



COBB COUNTY
COMMUNITY DEVELOPMENT AGENCY

Mailing Address:
P.O. Box 649
Marietta, GA 30061-0649

Physical Address:
1150 Powder Springs St. Suite 400
Marietta, GA 30064

Kevin Gobble, CBO
Development & Inspections Division Manager

Pool Permits- Residential Required Documents Checklist

****Please be sure you have included all the following required documents in your package.
Incomplete packages will not be accepted or retained****

- ☐ Pool and Barrier Application
 - o **Must** be signed by Property Owner and Pool Contractor
- ☐ Pool and Spa Code Contractor Affidavit
 - o **Must** be notarized prior to sending via email for processing
- ☐ Swimming Pool and Barrier Application Property Owner's Affidavit
 - o **Must** be signed by Property Owner and Pool Contractor
- ☐ Valid Georgia General Contractor's License from the Georgia Secretary of State **OR** a recognized pool-builder certification, such as the Certified Builder Professional (CBP) credential issued by the Pool & Hot Tub Alliance (PHTA).
(Pool builders using an alternative certification must provide proof that they have passed the certification. All alternative certifications must be reviewed and approved by the Chief Building Official. Documentation for alternative certification approvals must be submitted to building@cobbcounty.gov)
- ☐ Proposed pool design signed and sealed by a land surveyor, professional engineer, or landscape architect registered in the State of Georgia. (See [Private In-Ground Residential Pool Site Plan Requirements](#) Document **OR** [Private Above-Ground Residential Pool Site Plan Requirements](#) Document)
- ☐ Customer contract or estimate/invoice (for accurate job cost billing)
- ☐ Septic approval from Environmental Health (if property is on septic)
- ☐ Copy of current Business License
- ☐ Copy of photo ID of GC/Certificate Holder AND Authorized Agent (if applicable)

Please be sure you have listed accurate email & phone contact information for reviewers to contact you if necessary.

Questions about... Pool Permits? 770-528-2147 Inspections? 770-528-2060 Zoning? 770-528-2035

I understand that my permit will not be processed unless all the listed documents are included in my permit application submittal.

Applicant Signature _____ Date _____

Applicant Email _____ Phone _____

Owner Signature _____ Date _____

Owner Email: _____