



## Residential Pool and Spa Checklist

- **Complete the Permit Application – Civic Access – Albemarle County's Online Application Portal**
  - Please include the job value for the construction and square footage.
  - For an in-ground pool, check New and Concrete for Work Class & Frame Type respectively, OR
  - For an above-ground pool, check New and Other & Wood if installing a deck around the pool for Work Class & Frame Type, respectively.
  - Include a copy of the Virginia State Contractors license for verification.
  - Include a daytime phone number and email address for both the contractor and owner so that we may contact you for any additional information or questions about your application.
  - Please remember to sign the application.
  
- **Provide:**
  - One copy of the recorded plat of your property showing the location of any easements and the distances to all property lines from the pool and any deck with an above-ground pool.
  - Building location sketch, showing setbacks, and showing dimensions of the pool and pool barrier.
  - If the parcel is on septic, a completed Request for Health Department Review form.
  - A Pool & Spa Barrier Agreement.
  - Note: Proposed structures cannot be located on Steep or Critical Slopes (25% or greater in steepness), stream buffers, nor utility easements (without utility permission). If you believe you are in a steep slopes or critical slopes area, contact an Albemarle County Zoning [Permit Planner](#) at 434.296.5832 for assistance. The steep and critical slopes and stream buffers are visible on the map of the property from the [County GIS web application](#). (Look for the "Map Theme" called Critical Resource Plan)
  
- **Approval by the Health Department (VDH) for onsite sewage disposal systems and wells, if applicable:**
  - For any improvement to the exterior of your property where VDH regulates the onsite well and septic, a release must be obtained from VDH. This includes all additions, pools, storage buildings, slabs, etc., that could damage the system or components. See Page 3 of the Packet (Request for Health Department Review). VDH is located at [1138 Rose Hill Drive, Charlottesville, VA](#). 434.972.6210
  
- **Approval from the [Town of Scottsville](#) if you are within the town:**
  - Contact the Town Office, [info@scottsville.org](mailto:info@scottsville.org), 434.286.9267

\*Please note, additional information may be requested once the review process starts.

If you have any questions, please contact the Application Services Team at [applicationservices@albemarle.org](mailto:applicationservices@albemarle.org)