

Permitting Requirements Swimming Pools

Kent County, Delaware



A permit is required for any pool, spa, or hot tub which is capable of holding at least 24 inches of water.



REQUIRED DOCUMENTATION

When you're ready to apply, please upload the following:

- **PLOT PLAN** | Click the link at left to open the project type brochure featuring sample swimming pool plot plans. You may also wish to review the plot plan checklist on page 2 of our [Plot Plans Guide](#) to verify your drawing is complete.
 - Setbacks for in-ground pools are measured from the outer edge of the surrounding concrete/paver pool apron.
 - Identify the total area of concrete/paver apron around the in-ground pool shell.
- **POOL BARRIER** | All pools require a pool barrier in compliance with the [2018 International Swimming Pool & Spa Code \(ISPS\)](#), section 305. Show your proposed pool barrier on your plot plan. Indicate the material, height, and total length of fencing.
- **BILL OF SALE** | pool purchase receipt, bill-of-sale, or contract
- **OWNER'S PERMISSION** | A signed letter of permission from the property (land) owner is required for all projects on land of which the resident is not the owner, such as in the case of a tenant-occupied home or an address within a manufactured home community. Exception: Written proof of permission is not required if the applicant is the landlord, property (land) owner/manager, or a contractor for a project on an owner-occupied property.



Projects within the limits of a town require a permit or other written approval from the town's Zoning official. The County will perform the final inspection on behalf of the Town.



UTILITIES | Electrical work related to pools, spas, and hot tubs must be performed by a Delaware-licensed electrician. Your electrician will obtain the required permits from the appropriate State office.

All permit applications are available online with the transition to the My Government Online permitting system. Click the image below to be linked to their website and create your account.



For technical support with the creation of your account or any questions regarding the online portion of your permit application process, please call the customer support center for My Government Online at (866)957-3764.

You may access the [Customer Help Guide](#) from the Kent County Levy Court website for step-by-step account setup instructions.

SETBACK INFORMATION

Setbacks for a project located . . .

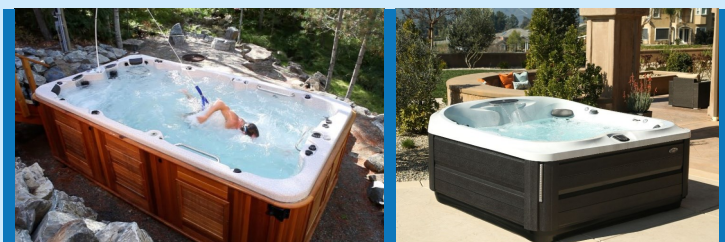
- outside of town limits may be obtained from the Kent County Planning Services Department at (302)744-2471 or planning@kentcountyde.gov.
- within the limits of a local municipality are determined by said Town's zoning official.

Pool equipment featuring a plug-in type electrical connector must have its plug directly inserted into the approved source receptacle. Extension cords will **not** be accepted for use with any pool equipment.



SWIMMING POOL SAFETY BARRIER

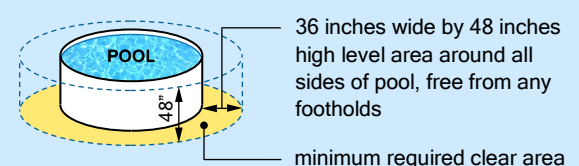
A swimming pool area must be enclosed by a barrier of no less than 48 inches (4 feet) in height.



Swim spas and hot tubs are considered to be an above-ground pool. However, swim spas and hot tubs may use a locking cover as an approved barrier.

An above-ground swimming pool may be its own barrier only if all of the following conditions are met:

- the wall of the pool is at least 48 inches high
- the ladder is removable or locking
- the minimum installation clearances are applied (see detail below)



ABOVE-GROUND POOL MINIMUM CLEARANCES

Review the current edition of the [Barrier Requirements for Swimming Pools, Spas, and Hot Tubs](#) brochure for your type of pool project.



Kent County Levy Court
Department of Planning Services
555 Bay Rd
Dover, DE 19901

Contact Us
(302) 744-2451
inspections@kentcountyde.gov
Permitting Requirements [Home Page](#)



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