



TOWN OF BEL AIR

BUILDING PERMITS DIVISION

Stephen D. Kline
Director of Public Works/Building Official

SWIMMING POOL & HOT TUBS PERMIT CHECKLIST

- 1.) Complete the Building Permit & Tenant Use & Occupancy Worksheet. If you are not the property owner of record, the Property Owner's Authorization Letter will also be required.
- 2.) Site plan showing location of the swimming pool or hot tub to include setbacks from both sides property line and rear property line.
- 3.) Submit information of pool or hot tub
- 4.) Fees will be calculated and due at time of pickup of the approved and issued permit. Payment is payable by cash or check made to the Town of Bel Air.

ALL PERMIT APPLICATIONS WITH ATTACHMENTS NEED TO BE SUBMITTED TO:

TOWN OF BEL AIR
705 E. CHURCHVILLE ROAD
BEL AIR, MARYLAND 21014
ATTN: CHRISSY MULLANEY

CMULLANEY@BELAIRMD.ORG



TOWN OF BEL AIR

BUILDING PERMIT AND TENANT USE & OCCUPANCY WORK SHEET
 PLEASE CALL (410) 638-4546 OR (410) 879-9507 FOR MORE INFORMATION.
 APPLICANT MUST SIGN WORK SHEET.

TOBA #: -
WEBQA #:
ENERGOV #:
APP. DATE:

JOB LOCATION:	SUITE/SPACE NO:	Property Tax # 03-
DESCRIPTION OF WORK:		HISTORICAL DESIGNATION? [] YES [] NO MAY REQUIRE HPC REVIEW

RESIDENTIAL	*** New Bldg. []	ADD/Alterations []	COMMERCIAL	New Bldg []	Reno/Alt. []
Single Family []	Townhouse []	Apt/Condo []	Age Restricted? YES [] NO []	NON STRUCTURAL --Tenant U & O Check []	
SQ. FT	Structure Height:	NO OF STORIES:		TENANT NAME:	
EST. COST \$	Water/Sewer	Public	Private		

APPLICANT INFORMATION	APPLICANT NAME (PRINT): OWNER'S AUTHORIZATION LETTER	PHONE NO:	ITEMS FOR SALE OR SERVICES OFFERED:
	COMPANY /CORPORATION NAME:	EMAIL:	
	ADDRESS/STATE/ZIP		
PROPERTY OWNER	PROPERTY OWNER NAME (PRINT):	PHONE NO:	TYPE OF BUSINESS:
	COMPANY/CORP. NAME:	EMAIL:	
	ADDRESS/STATE/ZIP		
CONTRACTOR INFORMATION	CONTRACTOR NAME (PRINT): IF APPLICABLE	PHONE NO:	NO. FULL BATHROOMS
	ADDRESS/STATE/ZIP	EMAIL:	NO. HALF BATHROOMS
	COUNTY OR STATE LIC. No:	HOME BUILDER REGISTRATION NO:	NO. OF FIREPLACES
IS THIS PERMIT APPLICATION THE RESULT OF A ZONING ENFORCEMENT INVESTIGATION OR STOP WORK ORDER? (Y/N)		DOES THIS REQUEST VIOLATE YOUR COVENANTS OR RESTRICTIONS FOR YOUR PROPERTY? (Y/N)	NO. OF BEDROOMS
		IS ASBESTOS PRESENT AND IN NEED OF REMOVAL? (Y/N)	NO. OF PLANS
			Health Yes/No
			Electric Yes/No
			Plumbing Yes/No
			Mechanical Yes/No

I HAVE CAREFULLY EXAMINED AND READ THIS APPLICATION AND THE SAME IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. IN DOING THIS WORK, ALL PROVISIONS OF THE TOWN OF BEL AIR BUILDING CODES AND LAWS OF THE STATE OF MARYLAND WILL BE COMPLIED WITH, WHETHER SPECIFIED OR NOT. I WILL NOTIFY THE TOWN OF BEL AIR TWENTY-FOUR (24) HOURS IN ADVANCE, WHEN I AM READY FOR INSPECTIONS. NO WORK WILL BE CONCEALED UNTIL APPROVED. CONSENT IS HEREBY GIVEN FOR THE ENTRY OF AUTHORIZED INSPECTORS UNTIL THE JOB HAS RECEIVED A FINAL CERTIFICATE OF OCCUPANCY. NOTE TO APPLICANT/PROPERTY OWNER: As the authorized applicant/property owner(s), I understand that I am responsible for the proper removal and disposal of ANY and ALL construction debris (i.e., tree limbs, stumps, concrete, wood, decking, etc.) generated as a result of this building permit/activity. Town forces **will not remove or collect any debris generated by the Contractor performing work under this permit.**

