

Permit Checklist

Permit Type: **Swimming Pools**

FORMS YOU MAY NEED

[Site Sketch](#)

[Deck Worksheet](#)

[Deck Informational Guide](#)

Zoning Verification

- We must have an aerial photo, plat or [site sketch](#) of the property with the proposed location of the pool, the distances from all property lines, if applicable, the location of your well and septic. If you do not know where your drain field is located please contact the Health Department. Please have this ready **BEFORE** applying for your permit. This **MUST** be uploaded under the “Site Sketch” submittals. *Please note, the Towns of Brookneal and Altavista handle their own zoning permits. You will need to contact their office if your project is in the town limits.*

Building Permit Details (Info needed prior to applying for permit)

- Project description and scope of work.
- General Permit Information: Owner name and contact info, property address, square footage of pool, etc.
- General Contractor Information. Property Owners can act as the general contractor. *Sub-Contractors are not required to be listed.*
- If you are putting a deck around the pool please fill out the [Deck Work Sheet](#) and Upload to “Structural Plans”.