Residential Pool Checklist

*Start to Finish Permit Guide for **Pool Work** at **Single**- & **Two**- **Family Properties***

Requirement	Expectation	Check
Permits Can be Filed, Tracked & Managed via the Permit Portal "OneStop" (onestopapp.nola.gov)		
File a **POOL** Permit	Applicant must create a OneStop account & file a **POOL** permit online	
Create a Permit Description	Provide a summary of work to be performed. See "Permit" in the **Permit Glossary** for an example or template of a permit description	
Upload the Following Documents to the Permit via Onestop		
Contractor License	A residential contractor license with a pool subclass license	
Contract	Must include signed & printed names of the owner & contractor, date & terms of agreement, job estimate & address; estimate can be separate	
Itemized Costs/Job Value	Listed cost(s) to perform the work including labor and materials	
Plans and/or Specifications	Submit installation or repairs details and/or drawings	
Resolve Application Comments [As Needed]	Applicant resolves any comments sent by permit reviewers requesting changes to the application documents and/or additional documents	
Documents Approved	The supplied documents were approved; permit fees should be paid now	
Make Payment Online	Pay permit fees online via the permit portal OneStop; permit statuses automatically update from *approved* to ***issued* after payment**	
Post Permit at Work Site	A digital copy of the permit is available under the permit documents via OneStop; Obtain a copy of the permit and post it visibly at the job site	
START WORK	Approved work can start ***EXCEPT** work with **plumbing, electrical, gas** and/or **water heaters; additional permits are needed before starting***	
Trade Permits are Applied For via OneStop [Exception: PLMB Permits]		
Licensed Contractors File Sub-Permits for Trade Work [*As Applicable*]	*Permit Type* / *Applicant* / *Required For Work Involving*	
	SERV Permit / Electrician / Pools & electrical repairs	
	FGAS Permit / Plumber / Gas & heating (electric water heaters, too)	
	PLMB Permit / Plumber / Plumbing systems & water meters; PLMB permits are filed with & inspected by SWBNO	
START TRADE WORK	***Trade work can start once*** a permit for that trade has been *applied for, approved, paid for, printed & posted at the job site*	
REQUIRED INSPECTIONS (In Order)		
*Inspections **MUST** be requested by permit holders or the licensed contractor who performed the permitted work*		
Pre-Gunite Inspection	Should be performed while rebar is exposed, before pouring concrete	
Deck Bonding Inspection	An inspection of electrical connections being fed to the pool	
Final Electrical Inspection	A final inspection of the pool's electrical system & features	
Final Gas Inspection	[*As Needed*] A final inspection of the pool's gas system & features	
Final Pool Inspection	A final inspection of the pool & its finishing features	
***Inspections are finalized once** their status says "Passed"	**Inspection statuses** may be tracked via OneStop	**Inspections may be requested by** emailing <inspections@nola.gov> or calling **(504) 658-7200**	**Third party inspection reports are accepted** from eligible parties; those results are processed in the order received & may be **subject to verification***	
Sub-Permits Finalized	Sub-Permits (for historic preservation and/or trades) have been closed	
Permit Status: **PERMIT CLOSED**		
C.C. Issued to Permit *[Certificate of Completion]*	Permit requirements have been satisfied; the pool is approved for use and has been issued a Certificate of Completion	

[1]***Commercial** Buildings*: Include ***Mixed Use*** & ***Multi-Family*** (Three or More Apartments) Properties
[2]***Residential** Buildings*: Limited to ***Single-*** & ***Two***- Family Homes; Anything Else is ***Commercial*** (or Accessory) Use
This Document Should be Used with an Understanding that Additional Items May Be Required as Needed