



CITY OF SIDNEY

Address: \_\_\_\_\_

**City of Sidney Pool Permit Application Checklist:**

- Completed permit application
- Site plan drawn to scale showing property lines and all existing and proposed structures.
- Landlord Acknowledgement Form, if applicable.
- Detail of fence, if applicable.
- Cash, check, or money order payment accepted.

**CHECKLIST MUST BE SUBMITTED WITH PERMIT APPLICATION.**

Staff does not verify compliance with DP&L requirements. Owner/resident is advised to call DP&L prior to installation of any pool.

Call OUPS @ #1-800-362-2764 for underground utility locations.

**SUMMARY OF REGULATIONS\***

**POOL, STORABLE WITH PUMP**

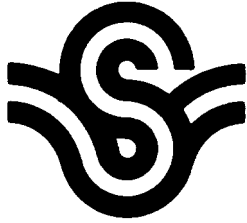
- ❖ Landlord Acknowledgement Form from owner of property allowing a pool (includes land contract) if not owner-occupied.
- ❖ Must be disassembled and stored inside from October 15 through April 15.
- ❖ Requires a permit (\$10.00).
- ❖ Site plan drawn to scale, showing location of pool on property.
- ❖ Cannot be placed in front yard as defined by the Zoning Code.
- ❖ Requires permanently installed receptacle as per Article 680 of the 2017 National Electric Code.
- ❖ Surface of water cannot be closer than 22.5' from overhead electric lines or 5' from underground wires.

**POOL PERMANENT**

- ❖ Landlord Acknowledgement Form from owner of property allowing pool (includes land contract) if not owner occupied.
- ❖ Must be in rear yard as defined in the Zoning Code.
- ❖ Requires permit (\$25.00 above-ground/\$100.00 in-ground).
- ❖ Site plan drawn to scale showing location of pool, all structures with dimensions noted, dimensions of property, and location of required fence.
- ❖ Must have barrier (fence) at least 48" tall or may use above-ground pool sides (plus extensions if necessary) to meet 48" minimum height.
- ❖ No openings in barrier (fence) greater than 4". Must provide drawing detail of section of fencing with dimensions. Gates must be self-closing and self-latching. Door with direct access to pool area must have an alarm.
- ❖ All electric requirements of Article 680 of the 2017 National Electric Code.
- ❖ Surface of water cannot be closer than 22.5' from overhead electric lines or 5' from underground wires.

\*Summary only. Complete ordinances available at [www.SidneyOH.com](http://www.SidneyOH.com).

**INSPECTION IS REQUIRED: CALL 937-498-8130 OR 937-498-8132 TO SCHEDULE.**



## City of Sidney

### PRIVATE SWIMMING POOL REGULATIONS

Per Section 1103.951 of the City's Codified Ordinances, a PRIVATE POOL is any manufactured or engineered (not natural) body of water used for swimming or wading. This includes in-ground pools, above-ground pools, and storable pools.

### **DO YOU NEED A PERMIT FOR YOUR POOL?**

- IS YOUR POOL A PERMANENT IN-GROUND OR ABOVE-GROUND POOL WITH A POTENTIAL WATER DEPTH OF GREATER THAN 42 INCHES (3-1/2 FEET)? IF YES, THEN YOU NEED A PERMIT.
- IS YOUR POOL A STORABLE POOL OF ANY TYPE WITH A POTENTIAL WATER DEPTH OF 42" (3-1/2 FEET) OR LESS? YOU MAY NEED A PERMIT, CONTINUE TO THE NEXT QUESTION.
- DO YOU HAVE AN ELECTRIC PUMP THAT YOU WILL BE USING FOR WATER CIRCULATION OR FILTRATION? IF YES, THEN YOU WILL NEED A PERMIT.

