



## MEMORANDUM

**To:** Keller Pool Builders

**From:** Jeremy Booker, Building Official

**Date:** August 6, 2008

**Subject:** Changes to Pool Permit Process

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On August 1, 2007, the City of Keller implemented a policy that requires an engineered grading plan whenever any portion of the pool crosses a building line. This has been a highly successful program, but it has caused some confusion since building lines are not always shown on a survey and since they can vary from subdivision to subdivision and even lot to lot.

Therefore we are making a slight change to the policy that will hopefully be easier to follow. The policy will now require an engineered grading plan whenever any portion of the pool or pool deck is within ten feet (10') of a property line (measured perpendicular to the lot line). This policy will set the requirement uniformly across all lots and is not dependent on the lot layout, subdivision, or other factors.

Also, effective immediately we will no longer conduct separate gas line, p-trap, or underground electrical inspections on swimming pool permits. These items will be part of the Pool Deck inspection and must be ready for inspection at that time.

Some pool builders have started a habit of having their homeowners repeatedly call us to find out the status of their pool permits. While we are always happy to talk to your customers, this practice only slows down the plan review time for everyone. We ask that you, as the pool builder, be the main point of contact for questions from your homeowners regarding status of plan review. Our plan review process is as follows: Permit applications submitted by 5:00PM Friday will be reviewed on-site the following Wednesday. Either a permit or plan review comments will be available by that Friday. We ask that you pass this information on to your homeowner, and please contact me immediately if your plan review takes longer than this timeframe. **Note that projects that require an engineered grading plan may take longer as the plan is sent to the**

**City's Public Works Engineering Department for review. These projects may take up to ten (10) working days for review.**

Feel free to contact me if you have any questions or comments on the changes. I can be reached at (817) 743-4115, [jbooker@cityofkeller.com](mailto:jbooker@cityofkeller.com), or at Keller Town Hall M-F 8AM-5PM. Tanya Wilson, who conducts the pool plan reviews and inspections, can be reached at (817) 743-4119 or [twilson@cityofkeller.com](mailto:twilson@cityofkeller.com).

Thank you for your attention to these matters, and I look forward to continuing to work with you in the future.