



**CASS COUNTY, MISSOURI  
BUILDING CODES, ENVIRONMENTAL HEALTH  
AND ZONING DEPARTMENT  
30508 S. West Outer Road, Harrisonville, MO 64701  
P- (816) 380-8134 F- (816) 380-8130**

**Information Required on Building Permit Applications and Building Plans  
for the Installation of Swimming Pools, Spas, and Hot Tubs**

Last Updated March 15, 2016

**Before making application, please check with the Building Codes office for any changes or revisions to this application packet.**

In order for a complete plan review to be performed on a project for which an application for a permit is being made, the information described herein is required to be submitted as part of the application for a permit. All plans will be reviewed under the 2006 International Codes and 2005 NEC as adopted by Cass County. If you have any questions please feel free to ask. Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder

Please note that building permit applications including all plans and specifications and other information required must be complete in order for a plan review to be completed for a building permit to be issued. Applications which are incomplete or inadequately filled out, or that require more than one hour of processing and plan review time, may result in additional plan review fees being assessed for the additional time involved in processing your application. Incomplete applications or plans may result in delays in a review being completed and permits being issued.

Building Permit Applications shall include the following:

- A completed Building Permit Application Questionnaire with all information requested provided.
- A complete, legible legal description of the property on which the proposed structure is to be built.
- A copy of a private sewage disposal permit or exemption letter from the Cass County Health Department if plumbing fixtures are to be installed.
- A plot plan prepared in accordance with the plan requirements section of this document.
- A complete set of plans containing all information required by the plan requirements of this document.
- Application fee in the amount of \$25.00 (exact cash, check or Money Order) is due upon making application for a building permit.

Applications that are determined to be incomplete will not be accepted by the building codes department!

Incomplete plans and specifications may not be accepted or if plans are incomplete and require more than one hour of review time additional fees may be assessed at the rate of \$122.00 per hour with a minimum of one-half hour charge being assessed. The information which is being requested in this letter is a part of the building codes department plan review check list and plans which do not contain all requested information may be rejected and a delay in issuance of your building permit may result. Major changes made to plans after a plan review has been completed are subject to an additional plan review fee of \$122.00 per hour minimum of one half hour.

Work shall not be started until a permit has been issued!

By being the permit applicant / permit holder you are taking full responsibility for the building project. The permit applicant/ permit holder will be the point of contact for all issues regarding the project from start to finish.

**Working without a permit is a violation of Cass County, Missouri Ordinances and can result in additional fees being assessed or in prosecution in Cass County, Missouri Circuit Court.**

**It is not the intent of the building codes or zoning departments to deny a building permit to any person. A permit will only be denied if it is found that a proposed project does not comply with the building code, zoning ordinance, flood zone ordinance or any other county ordinances. If a permit is denied the permit applicant will be notified as to why the application or plans do not comply so that corrective action may be taken.**

**If you have any questions regarding the requirements to make an application for a permit, feel free to contact the Cass County Building Codes Office at (816) 380-8134.**

### **Plans**

1. Plans will **NOT** be accepted by electronic means.
1. Site plan of the property shall include the following information;
  - a) North Arrow.
  - b) Show the property lines of the property with the property line dimensions.
  - c) Show the total area of the property.
  - d) Show any easements with their boundaries and dimensions being indicated on site plan.
  - e) The location of any drainage ditches, creeks, streams or rivers, and the location of any designated floodplains that are located on the property.
  - f) All existing buildings with their existing or proposed uses on the site plan.
  - g) Show the planned location of the proposed pool and provide setback dimensions between the proposed pool and all property lines and any existing buildings.
  - h) Location of Barrier.
  - i) Location of all associated equipment.
  - j) Path of all associated electrical.
  - k) Location of GFCI protected receptacle.
  - l) Pool depth, ladder location(s), wet niche fixtures, steps, diving boards, handrails, and guardrail

Note: The site plan is not normally required to be prepared by a registered surveyor, but the plot plan should be clear and detailed enough so that the plan review staff can determine that all zoning, floodplain, building code and other ordinances are to be in compliance with applicable requirements. The Cass County Building Codes and Zoning Departments reserve the right to require that a site plan be prepared by a registered surveyor at the permit applicants' expense.

The following has been adopted, as a part of the Cass County, Missouri Building Code and the provisions of this appendix will be enforced during the review for a permit and inspection of the installation for swimming pools, spas and hot tubs.

**International Residential Code One & Two Family Dwellings  
2006 EDITION**

**Appendix G  
SWIMMING POOLS, SPAS AND HOT TUBS**

**SECTION AG 101 GENERAL.** The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the lot of a one- and two-family dwelling.

**SECTION AG 102 DEFINITIONS.** For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

**ABOVEGROUND / ON-GROUND POOL.** See “Swimming pool.”

**BARRIER.** A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

**HOT TUB.** See “Swimming pool.”

**IN-GROUND POOL.** See “Swimming pool.”

**RESIDENTIAL.** That which is situated on the premises of a detached one- or two-family dwelling or a one-family townhouse not more than three stories on height.

**SPA, NONPORTABLE.** See “Swimming pool.”

**SPA, PORTABLE.** A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating equipment are an integral part of the product.

**SWIMMING POOL.** Any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground, aboveground and on-ground swimming pools, hot tubs and spas.

**SWIMMING POOL, INDOOR.** A swimming pool, which is totally contained within a structure and surrounded on all four sides by walls of said structure.

**SWIMMING POOL, OUTDOOR.** Any swimming pool which is not an indoor pool.

**SECTION AG103 SWIMMING POOLS.**

**AG103.1 In-ground pools.** In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG107.

**AG103.2 Aboveground and on-ground pools.** Aboveground and on-ground pools shall be designed and constructed in conformance with ANSI / NSPI-4 as listed in Section AG107.

