



Swimming Pool Plan Review Submittal Instructions

If your swimming pool will be constructed within Buncombe County Planning and Development jurisdiction, you are required to submit your plans to that department PRIOR to submitting your plans to Environmental Health for review. Please review section “A,” below.

If your swimming pool will be constructed outside of Buncombe County Planning and Development jurisdiction, please skip to section B.

If you are unsure of which planning and development jurisdiction your pool will be located in, please contact planninginfo@buncombecounty.org.

- A. A Site Plan Review (SPR) # is required to be provided on the Environmental Health “Application for Approval to Construct or Renovate a Public Swimming Pool.” Plans will not be accepted for review without an approved SPR.
- Please visit Planning and Zoning at 46 Valley St. Asheville, NC 28801 in person in order to submit your application and site plan OR you may submit your application and site plan online through the Development Portal at <https://onlinepermits.buncombecounty.org/citizenaccess/default.aspx>.
 - If you are submitting your application and site plan through the development portal and are a first time user, please review the document titled “Registering for the Portal for first time users,” at <https://onlinepermits.buncombecounty.org/citizenaccess/RegistrationInfo.pdf> for instructions on how to register to use the portal.
 - To submit your plans electronically for review using the online portal, please see the document titled “How to Submit Electronic Plans for Review Online,” at <https://onlinepermits.buncombecounty.org/citizenaccess/EPR.pdf>.
 - If you are having issues with electronic submittal, please feel free to submit documents in person to Planning and Development located at 46 Valley St. Asheville, NC 28801.
 - In order to pay fees online, please follow the instructions on the document titled, “How to Pay Permit Fees Online,” at <https://www.buncombecounty.org/common/permits/pay-permit-fees-online.pdf>. Please note, you will be contacted by Environmental Health after your plan submittal for an additional plan review fee and an additional application submittal, depending on your type of project.



- For more information regarding the Electronic Plan Review Process, please visit the Planning and Development website at https://www.buncombecounty.org/governing/depts/planning/news_detail.aspx?id=19068 or reach out to Savannah Gibson with Planning and Development at Savannah.gibson@buncombecounty.org

B. The following items are required to be submitted when applying for a public swimming pool plan review

- A minimum of two complete sets of plans for review. Plans shall be drawn to scale. All prints and drawings shall be a minimum of 18 x 24 inches and a maximum size of 36 x 42 inches. Plans shall include:
 1. Plan and sectional view dimensions of both the pool and the area enclosed by the barrier fences to include the bathhouse and the equipment room and pool accessories;
 2. Specifications of all treatment equipment used and their layout in the equipment room;
 3. A piping schematic showing piping, pipe size, inlets, main drains, skimmers, gutter outlets, vacuum fittings and all other appurtenances connected to the pool-piping system;
 4. Layout of the chemical storage room; and
 5. Specifications for the water supply and wastewater disposal systems that include aspects such as well location and backwash water disposal where applicable.
- Plan review fee payment of \$300.00 (for each body of water)
- Completed application for approval to construct or renovate a public swimming pool.
- Specification documents submitted for: If Applicable:

- Circulation Pump
- Filter
- Automatic Chemical Feeder
- Skimmers

- Pool Heater
- Slide
- Diving equipment
- Surge Container

- Return Flow Meter
- Main Drain Covers/Grates
- Adjustable Inlets

- Water Recreation Features
- Feature Pump



If your pool will be located outside of Buncombe County Planning and Zoning jurisdiction, completed swimming pool plan review packets may be submitted to:

Buncombe County Environmental Health
30 Valley St.
Asheville, NC 28801

OR

Ehrequest@buncombecounty.org.

Payment may be made by check or money order through the mail or by credit card over the phone by dialing 828-250-5016. Payments may also be made in person at the address listed above and are accepted between 8 am and 4 pm on normal business days.