



Wellesley Building Department
TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992
781-431-1019 ext. 2228 Fax 781-283-5724

Swimming Pool Permitting Check List Application Check List

The Town of Wellesley requires the issuance of permits for all swimming pools and spas and construction related activities within the Town. Before you start, please research the regulatory requirements of your project at the Building Department's website. We encourage you to call the Department for questions that are not available online.

1. Complete either a [Residential](#) or [Commercial Building Permit Application](#). Official applications are available in the Building Department at Town Hall.

Completely fill out the application, missing info will cause a denial.

Proof of ownership and the property owner's signature is required on the application; contracts are not accepted as authorization.

All CSL and HIC contractors who are applying for the permit and all CSL designees or supplement HIC holders must register their License and Registration in the Wellesley Building Department. The applicant and their original CSL and HIC cards are required to be present for the registration. Copies and runners will not be accepted for registering.

2. Submit a Certified Plot Plan

- a. Be prepared, certified and signed by a Mass. Registered Land Surveyor or Civil Engineer and drawn or printed on the back of the application where designated. *It cannot be stapled or affixed by adhesives (i.e., glue or tape) to the application;*
 - b. The pool and structures and all setbacks must be shown on the plot plan. The code compliant barrier must be shown on the plot plan or the construction plans to show barrier code compliance.
3. Submit plans showing compliance with the most current Massachusetts State Building Code:
 - In-Ground Pool; design and constructed in conformance with ANSI/NSPI-4
 - Above Ground Pools; design and constructed in conformance with ANSI/NSPI-5.
 - Spas; design and constructed in conformance with ANSI/NSPI-6.
 4. After July 1, 2010 compliance with the 2009 IECC or enforcing energy code is mandatory.
 5. All accessory structures over 100 square feet, if applicable, must be permitted.
 6. No noise emitting equipment can be located in the required set back.
 7. Set backs are determined by [SECTION XXII.B. SWIMMING POOLS](#) in the Wellesley Zoning Bylaw.