



DEPARTMENT OF PUBLIC WORKS
Building Inspection Division

May 3, 2001

MEMORANDUM

BULLETIN SP-01-01

To: All Swimming Pool Contractors

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Subject: **Closing Out Swimming Pool Permits**

Contractors, remember it is your responsibility to schedule and obtain final inspections on all of your pool permits. Just telling the homeowner to call you when he has installed all of his safety items won't get the job done.

If a homeowner refuses to work with you to schedule the final inspection, you may take advantage of our Policy and Procedures to Close Out a Permit When an Inspection Cannot be Made Due to Owner's Refusal to Make Property Accessible to City Inspection (reference Bulletin G20-99 attached).

In order to help you close out active permits, the City will then take the following action. Upon receiving a properly completed notice from a contractor that they have not been able to schedule a pool final (Reference Bulletin G20-99), the electrical section will call the homeowner and explain the necessity for scheduling the final inspection for the pool. If no action is taken to schedule the inspection within ten days, the issue will be turned over to Code Enforcement for action. To help us enforce this matter please write the homeowner's phone number on the notice.

If we do not receive the properly completed notice from the contractor, and the permit remains active and goes over 180 days without receiving an inspection, action will be taken against the contractor for not finalizing his permits. To date we have been taking such cases to the Construction Trades Qualifying Board, which has resulted in a \$250 fine for each offense.

If you have any questions, please feel free to contact me at 630-1100.

THG/gs

