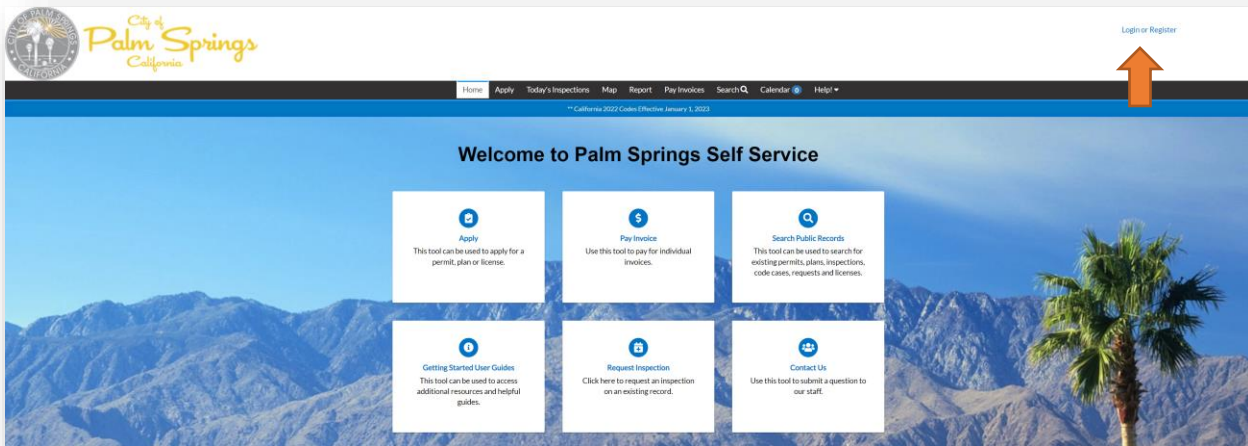
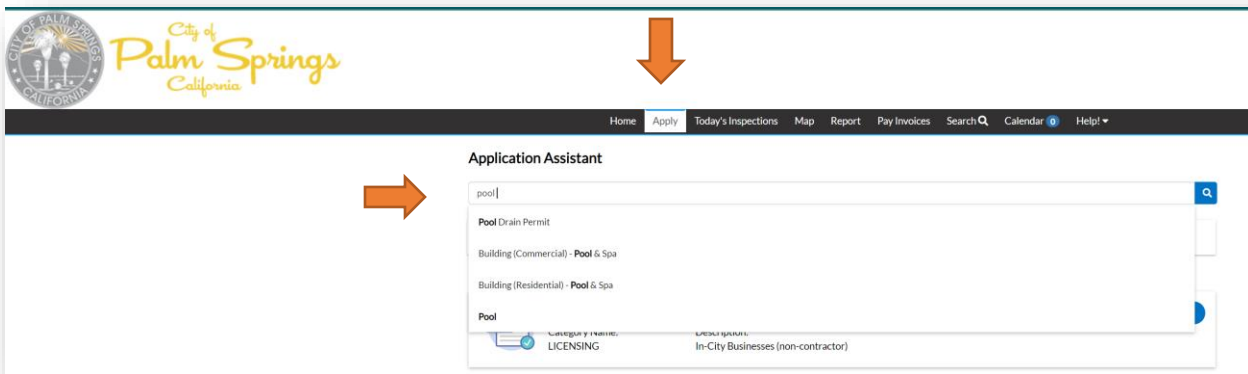


How to apply for a Pool Drain permit.

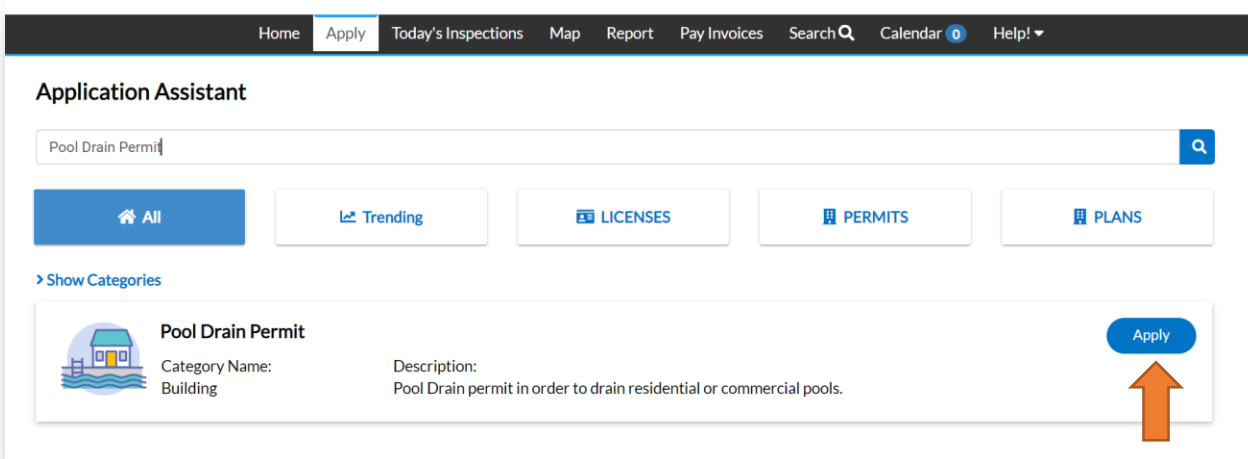
Login or register on the [Citizens Self-Serve Portal](#) (CSS).



Select Apply. Use the Search bar type "pool".



Select "Apply".



Select location, this is the address of the property for pool drain. This will take you to another window to enter an address in the top left side of the screen. Enter address, the system will identify similar addresses. Select the correct address and the system will bring you back to the location page. Select “Next”.

