



**POOL PLAN REVIEW APPLICATION
FOR MELROSE BOARD OF HEALTH USE ONLY**
MAKE CHECKS PAYABLE TO CITY OF MELROSE

1) Establishment Name:
2) Establishment Address:

GUIDELINES FOR OPENING A NEW POOL

Fee: Cost of Pool Consultation

Send all plans and specs. We may hire a pool consultant (the cost paid for by the applicant)

The plan review application should be approved before renovation work is undertaken or equipment installed. The purpose of receiving prior approval of plans is to:

- The Health Department has 30 days to review plan review applications.
- Prevent costly errors resulting in additional money being spent on changes in construction, equipment or from delays in opening;
- Prevent misunderstandings between the operator and the Health Department as to what is expected;
- Ensure compliance with applicable ordinances, regulations and laws.

Please note that you may need permits from other Departments.

- Please contact the Department of Inspectional Services for zoning questions, building, plumbing and electrical permits.

These processes may be done concurrently. Demolition work can begin once appropriate permits are received from the Department of Inspectional Services. **However, no construction work can begin until a Plan Review Approval is issued by the Health Department.**

Should you have any questions while filling out the Plan Review application or during the process, please do not hesitate to call the Health Department.

Materials to be submitted for the Plan Review

1. _____ Site plan
2. _____ Filtration Plan
3. _____ Specifications for all Equipment
4. _____ Contractor building the pool
5. _____ Contractor responsible for maintenance of the pool