<p>APPLICANT IS ENCOURAGED TO MAKE A SEPERATE INQUIRY FOR ZONING ISSUES CONTACT PLANNING & ZONING AT 410-638-4540 Zoning Official Initials:</p>	<p>Authorized/Applicant Signature _____</p>	<p>Date _____</p>
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Harford County Permit Fee \$ _____ TOBA Permit Fee \$ _____ HC Health Dept Fee \$ _____ Total Fee Due \$ _____	<p>"EFFECTIVE JANUARY 1, 2025"</p> <p>HARFORD COUNTY CHARGES A NON-REFUNDABLE FEE FOR RESIDENTIAL PERMITS (\$100.00) / COMMERCIAL PERMITS (\$200.00)</p> <p>THIS FEE IS IN ADDITION TO BUILDING PERMIT FEES AND OTHER FEES</p>
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****Note: Sanitary Sewer Charges(SSCD) will be calculated (if applicable) and paid prior to issuance of a building permit****



**TOWN OF BEL AIR
PROPERTY OWNER AUTHORIZATION**

I, We, _____, hereby authorize
(Property Owner(s) – Please Print)

_____, representative for _____,
(Applicant's Name) (Company, Firm, Organization)

to make application for a _____ to
(Type of Permit)

(Description of Proposed Work)

at _____.
(Property Location)

Property Owner's Signature

Date

Address: _____

Phone: _____ E-Mail: _____

ROBERT G. CASSILLY
Harford County Executive

ROBERT S. McCORD
Director of Administration



RICHARD C. TRUITT
Director of Inspections,
Licenses and Permits

2021 International Swimming Pool and Spa Code Pool Barrier Requirements

SECTION 305

BARRIER REQUIREMENTS

305.1 General.

The provisions of this section shall apply to the design of barriers for restricting entry into areas having pools and spas. Where spas or hot tubs are equipped with a lockable safety cover complying with ASTM F1346 the areas where those spas, hot tubs are located shall not be required to comply with Sections 305.2 through 305.7.

305.1.1 Construction fencing required.

The construction sites for in-ground swimming pools and spas shall be provided with construction fencing to surround the site from the time that any excavation occurs up to the time that the permanent barrier is completed. The fencing shall be not less than 4 feet (1219 mm) in height.

305.2 Outdoor swimming pools and spas.

Outdoor pools and spas and indoor swimming pools shall be surrounded by a barrier that complies with Sections 305.2.1 through 305.7.

305.2.1 Barrier height and clearances.

Barrier heights and clearances shall be in accordance with all of the following:

1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.

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3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.

4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).

305.2.2 Openings.

Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.

305.2.3 Solid barrier surfaces.

Solid barriers that do not have openings shall not contain indentations or protrusions that form handholds and footholds, except for normal construction tolerances and tooled masonry joints.

305.2.4 Mesh fence as a barrier.

Mesh fences, other than chain link fences in accordance with Section 305.2.7, shall be installed in accordance with the manufacturer's instructions and shall comply with the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.
2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.
3. The fence shall be designed and constructed so that it does not allow passage of a 4-inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall be not greater than 4 inches (102 mm) from grade or decking.
4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to, devices that provide the security equal to or greater than that of a hook-and-eye-type latch incorporating a spring-actuated retaining lever such as a safety gate hook.
5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 305.3.
6. Patio deck sleeves such as vertical post receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of onground residential pools.

305.2.4.1 Setback for mesh fences.

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The inside of a mesh fence shall be not closer than 20 inches (508 mm) to the nearest edge of the water of a pool or spa.

305.2.5 Closely spaced horizontal members.

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed 13/4 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 13/4 inches (44 mm) in width.

305.2.6 Widely spaced horizontal members.

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed 13/4 inches (44 mm).

