



## SWIMMING POOLS & HOT TUBS CHECKLIST

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### *Kent County Department of Planning, Housing, and Zoning*

Kent County Government Center  
400 High Street • Chestertown, MD 21620  
410-778-7423 (phone) • 410-810-2932 (fax)

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Attached you will find the application packet for the construction/installation of a new above/in-ground pool. If you have any questions, please do not hesitate to call the Department of Planning, Housing, and Zoning at 410-778-7423. Please submit the completed building application, construction plans, and fees with the following:

1. Permit Fee
2. Kent County Building Permit Application
3. Site Plan
4. Construction Plans – two (2) sets.
5. The Master Electrician must be registered with Kent County, MD.
6. Please check our website for applicable building codes at <https://www.kentcounty.com/planning/building-permits>

In addition to the County Building Permit Application, the following permits or approvals may be needed depending on the location of the property. Middle Department Inspection Agency (MDIA), Kent County Health Department, Kent County Department of Water and Wastewater, County Roads Entrance Permit, or State Highway Entrance Permit.

Once the completed application is received, the Department of Planning, Housing, and Zoning will forward the application to other agencies for their review and approval. You may be contacted directly by those agencies with questions concerning your application. Any questions concerning other agency reviews should be directed to that agency.

Once the application is approved, you will receive a building permit and permit card, which is to be posted on the property. Please pay particular attention to any conditions placed on the permit for a swimming pool / hot tub. Inspections will not be finalized until these conditions are fulfilled.

1. *Permit Fee:*  
Kent County Building Application.  
\$75.00 cash or check payable to the **County Commissioners of Kent County**

Kent County Environmental Health Department.

Note: If the property is served by private well and/or private septic, the Kent County Health Department also has a fee:

\$100.00 cash or check payable to the **Kent County Environmental Health Department.**

2. *Kent County Building Permit Application:*

Please pay particular attention to the following:

- Provide all contact and property location information.
- Setbacks measured from the pool/hot tub to all four (4) property lines.
- Proposed tree removal
- Height of the structure
- List all improvements to electricity and plumbing.
- Existing and proposed lot coverage (*if applicable*).

3. *Site Plan - An Existing & Proposed Site Plan.*

Please show the location of the existing property & proposed structure (pool/hot tub) with the setbacks & distance from the pool to the property lines (front, left & right side, & rear) and the locations and distances from the pool to the well and/or septic.

A site plan must be drawn at a legible scale and should include the following (Please note a survey may be necessary):

- Size, shape, and dimensions of the property
- Road names and abutting right of ways.
- Distance from the house/building to all property lines
- Location of well and septic and distance to the house/building *if applicable*.
- Driveways and other entrances to your property
- The 100-foot buffer or expanded buffer, nontidal wetlands, and the nontidal wetland buffer when applicable.
- Easements where applicable
- Floodplain boundaries, *if applicable*

4. *Construction Plans*

Two (2) sets of construction plans / or 2 copies of the pamphlet description for the pool. Please include whether the pool will have a detachable locking ladder or a fence. For questions regarding pool construction plans, you will want to call the Middle Department Inspection Agency (MDIA) at [410-822-8300](tel:410-822-8300). It is best to call their office before 8:30 a.m. to talk with an inspector.

For permit submittal, we have a drop box outside of the building. It looks like a blue post office box. The building permit application, site plan, construction plans, and permit fees can be placed in the drop box. Another option is to send the permit submittal via USPS mail to our above address or stop by our office.

Please allow at least 30 days (not including weekends or holidays) of processing, reviewing, and approving the application before the permit can be issued.



## Department of Planning, Housing, and Zoning