

# Town of Harvard

## Building Department

### Building Permit Requirements

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## Swimming Pool

- **Permit Application Form**

The permit application form must be filled out completely. (4pages)  
**Illegible or incomplete applications will not be processed.**

- **Owner Authorization**

If the applicant is anyone other than the owner of the property, a letter which authorizes the applicant to act as the owner's agent in obtaining the permit and to perform the work on the project is required.  
This letter must be signed by the property owner.

- **Construction Supervisor License**

Submit a valid copy of the Construction Supervisor License of the person who will be responsible for the project.

- **Worker's Compensation Certificate**

On page 3 of the Permit Application is a '**Workers Compensation Affidavit Form**' to be filled out. In addition to filling out the Affidavit, you must also submit a valid copy of the General Contractor's **Worker's Compensation Insurance Certificate**.

This Certificate must be site specific.

A building permit cannot be issued without Compensation Insurance unless the contractor is a sole proprietor.

- **Wetlands Construction**

If your proposed swimming pool is within the 100 foot buffer zone to a vegetative wetland area, you must obtain an **Order of Conditions** from the Harvard Conservations Commission.

Submit a copy of the **Order of Conditions**, in the current owner's name with your permit application

- **Historic Commission**

If your proposed swimming pool is within the Harvard Historic District, you must submit a copy of the approval from the Harvard Historic Commission with your permit application.

- **Board of Health**

Board of Health approval will be required for the proposed pool location prior to the issuance of a building permit.

You must submit the Board of Health letter of approval with your application.

- **Certified Plot Plan**

A Certified Plot Plan is required to determine zoning compliance for the proposed swimming pool.

This drawing must show the property lines, set-back lines, and the proposed location of the new swimming pool and distances to property lines.

Further, the drawing must identify the zoning district, type of lot, the minimum set-back requirements for the lot type, and the lot size.

The location of the septic tank and septic field must be shown with distances to the proposed pool.

This drawing must bear the original seal and signature of the register professional who is responsible for the data on the drawing.

**Photo copy, Fax, or e-mails will not be accepted.**

- **Plans and Specifications**

If the pool is to be fabricated with reinforced gunite, an engineered drawing specifying the required reinforcing steel, certified by a MA. registered engineer is required.

This drawing must bear the original seal and signature of the register professional who is responsible for the data on the drawing.

**Photo copy, Fax, or e-mails will not be accepted.**

If the pool is a vinyl lined pool, submit a copy of the manufacturer's specifications.

**Note:** No water may be placed inside the pool until all required fencing is installed. If there are any door from the house leading into the fenced in pool area, pool alarms will be required as specified in 780 CMR 7<sup>TH</sup> Edition (Building Code)