***\*\*PLEASE NOTE: IF YOU HAVE, OR PLAN TO GET A STORABLE POOL THAT COMES WITH AN ELECTRIC PUMP, BUT YOU DO NOT PLAN TO USE THE PUMP, PLEASE BE AWARE OF THE FOLLOWING:***

- YOU ARE REQUIRED TO KEEP ANY WATER IN YOUR POOL CLEAN AT ALL TIMES.
- THE PUMP MAY NOT BE PLACED OUTSIDE OR ANYWHERE IN THE VICINITY OF THE POOL AND THE POOL MUST BE ARRANGED SUCH THAT NO PUMP HOOK-UP IS POSSIBLE.

IF YOU WILL NEED A PERMIT FOR YOUR POOL, PLEASE COMPLETE THE POOL CHECKLIST ON THE REVERSE AND RETURN IT WITH YOUR COMPLETED PERMIT APPLICATION. **THE CHECKLIST MUST BE SUBMITTED WIT THE APPLICATION.**

### **TYPE OF POOLS AS DEFINED IN THE SIDNEY CODIFIED ORDIANACES**

#### **POOL, PERMANENTLY INSTALLED**

"Pool Permanently installed" means any private pool that is constructed in the ground, or partially in the ground, and all others capable of holding water in a depth greater than 42 inches, and all pools installed inside of a building, regardless of water depth, whether or not served by electrical circuits of any nature.

#### **POOL, STORABLE**

"Pool, storable" means any private pool that is constructed on or above the ground and is capable of holding water to a maximum depth of 42 inches, or a pool with nonmetallic, molded polymeric walls or inflatable fabric walls regardless of dimension.



**LANDLORD ACKNOWLEDGEMENT AND PERMISSION  
TO INSTALL  
PRIVATE SWIMMING POOL**

**City of Sidney**

**TENANT / RESIDENT INFORMATION:**

Tenant / Resident Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit / Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing Address (if different from Street Address above):  
\_\_\_\_\_

I, as a tenant at the above mentioned property, represent that I am at least 18 years of age and have provided accurate information.

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

**MANAGEMENT / LANDLORD'S INFORMATION:**

Manager / Landlord's Name: \_\_\_\_\_

Property Owner  Property Manager

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

I (we), as the manager / landlord / owner of the above-mentioned property, have the authority to sign this letter of permission and hereby authorize the Tenant to install a private  permanent in-ground;  permanent above-ground; or  storable pool (*please check one*). This permission is revoked if the tenant does not comply with the rules and regulations of the City of Sidney and the State of Ohio in terms of permits, inspections, and maintenance of the pool:

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

Date: \_\_\_\_\_

**Please return to:**

City of Sidney  
Building Inspection Dept  
201 W Poplar St  
Sidney OH 45365

Questions? Call: 937-498-8130



## BUILDING PERMIT APPLICATION

THIS FORM IS AVAILABLE AT [www.sidneyoh.com](http://www.sidneyoh.com) SUBMIT ONE APPLICATION PER BUILDING OR STRUCTURE

<b>PROPOSED LOCATION</b> (RCO 107.2.2)	NUMBER AND STREET ( OR PARCEL #)	
<b>1. PROPERTY OWNER</b> (RCO 107.2.4) (Sidney CO 1309.02)	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	
<b>APPLICANT IS:</b>	<input type="checkbox"/> OWNER (SKIP TO #3) <input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> TENANT <input type="checkbox"/> AUTHORIZED AGENT
<b>2. APPLICANT INFO</b> (RCO 107.2.4)	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	
<b>3. CONTRACTOR IF NOT APPLICANT</b> (RCO 107.2.4)	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	

