

Eaton County
Department of Construction Codes

1045 INDEPENDENCE BOULEVARD
CHARLOTTE, MICHIGAN 48813
TELEPHONE: (517) 543-3004 FAX: (517) 543-9924

"OUR GOAL IS TO PROVIDE A SAFER PLACE TO LIVE, PLAY AND WORK"

RESIDENTIAL SWIMMING POOL
CHECK SHEET

1. **Signed Contract:** A copy of a signed contract between the applicant and a licensed contractor if the contractor is making application for the permit, or if the owner makes application and designates a contractor.
2. **Letter of Authorization:** If the property owner or contractor is not the permit applicant, or there is no written contract, we must have a letter of authorization signed by the property owner. The letter of authorization must contain the following information: The Deed Holder's name, current address and telephone number. The authorized agent's name, address, telephone number, and in the case of a Residential Builder, his license number. A statement giving the authorized agent permission to build and sign for all required permits. Acknowledgement that the drawings and specifications are an accurate and true copy of the proposed work.
3. **Proof of Ownership/Legal Description:** A copy of the legal description of the parcel, a property code number and a boundary line survey is required. If the property was split after March 31, 1997 and no property code number has been assigned you will also need to provide a copy of a certified, recorded boundary line survey and a recorded deed or land contract showing proof of ownership. The survey must show the original parcel and all new splits. All splits must be approved **IN ADVANCE** by the Eaton County Equalization Department.
4. **Site Plan:** A SCALED site plan, also required by the Community Development Department, showing property lines (with dimensions). Show the exact location and dimensions of all building(s) (existing and proposed) and their distance from each property line and each other. Show the location of the swimming pool with dimensions to all surrounding buildings and the location of the required safety fence. Show the driveway location and give a dimension to the nearest side property line. The plan shall give the distance from one of the property corners to the nearest section or quarter section line (**IN FEET**). The plan shall also specify the scale of the drawing (any acceptable engineering scale) and the top of the drawing shall always be North.
5. **Septic and/or Well Permit/Review:** For all new buildings, and buildings that are adding bedrooms, or other additions (including porches), accessory buildings (pole barns, garages, sheds, etc.), swimming pools (above and below ground) or other structures that occupy additional land area must have a review of the existing sanitary facilities, or a permit for a septic and/or well permit, issued within the last twelve months from the Barry-Eaton District Health Department, or a letter of commitment from a municipal water and/or sewer provider, is required. Beginning June 1, 2004, if the building has a well and/or septic system, documented final approval of the well and/or septic system by the Barry-Eaton District Health Department will be required before an occupancy certificate will be issued. *Contact the Barry-Eaton District Health Department at (517) 541-2615. Health Department office is closed from 11:30-1:30 daily.*
6. **Zoning Referral:** If your project area **IS NOT** within the corporate boundaries of a City, Village or, Windsor Township you will need a zoning referral obtained from the Eaton County Community Development Department indicating that your construction project complies with all applicable Eaton County zoning requirements. There is a charge for the zoning referral and it is only good for 6 months from the date it was issued. If the project area **IS** within the corporate boundaries of a City, Village or, Windsor and Benton Townships a zoning referral from that local unit of government is required. Zoning referrals are not required in a state approved manufactured home park. *Contact the Eaton County Community Development Department at (517) 543-3689 or Windsor Township at (517) 648-3528 or Benton Township at (517) 627-8068.*
7. **Soil Erosion Permits:** If you are disturbing any soil within 500 feet (153 M) of an open watercourse or drain, check with the Eaton County Drain Commissioner.
8. **Building Permit Application:** A properly and completely filled out application, provided by this department.
9. **Drawings:** One copy of the swimming pool specifications and installation instructions, and the specifications and drawings for all required fences, showing details of all gates and latching devices (new or existing). If the house is to be used as part of the safety barrier for the swimming pool, show the location of all doors that will lead to the pool area, and provide details on how the doors will be protected.

10. **Trade Permits:** You will be required to obtain an electrical permit for all work related to the installation of the swimming pool. If the swimming pool is to be heated, a mechanical permit will be required. If the swimming pool will have an automatic filling device for the water, a plumbing permit will be required.