Apply for Permit - Pool Drain Permit *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Search and select the property/jobsite associated with your project. To search by address, enter the street number, street direction and street name. To search by APN (Parcel Number), enter the number without the dashes. For multiple locations enter all associated addresses for your proposed project.

Location

Add Location

+

REQUIRED

Permit Description is not required, however use the link “[here](#)” to view areas in which you may not drain in the street, an alternative method is required. Once you have reviewed the no drainage areas, click “Next”.

Apply for Permit - Pool Drain Permit *REQUIRED

1 Type 2 Contacts 3 More Info 4 Attachments 5 Signature 6 Review and Submit

PERMIT DETAILS

Click [here](#) before you get started to view NO DRAIN AREAS. Property Owners/Residents located in a NO DRAIN AREA shall not drain in the street and must use an alternative disposal method.

* Permit Type Pool Drain Permit

Description

Create Template Save Draft Next

Enter all required contact information and select "Next".

The screenshot shows the 'CONTACTS' step of a multi-step process. At the top, navigation tabs include 'Type', 'Contacts', 'More Info', 'Attachments', 'Signature', and 'Review and Submit'. Below the tabs, the title 'CONTACTS' is followed by the instruction: 'Provide Owner and Permit Holder. Permit Holder is person responsible for draining the pool.' There are four main panels: 1. 'Applicant' with a person icon. 2. 'Owner' with 'Add Contact' and a plus sign, and a 'REQUIRED' label at the bottom. 3. 'Permit Holder' with 'Add Contact' and a plus sign, and a 'REQUIRED' label at the bottom. 4. A dropdown menu currently showing 'Applicant' with 'Add Contact' and a plus sign below it. At the bottom of the form are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'. A large orange arrow points downwards from the right side of the form.

More information has instructions in order to fill out the following information.

The screenshot shows the 'MORE INFO' section of the permit application. At the top, it says 'Apply for Permit - Pool Drain Permit' with a red asterisk and the word 'REQUIRED' to its right. A progress bar at the top shows six steps: 'Type' (checked with a green checkmark), 'Contacts' (checked with a green checkmark), 'More Info' (active, highlighted with a blue circle and number 3), 'Attachments' (grey circle with number 4), 'Signature' (grey circle with number 5), and 'Review and Submit' (grey circle with number 6). A large orange arrow points downwards from the 'Type' step. Below the progress bar, the title 'MORE INFO' is followed by the instruction: 'Fields with a red asterisk (*) are required to be completed.' A list of six numbered instructions follows: 1. Pool Type: Select "Commercial" or "Residential". Select "Commercial" when pool serves more than three families/residential units. 2. Disposal Method: Select the method of disposal. 3. Resurfacing Pool: Select "Yes" or "No". 4. Daytime Phone #: Provide permit holders or responsible party's daytime number. 5. Nighttime Phone #: Provide permit holders or responsible party's nighttime number. 6. Date of Pool Drainage: Select the date of planned pool drainage. Pool/Spa may be drained from 7:00 PM to 6:00 AM, Monday through Thursday; except for government holidays and the day preceding legal holidays.

Date of pool drainage must be Monday through Thursday, except legal holidays and the day preceding legal holidays. Pool drainage hours are from 7:00 p.m. to 6:00am.

| Top | Main Menu

*Pool Type


*Disposal Method


If other, please explain

*Resurfacing Pool

*Phone # (Day)

*Phone # (Night)

*Date of Pool Drainage 



Attachments are not required, skip by selecting "Next".

Apply for Permit - Pool Drain Permit *REQUIRED

✓
✓
✓
4
5
6

Type
Contacts
More Info
Attachments
Signature
Review and Submit

Attachments


There are no required documents for this permit type. Click next to continue.

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf, ...



Sign your application. You may draw your signature or toggle the "Enable Type Signature" on to type in your name. Select "Next" when complete.

Apply for Permit - Pool Drain Permit *REQUIRED

Progress: Type (✓) | Contacts (✓) | More Info (✓) | Attachments (✓) | **Signature (5)** | Review and Submit (6)

SIGNATURE

I certify that the information supplied in this application is true and correct to the best of my knowledge. I understand that any outstanding fees are the responsibility of the property owner. I understand that I am required to sign this application, and I hereby agree that by entering my name or signing in the space below, I intend it to have the same effect as my written signature.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Rebeca McKeown
May, 04 2023

X Draw Signature Here

Review your application, go back, and correct as needed. When complete, click "submit".

Apply for Permit - Pool Drain Permit *REQUIRED

Progress: Type (✓) | Contacts (✓) | More Info (✓) | Attachments (✓) | Signature (✓) | **Review and Submit (6)**

Basic Info

Type	Pool Drain Permit
Description	
Applied Date	05/04/2023

Confirmation of submittal will appear. Click "Continue to permit" to view permit number.

✔ Your application was successfully submitted!

Your application has been successfully submitted. We will process your submittal in the order received. Should we require additional information in order to process your application a staff member will contact you.

[Continue to permit](#) ←

Project summary will appear and permit number is located on the top left of page.

Permit Number: PLDRAIN-2023-0010 ← [Add to Cart](#)

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Pool Drain Permit	Status: Submitted - Online	Project Name:
IVR Number: 101049	Applied Date: 05/04/2023	Issue Date:
District: 1	Assigned To:	Expire Date:
Finalized Date:		
Description:		

[Summary](#) | [Locations](#) | [Fees](#) | [Attachments](#) | [Contacts](#) | [More Info](#)

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Confirm application complete
- Process payment
- Issue Building Permit

Available Actions

[No Actions](#)

What to expect next

Staff will review method of drainage and location are appropriate in 1 to 2 business days. Staff will fee and invoice the permit. You will receive notification that fee is due. Permit issuance, the permit and payment options are available on CSS.