

**COMMERCIAL POOL PERMIT PROCESS**  
**Including HOA, Hotels, Apartments and Fitness Center Pools**

There are two steps involved in obtaining a commercial pool permit. There is a fee involved with each step. The first step is to submit and pay for plan review. The second step is to pay the pool permit fees and obtain the permit.

**STEP 1. Commercial Pool Plan Review.**

**Submittal Requirements:**

**All plans must include all pool details which includes:**

- Commercial Pool Permit Application
- 2 sets of plans
- Pump/Circulation System (s)
- Fence and gate Details
- Signage
- Safety Equipment
- Plan Review Fee (additional fees may be required)

**Commercial pool plans are submitted to the City of Pflugerville and forwarded to Bureau Veritas in Fort Worth for review.**

When commercial pool plans are submitted, the submittal is checked for all the items listed above. If complete, 2 sets of plans will be overnighted to Bureau Veritas for review. If the submittal is not complete, the applicant is notified of the status. If revisions are required, the applicant will be notified and resubmit revised plans to the City of Pflugerville and will send the revised plans back to Bureau Veritas for 2nd review.

Upon approval by Bureau Veritas, the plans will be returned to the City office stamped “City Copy” and “Contractor Copy”. Submittals received on Fridays will be overnighted the following Monday and must be submitted before 2:00p.

**STEP 2. Pool Permit**

Once the commercial pool permit review is complete, the permit is ready to be issued.

The contractor receives a copy of the plans, including all comments and the permit fees will be paid. The permit fee, separate from the commercial pool plan review fee, is based on the fee schedule below.

Plan Review Fee	Total fee based on \$100/hour (collected at the time of submittal)
Pool Permit Fee	\$154. (no heat) /\$196. (heated/spa)

**Questions and Comments may be addressed to the City’s Building Official or to Bureau Veritas**

**Bureau Veritas**

Attn: Lisa Pomroy, Health Services Program Manager  
 100 East 15<sup>th</sup> St., Ste. 630  
 Fort Worth, Texas 76102  
 Phone: (877)837-8775/FAX: 877-837-8859  
[lisa.pomroy@us.bureauveritas.com](mailto:lisa.pomroy@us.bureauveritas.com)

**Please Note:**

**Pools also require an annual permit, in which you must apply at the end of each calendar year \$200 per pool/spa.**