

Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner is the applicant).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Site Plan (scaled in metric) including:
 - Property Address
 - Property lines
 - Outline of hot tub/pool equipment
 - Dimensions of hot tub/pool
 - Distance from hot tub/pool and equipment to property lines
 - Identify types of hot tub/pool equipment (i.e. heater)
- Cross Section (scaled in metric), including:
 - Height of hot tub/pool from ground
 - Construction details of surrounding above-ground deck, if applicable

Note: An Engineers stamp will be required if the hot tub/pool is on a deck or any other raised structure

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the [Property Information Viewer webpage](#) to view this map. (Note: you will need to view the Property Information Viewer and check off "Building Code Ten Minute Response Time" to view this information).