305.2.7 Chain link dimensions.

The maximum opening formed by a chain link fence shall be not more than 13/4 inches (44 mm). Where the fence is provided with slats fastened at the top and bottom that reduce the openings, such openings shall be not greater than 13/4 inches (44 mm).

305.2.8 Diagonal members.

Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not greater than 13/4 inches (44 mm). The angle of diagonal members shall be not greater than 45 degrees (0.79 rad) from vertical.

305.2.9 Clear zone.

Where equipment, including pool equipment such as pumps, filters and heaters, is on the same lot as a pool or spa and such equipment is located outside of the barrier protecting the pool or spa, such equipment shall be located not less than 36 inches (914 mm) from the outside of the barrier.

305.3 Doors and gates.

Doors and gates in barriers shall comply with the requirements of Sections 305.3.1 through 305.3.3 and shall be equipped to accommodate a locking device. Pedestrian access doors and gates shall open outward away from the pool or spa, shall be self-closing and shall have a self-latching device.

305.3.1 Utility or service doors and gates.

Doors and gates not intended for pedestrian use, such as utility or service doors and gates, shall remain locked when not in use.

305.3.2 Double or multiple doors and gates.

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Double doors and gates or multiple doors and gates shall have not fewer than one leaf secured in place and the adjacent leaf shall be secured with a self-latching device.

305.3.3 Latch release.

For doors and gates in barriers, the door and gate latch release mechanisms shall be in accordance with the following:

1. Where door and gate latch release mechanisms are accessed from the outside of the barrier and are not of the self-locking type, such mechanism shall be located above the finished floor or ground surface in accordance with the following:

1.1. At public pools and spas, not less than 52 inches (1219 mm) and not greater than 54 inches (1372 mm).

1.2. At residential pools and spas, not less than 54 inches (1372 mm).

2. Where door and gate latch release mechanisms are of the self-locking type such as where the lock is operated by means of a key, an electronic opener or the entry of a combination into an integral combination lock, the lock operation control and the latch release mechanism shall be located above the finished floor or ground surface in accordance with the following:

2.1. At public pools and spas, not less than 34 inches and not greater than 48 inches (1219 mm).

2.2. At residential pools and spas, at not greater than 54 inches (1372 mm).

3. At private pools, where the only latch release mechanism of a self-latching device for a gate is located on the pool and spa side of the barrier, the release mechanism shall be located at a point that is at least 3 inches (76 mm) below the top of the gate.

305.3.4 Barriers adjacent to latch release mechanisms.

Where a latch release mechanism is located on the inside of a barrier, openings in the door, gate and barrier within 18 inches (457 mm) of the latch shall not be greater than 1/2 inch (12.7 mm) in any dimension.

305.4 Structure wall as a barrier.

Where a wall of a dwelling or structure serves as part of the barrier and where doors, gates or windows provide direct access to the pool or spa through that wall, one of the following shall be required:

1. Operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor, doors and gates shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.

2. In dwellings not required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located at not less than 54 inches (1372 mm) above the finished floor.

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3. In dwellings that are required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.

4. In structures other than dwellings, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1220 mm) above the finished floor.

5. A safety cover that is listed and labeled in accordance with ASTM F1346 is installed for the pools and spas.

6. An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.

305.5 Onground residential pool structure as a barrier.

An onground residential pool wall structure or a barrier mounted on top of an onground residential pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, the wall complies with the requirements of Section 305.2 and the pool manufacturer allows the wall to serve as a barrier.

2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 305.2.

3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 305.

4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4-inch (102 mm) diameter sphere.

5. Barriers that are mounted on top of onground residential pool walls are installed in accordance with the pool manufacturer's instructions.

305.6 Natural barriers.

In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge not less than 18 inches (457 mm), a barrier is not required between the natural body of water shoreline and the pool or spa.

305.7 Natural topography.

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Natural topography that prevents direct access to the pool or spa area shall include but not be limited to mountains and natural rock formations. A natural barrier approved by the governing body shall be acceptable provided that the degree of protection is not less than the protection afforded by the requirements of Sections 305.2 through 305.5.

305.8 Means of egress.

Outdoor public pools provided with barriers shall have means of egress as required by Chapter 10 of the International Building Code.