



**RESIDENTIAL POOL PERMIT APPLICATION**  
**CITY of CAPE GIRARDEAU**

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

**Check all that apply:**      **NEW**                      **ADDITION**                      **REMODEL**                      **REPAIR**

**Project Title**

**Property Address**

**Project Description**

Total Construction Area (S. F.)	Decks (S. F.)	Pool (S. F.)	Total Construction Cost
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<b>Property Owner</b>	Address	City, State, Zip
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Telephone	Fax	Email
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**Contractor's Name**

Contractor's Business Name	License Number
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Mailing Address	City, State, Zip
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Telephone	Email/Fax
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**CERTIFICATION**

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS BUILDING PERMIT. I UNDERSTAND THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

\_\_\_\_\_  
 Owner/Agent Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Owner/Agent Printed Name

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ Munis App # \_\_\_\_\_

<b>BP</b> _____
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**CITY OF CAPE GIRARDEAU  
RESIDENTIAL POOL PERMIT APPLICATION  
INFORMATION SHEET**

Please read this information sheet in its entirety.

Development Services recently launched digital plan review. To take advantage of this service, email your completed application form to [epplans@cityofcape.org](mailto:epplans@cityofcape.org); include a list of consultants who need view access to this project (name, company and email address). You will receive email notification to upload the supporting documentation. No paper submittal is required, but one set of plans will need to be printed after approval for the jobsite. For more information, visit [www.cityofcape.org/eplans](http://www.cityofcape.org/eplans). There is no additional fee for digital plan review.

If you choose to submit by paper, submit the following items to the Development Services Department for review. If you choose to submit digitally, only one digital version of each item is required. Vector-based PDFs are preferred:

1. A completed residential pool permit application form.
2. Two copies of a site plan drawn to scale showing the location of all easements, set back distances, adjacent streets, drainage facilities, adjacent grades, property lines, North arrow. Indicate the location of the fence, alarms on doors that open into the pool area, location of pool in relation to buildings on the same property and in relation to buildings on adjacent property.
3. Two complete sets of detailed plans drawn to scale detailing compliance with the following codes:
  - a. Cape Girardeau Zoning Ordinance
  - b. Cape Girardeau Development Code Ordinance
  - c. City of Cape Girardeau Ordinance No. 4702, dated June 1, 2015, adopting the following codes:

2015 International Residential Code	2015 International Mechanical Code
2015 International Plumbing Code	2015 International Fuel Gas Code
2009 International Energy Conservation Code	2014 National Electrical Code
2015 International Swimming Pool & Spa Code	
4. Foundation and soils report, where required.

The plans shall be drawn on standard sheets of paper i.e. 18 x 24 minimum. The plans are not required to be professionally drawn, but shall be legible enough to clearly indicate the intent of the designer. Provide as much information and details as necessary to clearly show what you propose to do. All information that will provide for a better understanding of your plans is important. **Any deviation from conventional construction as outlined in the 2015 International Swimming Pool & Spa Code shall require calculations by a licensed design professional.**

Submittals are subject to a minimum five (5) business days review process. Plan Review will not begin before the completed permit application form is submitted.