

CITY OF LYNN HAVEN
Building Department
Phone: (850) 265-2121 X 2135
inspections@cityoflynnhaven.com
buildingdepartment@cityoflynnhaven.com

You will find a checklist indicating what is required to pull a building permit. To ensure there is no delay in your permit application being processed, please use the checklist to confirm your submittal is complete, as incomplete application submittals will not be processed until all lacking documentation is provided.

1. Make sure you submit all your credentials and subcontractor's credentials with your application/submittals. Consisting of: DBPR License, General Liability/Workers Comp, Sunbiz Proof (Sunbiz.org), Tax Receipt (businessstax@cityoflynnhaven.com), Driver's License.
2. No more than one inspection will be provided without a Recorded Notice of Commencement.
3. PRIVATE PROVIDER INSPECTIONS CANNOT BE ENTERED IN OUR SYSTEM WITHOUT THE RECORDED NOTICE OF COMMENCEMENT.
4. No final inspection will be scheduled until ALL the required documentation is received by our office.
5. You can confirm Flood Zone here: <https://gis.baycountyfl.gov/lynnhaven2/>
6. Make sure signatures are Notarized where required.
7. Email completed submittals to: buildingdepartment@cityoflynnhaven.com



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SWIMMING POOL CHECK LIST

1. Two (2) sets of plans drawn to scale (one paper and one digital)
Pool plans showing compliance with Chapter 45 of Residential Building Code. Plans need to show pool depth, shape, ladders and steps, any water features, method of entrapment protection, plumbing diagrams with velocity flows, location of pumps, heaters, and motors, type of filter system with filter capacity, location of barriers, method of waste disposal, and electrical requirements of Chapter 42 in the Florida Residential Building Code.
 - A. Plumbing with readable details
 - B. Electrical readable details including grounding.
 - C. Pool deck
 - D. Pool depth
 - E. Location of equipment
 - F. Method of compliance of entrapment protection
 - G. Swim outs, ladders, steps, and water features
2. A Complete detailed Site Plan showing dimensions of property and distance from property lines. Showing all buildings and structures or other impervious surfaces.
3. Completed Permit Application
4. Method of Compliance with Barrier Requirements
5. Copy of Notice of Commencement
6. Copy of Deed (when applicable)
7. Total square footage of impervious area with pool and deck area with dimensions.

There must be a temporary barrier after the shell is installed.

Final inspection must be completed before any usage of pool.



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SWIMMING POOL PERMIT APPLICATION

Date: _____

Owner's Name: _____ Owner's Address: _____

Email: _____ Cell # _____

Contractor's Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Cell #: _____

FL License #: _____ Email: _____

ADDRESS OF PROJECT: _____

PARCEL ID #: _____

Cost of Construction: \$ _____

Please submit two (2) complete sets of drawing, site plan and scope of work

1 paper copy for plans review, 1 digital copy to attached to file

August 2024

817 Ohio Avenue • Lynn Haven, FL 32444
(850) 265-2121 EXT 2135
www.cityoflynnhaven.com
Email: buildingdepartment@cityoflynnhaven.com
inspections@cityoflynnhaven.com

Please enter the measurements from Site Plans:

Distance from property line: Left Side _____ Right Side _____ Rear Side _____

Total Lot Size _____ Total Impervious Surface Area _____

Driveway(s) Area _____ Walk Path Area _____ House Footage _____

Extreme Dimensions of Decking Length _____ Width _____

Flood Zone _____ Lowest Floor Elev. _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, and etc.

For improvements to real property with a construction cost of \$5,000 or more, a certified copy of the Notice of Commencement is required to be submitted to the Lynn Haven Building Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an affidavit attesting to this recording. A certified copy of the Notice of Commencement must be provided to the Lynn Haven Building Department before the first can be performed and posted on the jobsite.

NOTICE: The Lynn Haven Building Department does not have the authority to enforce deed restrictions or covenants on properties. You are advised to check for any restrictions that may affect your property.

The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of Section 469.003, Florida Statutes, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

IMPORTANT: The building permit is valid as long as there is construction progress and an approved inspection is recorded within each 180 days (6 months) period.

CONTRACTOR'S/OWNER'S AFFIDAVIT:

I hereby certify that the information contained in this Application is true and correct and that all work will be done in compliance with all applicable laws regulation construction and zoning.

