

Public Pool Permit Checklist

Project Name and Address: \_\_\_\_\_

**Items 1, 2, 3 and 4 are required for JCW to initiate the permit review process.**

- \_\_\_\_\_ 1. **Application.** Submit completed Johnson County Wastewater (JCW) application for Sanitary Sewer Commercial Connection Permit online. Print and submit a hard copy with the plans.
- \_\_\_\_\_ 2. **JCW Public Pool Form.** Submit completed JCW Public Pool Form. Calculations on the Form shall be sealed by a Kansas PE.
- \_\_\_\_\_ 3. **One complete set of project plans** including: complete building and pool plans (building architectural and pool design drawings, plumbing (with riser diagrams) including pool equipment layout (with schematics) and pool piping information, building and pool structural and foundation drawings) and complete civil site plans. Please see the Johnson County Wastewater Commercial Connection Permit Application and Permit Plan Information document for JCW Permit Plan requirements.
- \_\_\_\_\_ 4. **Orifice Basin.** See the JCW Public Pool Form for additional information.
  - a. An orifice is required to limit flow for pool discharges required to the sanitary sewer (filter backwash or, where required by the City, salt water disposal for pool winterization or maintenance).
  - b. The orifice must be located in a water tight basin (such as the JCW Standard Sanitary Sewer Manhole) on the exterior of the building. The orifice basin, all associated piping, and orifice basin and plate details must be shown and labeled on the JCW Permit Plan.
- \_\_\_\_\_ 5. **Draft Final Plat (or other lot revision instrument), if applicable.** A copy is required if site will be platted or re-platted (or the existing lot is otherwise to be revised) for this project. Please note that update of the lot shown on JCW's as-built drawings for the sewer mains is also required for all lot revisions. Please contact the engineering company that prepared the as-built drawings to coordinate and submit the revised as-built drawings and a copy of the plat (or other lot revision instrument) to JCW's As-built Department.

- \_\_\_\_\_ 6. **Pool Coordination Letter** from Johnson County Department of Health and Environment (JCDHE) is required for JCW permit issuance (except for pools in the City of Overland Park). Please contact JCDHE at 913-715-6900 for submittal information.
- \_\_\_\_\_ 7. **Prohibited Discharge Statement.** Executed original from the pool owner is required for all projects that include areas with potential sources of prohibited discharges. The chemical use and storage areas and the method(s) to prevent discharge of chemicals to the sanitary sewer system must be shown and labeled on the drawings.

Applications, checklists, forms, details and a JCW Permit Plan example are available on the Commercial Permit page under Permitting in the Development and Permitting section at [www.jcw.org](http://www.jcw.org). JCW approval of all items noted above is required prior to permit issuance. JCW will provide written notification when the permit is ready for issuance. **REMINDER: JCW permit issuance is required for City building permit issuance.**