**SECTION AG104 SPAS AND HOT TUBS.**

**AG104.1 Permanently installed spas and hot tubs.** Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI / NPSI - 3 as listed in Section AG107.

**AG104.2 Portable spas and hot tubs.** Portable spas and hot tubs shall be designed and constructed in conformance with ANSI / NSPI - 6 as listed in Section AG107.

## SECTION AG105 BARRIER REQUIREMENTS.

**AG105.1 Application.** The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drowning and near drowning by restricting access to swimming pools, spas and hot tubs.

**AG105.2 Outdoor swimming pools.** An outdoor swimming pool, including an in-ground, aboveground or on-ground pool, hot tub or spa shall be provided with a barrier, which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier, which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an aboveground pool, the barrier may be at ground level, such as the pool structure, or mounted on the top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers, which do not have openings, such as masonry or stonewall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1-<sup>3</sup>/<sub>4</sub> inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-<sup>3</sup>/<sub>4</sub> inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within the vertical members, spacing within the cutouts shall not exceed 1-<sup>3</sup>/<sub>4</sub> inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be a 1 <sup>1</sup>/<sub>4</sub>-inch (32 mm) square unless the fence is provided with slats fastened at the top or the bottom which reduce the openings to not more than 1 <sup>3</sup>/<sub>4</sub> inches (44 mm).
7. Where the barrier is composed of diagonal members, such as lattice fence, the maximum opening formed by the diagonal members shall not be more than 1 <sup>3</sup>/<sub>4</sub> inches (44 mm).
8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
  - 8.1 The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate, and
  - 8.2 The gate and barrier shall have no opening larger than <sup>1</sup>/<sub>2</sub> inch (13 mm) within 18 inches (457 mm) of the release mechanism.
9. Where a wall of a dwelling serves as part of the barrier one of the following conditions shall be met.
  - 9.1 The pool shall be equipped with a powered safety cover in compliance with ASTM F1346-91; or

- 9.2 All doors with direct access to the pool through wall shall be equipped with an alarm which produces an audible warning when the door and its screen, if present, are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened and be capable of being heard throughout the house during normal household activities. The alarm shall be automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touch pad or switch, to temporarily deactivate the alarm for a single opening. Such deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
  - 9.3 Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by item 9.1 or 9.2 described above.
10. Where an aboveground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then:
- 10.1 The ladder or steps shall be capable of being secured, locked or removed to prevent access or
  - 10.2 The ladder or steps shall be surrounded by a barrier, which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

**AG105.3 Indoor swimming pool.** All walls surrounding an indoor swimming pool shall comply with Section AG105.3, Item 9.

**AG105.4 Prohibited locations.** Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.

**AG105.5 Barrier exceptions.** Spas or hot tubs with a safety cover, which complies with ASTM F 1346-91, as listed in Section AG105.5, shall be exempt from the provisions of this appendix.

**Abbreviations and standards are to be as per 2006 International Residential Code and all applicable adopted building codes.**

**Permit Fees**

Following is the fee schedule adopted by the Cass County, Missouri Building Code for residential single family swimming pools..

<b>Swimming-Pools</b>	
For each above-ground swimming pool	\$269.00
For each in-ground swimming pool	\$448.00
Permits for swimming pools include all electrical, plumbing and mechanical equipment installed as a part of a new pool installation	
<b>Decks abutting pool area</b>	
Deck/Porch	\$0.12 per square foot of area
Deck/Porch Roof Covering Deck	\$0.10 per square foot of covered area



**CASS COUNTY, MISSOURI  
BUILDING CODES, ENVIRONMENTAL HEALTH  
AND ZONING DEPARTMENT**

**SWIMMING POOLS, SPAS, AND HOT TUBS  
BUILDING PERMIT  
APPLICATION QUESTIONNAIRE**

Log No. _____ OFFICE USE ONLY
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Date of Application: \_\_\_\_\_

*Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder*

**Property Information**

**All information must be complete before making application.**

Project 9-1-1 Address: \_\_\_\_\_ Post Office \_\_\_\_\_

Sec/Twn/Rng \_\_\_\_/\_\_\_\_/\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Note: If Other Than Subdivision Lot, A Complete Description Of Property Shall Be Included With Permit Application.

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City/State/Zip: \_\_\_\_\_

Fire District: \_\_\_\_\_

Water District: \_\_\_\_\_

School District: \_\_\_\_\_

Fuel Gas Supplier: \_\_\_\_\_ Type: \_\_\_\_\_ (LPG, Natural)

Electrical Utility Supplier: \_\_\_\_\_

Electrical Service Rating: \_\_\_\_\_ (Amps)

Property Area: \_\_\_\_\_ (Acres)

**Permit Applicant Information**

*By filling out the following information you are taking FULL responsibility for this project from Start to Finish!*

Applicant SSN, State ID# or TIN #: \_\_\_\_\_ State \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant City/State/Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicants Position (Owner or Builder): \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Valuation Cost (Total Cost of Project): \_\_\_\_\_

# **CONTRACTORS LIST**

All information must be complete before making application.

General Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Foundation Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Flat Work Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Framing Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Electrical Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

**CONTRACTORS LIST CONTINUED**

Mechanical Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Insulation Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

**DESIGN PROFESSIONALS LIST IF REQUIRED** (Engineers and or Architects)

Design Professional/ Discipline \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Design Professional/ Discipline \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Design Professional/ Discipline \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Design Professional/ Discipline \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
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Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_