Signature of Owner

Signature of Contractor

Date: _____

Date: _____

Notary to Owner

Notary to Contractor

Application approved by: _____ **Building Official**

CITY OF LYNN HAVEN BUILDING DEPARTMENT CONTRACTOR – OWNER AFFIDAVIT

ALL WORK SHALL COMPLY WITH THE APPLICABLE FLORIDA BUILDING CODE

AFFIDAVIT: Application is hereby made to obtain a permit to do work and installations as indicated. I certify that all the foregoing information is accurate and that all work will comply with all applicable codes. I understand these codes shall take precedence over all approved construction documents and issuance of this permit is verification that I will notify the property owner of § 713.135, Fla. Stat. (2024)

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

NOTICE: § 105.3.3, FBC, A permit issued by a building official shall have on the face or attached to the permit the following statement.

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

§ 105.3.2, FBC, Permit applications have a time period of 180 days after the date of filing them. The building official has the authority of granting extensions of 90 days. The request must be made in writing and demonstrate justifiable cause for the expiration.

OWNER/CONTRACTOR DISCLOSURE STATEMENT: I hereby certify that the information contained in this Application is true and correct and that all work will be done in compliance with all applicable laws regulating construction and zoning regulations. Application is hereby made to obtain a permit to do the work and installations as indicated. I hereby certify that no work or installation has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc.

ADDITIONAL ITEMS MAY APPLY: IMPROVEMENTS OF \$5,000.00 OR MORE REQUIRES A NOTICE OF COMMENCEMENT IMPROVEMENTS LESS THAT \$5,00.00 REQUIRES A COPY OF THE CONTRACT

Signature: _____ Date: _____ SEAL

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of 20____,

Name of person acknowledging

Signature of Notary Public

Personally Known ___ OR Produced Identification ___ Type of ID: _____



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Notice to Swimming Pool Owners Regarding Penalties for Not Providing Pool Barrier

I, (property owner's name) _____

at (address of pool) _____,

on this date _____, have read and understand this pool barrier notice and understand the penalties for not complying with Florida Law. I have been informed that, prior to filling pool with water, I will need approved inspections and a barrier as required by 515 Florida Statutes and section R4501.17 of the Current Edition Florida Building Code.

The Code requires pools to be protected by a barrier (an approved wall, fence, or other substantial structure). The barrier shall completely protect the pool and is intended to prevent unauthorized and /or unsupervised access to the pool. Effective March 1, 2002, jurisdictions cannot approve a final inspection for a pool unless it meets the following pool safety barrier requirements.

NOTE: An effective pool barrier must be provided. One, or a combination of the following methods, must be employed to provide the barrier. Please read all of the following, as some of the methods inter-relate to each other.

- A swimming pool with an approved safety pool cover complying with ASTM F1346.
- The pool may be isolated from access by a fence type barrier. If so, it shall be at least 4 feet (48") high and installed around the perimeter of the pool. Any openings in the barrier (railing, spacing, etc.) shall be less than 4" (inches). It must be designed to discourage climbing from the outside.
- Access gates, when provided, shall be self-closing and shall comply with the requirements of Sections R4501.17.1.1 through R4501.17.1.8 and shall be equipped with a self-latching locking device located on the pool side of the gate. Where the device release is located no less than 54 inches (1372 mm) from the bottom of the gate, the device release mechanism may be located on either side of the gate and so placed that it cannot be reached by a young child over the top or through any opening or gap from the outside. Gates that provide access to the swimming pool must open outward away from the pool. The gates and barrier shall have no opening greater than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
- If the wall of the home is part of the required barrier, any doors or windows in that wall must be equipped with an alarm that has a minimum sound pressure rating of 85 decibels at 10 feet and comply with UL 2017. A delay/muting switch, at least 54 inches high, shall be provided for each door with an alarm (except as noted in the next paragraph). Where a wall of a dwelling serves as part of the barrier, one of the following shall apply:

1. All doors and windows providing direct access from the home to the pool shall be equipped with an exit alarm complying with UL 2017 that has a minimum sound pressure rating of 85 dBA at 10 feet (30mm). Any deactivation switch shall be located at least 54 inches (1372 mm) above the threshold of the access. Separate alarms are not required for each door or window if sensors wired to a central alarm sound when contact is broken at any opening.

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Exceptions:

a. Screened or protected windows having a bottom sill height of 48 inches (1219 mm) or more measured from the interior finished floor at the pool access level.

b. Windows facing the pool on floor above the first story.

c. Screened or protected pass-through kitchen windows 42 inches (1067 mm) or higher with a counter beneath.

2. All doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device with positive mechanical latching/locking installed a minimum of 54 inches (1372 mm) above the threshold, which is approved by the authority having jurisdiction.

3. A swimming pool alarm that, when placed in a pool, sounds an alarm upon detection of an accidental or unauthorized entrance into the water. Such pool alarm must meet and be independently certified to ASTM Standard F2208, titled

“Standard Safety Specification for Residential Pool Alarms,” which includes surface motion, pressure, sonar, laser, and infrared alarms. For purposes of this paragraph, the term “swimming pool alarm” does not include any swimming protection alarm device designed for individual use, such as an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water.

