00 p.m. of a county business day, will be performed within the next two business days (48 hours). NO APPOINTMENTS WILL BE MADE FOR INSPECTIONS.

**ALL WORK SCHEDULED FOR INSPECTION SHALL BE COMPLETED BY 8:00 A.M. ON THE SCHEDULED DATE OF THE INSPECTION. INCOMPLETE WORK IS SUBJECT TO FAILURE AND PAYMENT OF A \$65.00 REINSPECTION FEE PRIOR TO RESCHEDULING OF THE INSPECTION.**

***Note: Your permit will only be issued once it has been reviewed and approved. Typically allow 7 to 10 business days for review (depending on work load), which begins only after all the information is 100% complete and received by the Office of Permits & Inspections.***

I HAVE READ AND UNDERSTAND THESE INSTRUCTIONS:

Property Owner's (original/no copies) Signature: \_\_\_\_\_ Print

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Property

Owner's (original/no copies) Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

JEFFERSON COUNTY  
DEPARTMENT OF ENGINEERING, PLANNING & ZONING  
OFFICE OF PERMITS & INSPECTIONS  
116 EAST WASHINGTON STREET, Suite 100  
CHARLES TOWN, WEST VIRGINIA 25414  
(304) 725-2998  
Email: [permits@jeffersoncountywv.org](mailto:permits@jeffersoncountywv.org)

Permit Fee: \$
Please make checks payable to: Jefferson County Commission
Date: ____/____/____
Rec'd by: _____
Permit No. _____

**SWIMMING POOL & SPA (includes Hot Tub)**  
**Building Permit Application Form**

**PROPERTY/OWNER INFORMATION:**

Note: All individuals on the deed shall be listed on application.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street number and street name or PO box number)

\_\_\_\_\_  
(City) (State) (Zip)

Property Address: \_\_\_\_\_  
(Street number and street name)

\_\_\_\_\_  
(City) (State) (Zip)

Tax District: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Parcel # \_\_\_\_\_ Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel/Lot Size: \_\_\_\_\_

List buildings & land uses on the property:

\_\_\_\_\_

**SWIMMING POOL or SPA INFORMATION**

Spa (includes Hot Tubs)       In-Ground Pool       Above Ground Pool

Will the structure have electrical work installed (wiring, outlets, lights, etc.)?  Yes or  No

In-Ground Pool Size/Area Dimensions \_\_\_\_\_ X \_\_\_\_\_

(For in-ground pool, dimensions shall be measured from outer edge of concrete deck/walkway)

ABOVE-Ground Pool Shape \_\_\_\_\_ Size \_\_\_\_\_ Sidewall Height \_\_\_\_\_

Year of Pool/Spa: \_\_\_\_\_ Make & Model of Pool/Spa: \_\_\_\_\_

Estimated Value (pool/spa, fence, & deck (if deck is added)): \$ \_\_\_\_\_

**POOL INSTALLER INFORMATION:**

Pool/Spa Installer's Name \_\_\_\_\_  
Pool/Spa Installer's Phone No.: \_\_\_\_\_ W. V. Contractor License #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Pool/Spa Installer's Street/Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**(All contractors working in WV must have a valid WV State Contractor's License)**

**POOL DECK INFORMATION:** (If applicable)

Size of Deck: \_\_\_\_\_ Pool Deck Contractor: \_\_\_\_\_ West  
Virginia Contractor's License #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**DIRECTIONS TO THE PROPERTY:**

INSPECTORS CANNOT INSPECT WHAT THEY CANNOT FIND!  
PLEASE MAKE DIRECTIONS CLEAR & LEGIBLE

Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Street Address/Name: \_\_\_\_\_

Give clear directions from Charles Town using road names/route numbers, landmarks, when to turn left and right and other descriptors necessary to find the location. If there is more than one entrance to a subdivision, please note which entrance to use.

Driving Directions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property & Swimming Pool or Spa  
SKETCH SHEET**

Sketch the shape and location of the lot and show the following:

- 1. All existing roads with names and/or route numbers.
- 2. All rights-of-way and/or easements.
- 3. Septic reserve areas.
- 4. Location of the intended construction or land use; and show the building setback lines and the distances from the property line to the setback lines; and the distance from the property line to the pool/deck.
- 5. Show the size and height of the pool/deck.
- 6. Show all existing buildings/structures on the parcel/property.
- 7. Above ground pools shall indicate the location of the ladder meeting the applicable requirements of the building code.
- 8. In-ground pools shall show the location of the minimum 48" high fence/barrier around the pool with a minimum 48" high self-latching gate; all meeting the applicable requirements of the building code.

Note: The sketch may be on a separate sheet; however, it MUST be signed and dated by the applicant.

Property Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER/PERMIT APPLICANT'S CERTIFICATION OF INTENT AND ACKNOWLEDGEMENT OF RESPONSIBILITY:**

I, (We), the Owner(s) of the property on which the intended improvement is to be constructed or placed, hereby certify and ensure that this intended improvement/construction and the intended use complies with all restrictive covenants of this property/real estate. And, I, (We), agree, understand and acknowledge that I, (We), assume full responsibility for compliance with any such private land use covenants and restrictions, and that a violation thereof may result in legal sanctions by court injunction, fines and civil damages, irrespective of the issuance of this permit by Jefferson County.

I, (We), further acknowledge and understand that:

1. Any construction prior to the issuance of this permit is in violation of the Jefferson County Ordinances, and is subject to prosecution to the fullest extent of the law. (This includes site work, utilities construction, building construction, etc.)
2. Any new structure/swimming pool shall be located at the required/prescribed setback distances from property lines.
3. By signing this application it is understood that employees, representatives and/or agents of the Jefferson County Departments of Planning, Zoning, and Engineering are authorized to enter in and/or upon the property for the purposes of performing site plan and building code compliance inspections and to check for code violations related to the property, site work and/or building activities identified on this application.
4. The Property Owner is responsible for providing employees, representatives, and/or agents of the Jefferson County Department of Planning, Zoning and Engineering, safe and open access to the site and all building components when conducting inspections.
5. All work will be performed in accordance with Jefferson County Ordinances and Building codes; and that the owner is responsible for ensuring that the person(s) and/or contractor performing the work is knowledgeable of the applicable ordinances and building codes; and that the contract should stipulate that all work be performed in accordance with the applicable building codes. For residential swimming pools, the 2018 International Swimming Pool and Spa Code, shall apply; this includes but is not limited to the requirements for fences, gates, latches, barriers, alarms, etc.
6. All roadways and properties shall be protected from damage and the deposit of mud, dirt, silt, trash and debris, etc., resulting from the work covered by this permit application. The property owner shall be responsible for any resulting damage and clean-up costs.
7. A copy of the 2018 International Swimming Pool and Spa Code and/or the International Building Code (IBC) may be purchased from the International Code Council at <http://www.iccsafe.org>; or are available for review at the Jefferson County Engineering Department, Office of Permits & Inspections.
8. No swimming pool shall be used and/or occupied until a "Use & Occupancy Certificate" is issued by the Jefferson County Office of Permits and Inspections; and that using or occupying such swimming pool prior to issuance of the Use & Occupancy Certificate is a violation of the Jefferson County Building Code Enforcement Ordinance and is subject to prosecution under the law.

I, (We), state that this application is true and accurate to the best of my (our) knowledge.

\_\_\_\_\_  
Property Owner's (original/no copies) Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Property Owner's (original/no copies) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name