



General Information for Above Ground or In-ground Swimming Pools

Applications are available on the Town of Portland website www.portlandct.org

Please submit the following to the Land Use Department:

- A completed Building Permit Application
- A completed Zoning Permit Application – Signed by the Property Owner
- A completed Chatham Health District B100a Review Form if property has a septic tank and leaching fields* with applicable fee
- Proof (pump-out report or receipt) that septic tank has been pumped within the last 3 – 5 years.
- A site plan to scale (request by emailing landuse@portlandct.org) showing swimming pool location with distance to property lines** and location of septic tank & leaching fields (if applicable) and well (if applicable). There are setback requirements (if you are not sure of your zone go to Assessor Database on Town website) for swimming pools which can be found in Section 3.17 of the Zoning Regulations.
- Specifications for pool, alarm, ladder (if applicable)
- DCP License for installer and Workers Compensation Insurance Certificate or Affidavit Waiver.

*Required distance for an above ground swimming pool to the septic tank and leaching fields is 10 feet and the required distance for an in-ground swimming pool to the septic tank and leaching fields is 25 feet.

Additional Information:

- For in-ground swimming pools, a building permit application for the fence must be submitted at the same time as the pool application.
- Usually, the electrician applies for a separate building permit application to wire the swimming pool.