<b>PROPERTY USE:</b>	<input type="checkbox"/> SINGLE FAMILY RESIDENCE - DETACHED <input type="checkbox"/> SINGLE FAMILY RESIDENCE - ATTACHED (PUD) <input type="checkbox"/> TWO FAMILY RESIDENCE <input type="checkbox"/> THREE FAMILY RESIDENCE	
<b>PROJECT: (RCO 107.2.1)</b>	<input type="checkbox"/> BASEMENT FINISHING – SF _____ <input type="checkbox"/> RENOVATION <input type="checkbox"/> DECK – SF _____ <input type="checkbox"/> HVAC <input type="checkbox"/> ELECTRIC DROP – AMPS _____ <input type="checkbox"/> ELECTRIC REWIRE (3 + CIRCUITS) <input type="checkbox"/> ELECTRIC PARTIAL (2 – CIRCUITS) <input type="checkbox"/> ELECTRIC/GAS TURN ON <input type="checkbox"/> NEW RESIDENCE – <input type="checkbox"/> 1-FAMILY RESIDENCE - SF _____ <input type="checkbox"/> 2-FAMILY RESIDENCE - SF _____ <input type="checkbox"/> 3-FAMILY RESIDENCE - SF _____	<input type="checkbox"/> TEMPORARY POOL <input type="checkbox"/> IN-GROUND POOL <input type="checkbox"/> ABOVE-GROUND POOL <input type="checkbox"/> HOT TUB <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/> STORAGE SHED – SF _____ <input type="checkbox"/> DETACHED GARAGE – SF _____ <input type="checkbox"/> ADDITION – SF _____ <input type="checkbox"/> OTHER _____  SEWER PERMIT # _____
<b>DESCRIPTION OF WORK: (RCO 107.2.1)</b>		
<b>ESTIMATED COST OF PROJECT</b> _____		



**SUB-CONTRACTORS (Sidney CO 1307.04)**

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

HVAC: \_\_\_\_\_

Masonry: \_\_\_\_\_

Concrete: \_\_\_\_\_

Spouting/Roofing/Siding: \_\_\_\_\_

Window/Doors: \_\_\_\_\_

Cabinets/Finishers: \_\_\_\_\_

Suppression: \_\_\_\_\_

Plaster/Drywall: \_\_\_\_\_

Painting: \_\_\_\_\_

Framers: \_\_\_\_\_

***All contractors and sub-contractors must be registered to work within the City of Sidney***

## **NOTICE OF REQUIRED INSPECTIONS**

The following inspections are required. It is the responsibility of the homeowner and/or contractor performing the work to call for inspections. All work covered without an inspection shall be uncovered and shown to comply with approved plans or applicable codes at owner/contractor's expense and at the discretion of the City.

### **PERMIT TYPE:**

#### **Rewire-existing house**

- 1) **Rough**-after wire is run, boxes mounted, all ground wires connected & all bonding of metal boxes done
- 2) **Final Electric**-devices & covers on, all power on. Panel schedule complete

#### **Electric Service**

- 1) **Service**-complete installation done including; clevis, weatherhead, all wires terminated, bonding, grounding, & panel schedule complete

#### **Deck**

- 1) **Footer/post holes**-after all holes are dug, gravel base or concrete in bottom, 32" depth, & before covering to confirm depth if required
- 2) **Rough Frame**-all structural wood in place but no decking-girders bolted to posts or bearing properly, floor joists bearing properly or hangered, ledger board attachment complete
- 3) **Final**-deck complete with railings & steps

#### **Shed**

- 1) **Footer**-before pour, all bar in place if required
- 2) **Slab**-before pouring, compacted gravel base, vapor barrier down if being used, all mesh or bar in place if used
- 3) **Final**-shed complete, located properly on lot, tied to foundation if required, exterior finishes complete

#### **Above Ground Pool**

- 1) **Trenches/site**-all trenches for electric and/or plumbing dug, pipe in place if used, electric cable in trench, pedestals for outlets installed
- 2) **Final**-complete installation, electric done & energized, required fence in place

#### **In-ground Pool**

- 1) **Footer**-before pour, all bar in place if required
- 2) **Bonding**-all metal components bonded, equipotential grid in place, potting compound installed on all connections
- 3) **Trench**-all trenches dug to proper depth, wire & pipe in place, pedestals in place
- 4) **Final**-all work complete, all electric on, fence surrounding pool complete

***If you have any questions, please contact the Building Inspection Department at 498-8132.***

## **NOTICE OF REQUIRED INSPECTIONS**

The following inspections are required! All work covered without inspection will be uncovered and shown to comply with the approved plans and all applicable codes at owner/contractor expense and at the discretion of the City.

### **NEW ROOM ADDITION, SINGLE, TWO, OR THREE FAMILY HOME**

1. Temporary Electric Service: Once set.
2. Setbacks: All builders must locate and show all property pins prior to excavation for inspection purposes to determine that all zoning setbacks have been met.
3. Footers, piers, column pads, grade beams, etc: Before pouring, forms in place. Steel may be required depending upon soil conditions.
4. Poured Foundation: When forms are set and steel is tied in place. Monolithic slab/foundations: When granular fill, perimeter insulation and vapor barrier are in place and ready to pour.
5. Foundation/Drain Tile/Water-Damp Proofing: After Foundation is constructed, water-damp proofing applies, drain tile installed, before backfilling.
6. Slab: After first rough plumbing inspection and the granular fill and vapor barrier are in place.
7. Floor Sheathing Nail Pattern: After sub-floors are constructed.
8. Electric Rough Inspection: Before framing inspection and prior to insulation being installed.
9. Framing Inspection: After plumbing and rough electrical inspections, and prior to insulation being installed, rough HVAC and fireplace, if ready.
10. Insulation Inspection: After insulation is installed.
11. Gas line pressure test
12. Drywall Inspection: After drywall is hung, but before taping and mudding.
13. Service Hook-up: Left up to builder with the exception that the panel board is in place and circuit breaker installed. Needed for final electrical inspection.
14. Final Electric: Before final inspection.
15. Temporary Occupancy: All life safety items complete-at the discretion of the building inspector when weather or other reasons do not allow completion of lawn and/or sidewalks.
16. Final Inspection: Before occupancy.

***If you have any questions, please contact the Building Inspection Department at 498-8132***





## APPLICATION FOR FENCE PERMIT

INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT. COMPLETE APPLICATION INCLUDES: 1) THIS FORM AND 2) ACCURATELY DRAWN SITE PLAN SHOWING PROPOSED LOCATION OF FENCE IN RELATION TO PROPERTY LINES AND BUILDINGS.

PROPOSED LOCATION OF FENCE (ADDRESS)	NUMBER AND STREET	
PROPERTY OWNER	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	
APPLICANT (IF NOT PROPERTY OWNER)	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	
APPLICANT IS	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> TENANT <input type="checkbox"/> OTHER

PROPERTY USE:	<input type="checkbox"/> RESIDENCE <input type="checkbox"/> BUSINESS <input type="checkbox"/> CHURCH / SCHOOL <input type="checkbox"/> OTHER(SPECIFY) _____	
FENCE HEIGHT	_____ ft	
FENCE MATERIAL:	<input type="checkbox"/> WOOD (SPECIFY TYPE) _____ <input type="checkbox"/> VINYL OR WOOD-VINYL COMPOSITE <input type="checkbox"/> WROUGHT IRON, STEEL, OR ALUMINUM <input type="checkbox"/> STONE OR BRICK	<input type="checkbox"/> CHAIN LINK <input type="checkbox"/> WELDED WIRE (WITH SPLIT RAIL ONLY) <input type="checkbox"/> HEDGE <input type="checkbox"/> OTHER (ATTACH DETAILED DESCRIPTION OF MATERIAL MANUFACTURER'S SPEC SHEET)
WILL THIS FENCE ENCLOSE A POOL?	<input type="checkbox"/> YES <input type="checkbox"/> NO	WILL THIS FENCE ADD TO OR REPLACE AN EXISTING FENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE FENCE TO BE ERECTED ON A CORNER LOT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	WILL THIS FENCE BE 2-SIDED OR 1-SIDED <input type="checkbox"/> 2-SIDED <input type="checkbox"/> 1-SIDED

### APPLICANT CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ATTACHMENTS ARE ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO ACKNOWLEDGE THAT PROVIDING INACCURATE INFORMATION ON THIS APPLICATION OR ATTACHMENTS MAY INVALIDATE THE APPLICATION OR SUBSEQUENTLY APPROVED PERMIT.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY	
PERMIT #	PARCEL #
APPLICATION #	ZONING
DATE APPROVED	APPROVED PER SECTION 1107.17
BY	TITLE

201 W. Poplar Street, Sidney, Ohio 45365-2781 Phone: (937) 498-8130 Fax: (937) 498-8119  
Email: [khavenar@sidneyoh.com](mailto:khavenar@sidneyoh.com)

**What paperwork is required to apply for a fence permit?**

- 1) The fence permit application
- 2) A simple site plan, drawn to scale, showing the proposed fence location in relationship to property lines, streets, buildings and structures located on the property. A sample site plan is illustrated below.

**What are the location and height requirements for fences?** Fences can be erected anywhere on a property, as long as they don't encroach onto neighboring properties. Generally, fences erected in front yards can be up to 42" (3 feet 6 inches) in height and must be "open" – no solid privacy fences. Fences erected in side and rear yards can be up to seven feet (7') in height. There are special height restrictions for some corner lot properties (refer these questions to Community Development Department staff).

**What does one-sided or two-sided fence mean?** A one-sided fence has the panel mounted on one side of the support posts so that the posts are visible from one side, but covered by the fence panel on the other. If one-sided, the fence must be constructed so that the structure side is on the inside, towards the property on which the fence is built. A two-sided fence looks identical on both sides – either the fence panels cover both sides of the posts, or the fence panel is mounted between posts, so that the posts are visible from both sides equally.

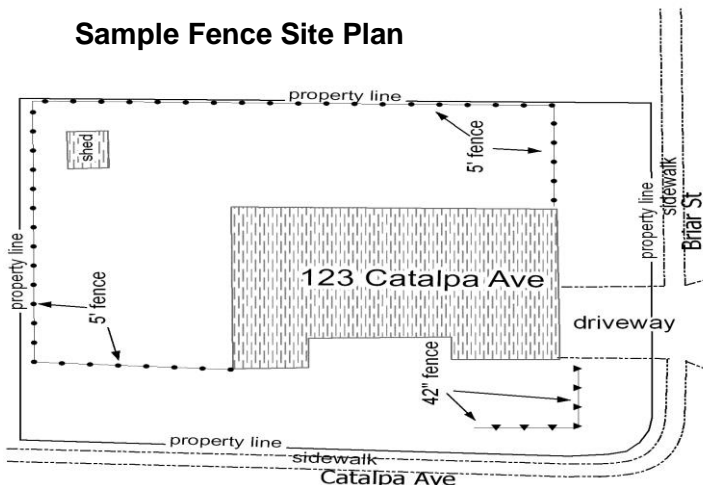
**How do I get a simple site plan of my property?** The property owner may have received a mortgage survey or similar plan when the house was purchased. The fence location can be drawn on a photocopy of this plan. If no site plan is readily available, the Community Development Department staff can assist with obtaining a site plan / aerial photo of the property through the City's GIS (Geographic Information System)

**I don't know where my or my neighbor's property lines are located; can the City visit my property and find them?** No, sorry, only a commercial registered surveyor can physically locate property lines. Surveyors can be found in any Yellow Pages under "Surveyors – Land".

**What are the approved materials for a fence?** Wood, limited to cedar, redwood, southern pine, teak, ipe, or other similar wood species naturally resistant to decay or insects or treated with a preservative to effect a resistance of such; Vinyl or wood-vinyl composite; Ornamental wrought iron, steel, or aluminum; Stone or brick; Chain link; Welded wire if used as backing on a split rail, or open fence type; Hedges or; Other materials determined by the City Manager or his designee as substantially similar to any of the above.

**What is the fee for a fence permit?** There is no fee.

**How long does it take for approval?** If the application is complete and accurate, Community Development Department staff can usually have the application approved within 1-2 working days.



**What about fences for pools?** If you are applying for a pool permit, there are specific requirements for fencing. The pool and fence permit applications and regulations may be obtained together from Community Development Department staff.