Property Owner’s Signature

Date

Sworn to (or affirmed) and subscribed before me this _____ day of, 20_____, by

_____ (name of person making statement).

Signature of Notary Public (State of Florida)

Personally Known____ or Produced Identification_____

Type of Identification Produced_____

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CONTRACTOR CREDENTIALS TO PULL PERMITS

Business Name: _____

Contractor's Name: _____ Contact #: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Preferred Office Contact Name: _____

Business Preferred Office Contact #: _____

CERTIFIED STATE LICENSE HOLDERS

1. Copy of Florida State License
2. Copy of Sunbiz Registration (Sunbiz.org)
3. Copy of Certificate Liability Insurance
(Should state City of Lynn Haven 817 Ohio Ave., Lynn Haven, FL 32444-2351 as certificate holder)
4. Copy of Worker's Comp Insurance or Exemption Certificate
(Should state City of Lynn Haven 817 Ohio Ave., Lynn Haven, FL 32444-2351 as certificate holder)
5. Business Tax Receipt / Occupational License
6. Need a Letter Signed and Notarized by State License Holder on Company Letterhead Naming the Persons who are Authorized to Pull Permits Under his/her License
7. Copy of Driver's License

REGISTERED STATE LICENSED HOLDERS

1. All Items Listed Above are Required in Addition to the Following
 2. Original \$5,000.00 Bond Made Payable to City of Lynn Haven
 3. Current Bay County Competency Card
 4. City of Lynn Haven Competency Card
(City of Lynn Haven Competency Card will expire the same date DBPR State License expiration date indicates)
-

Office Use Only: Customer #: _____ Date: _____

Worksheet for Swimming Pool

Parcel # _____ RE _____

Address _____

Land Use _____ ISR (_____) _____

Lot Size _____

Current Impervious Service Ratio: House _____

Driveway _____

Sidewalk _____

Patio/Porches _____

Other Impervious Surfaces _____

Total: _____

Proposed _____

Grand Total: _____

This form has been completed to the best of my abilities and I certify that the above information provided is accurate and complete.

Sign: _____ Date: _____

Please print your full name: _____

Staff use only

Set Backs Code

Set Backs Proposed

Rear

Rear

Side

Side

Side adjacent to street

Side adjacent to street

Proposed plan and Impervious Service Ratio meets Unified Land Development Code

Proposed Plan and ISR does not meet ULDC code

Recommended Building Official make on-site visit

See Comments

Comments _____

NOTICE OF COMMENCEMENT

Permit No. _____

Parcel No. _____

State of Florida
County of Bay

The undersigned hereby gives **Notice** that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this **Notice of Commencement**.

Description of property (legal description of the property, and street address if available): _____

General description of improvement: _____

Owner Name: _____
Address: _____

Owner's interest in site of the improvement: _____

Fee Simple Titleholder Name: _____
Address: _____

Contractor Name: _____

Address: _____ Phone Number: _____

Payment Bond Surety: _____
Address: _____
Phone Number: _____ Amount of Bond: \$ _____

Lender Name: _____
Address: _____ Phone Number: _____

Person within the State of Florida designated by Owner upon whom **Notices** or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:

Name _____
Address _____ Phone Number: _____

In addition to himself or herself, Owner designates _____
of _____ to receive a copy of the Lienor's **Notice**
as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: _____

Expiration date of **Notice of Commencement** is one (1) year from date of recording unless a different date is specified _____.

Signature of Owner: _____

STATE OF _____
COUNTY OF _____

Sworn to, Subscribed and Acknowledged before me by means of (____) physical presence or (____) online notarization, on this _____ day of _____, 20____ by _____, who (____) is personally known to me or (____) produced identification _____.

Notary Public
NOTARY SEAL

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.



Swimming Pool Barrier

Swimming Pool and Spa Code

Why do I Need a barrier around my pool?

Barriers are not child proof, but they provide layers of protection for a child when there is a lapse in adult supervision. Barriers give parents additional time to find a child before the unexpected can occur. These design controls are intended to provide protection against the potential drowning and near drowning by restricting access to such pools or spas. Barriers include a fence or wall, door alarms for the house, and a power safety cover over the pool. Use the following recommendations as a guide. The City of Lynn Haven has adopted the pool barrier requirements of the Pool and Spa Code.

A successful pool barrier prevents a child from getting OVER, UNDER, or THROUGH and keeps the child from gaining access to the pool except when supervising adults are present.

LYNN HAVEN BUILDING DEPARTMENT

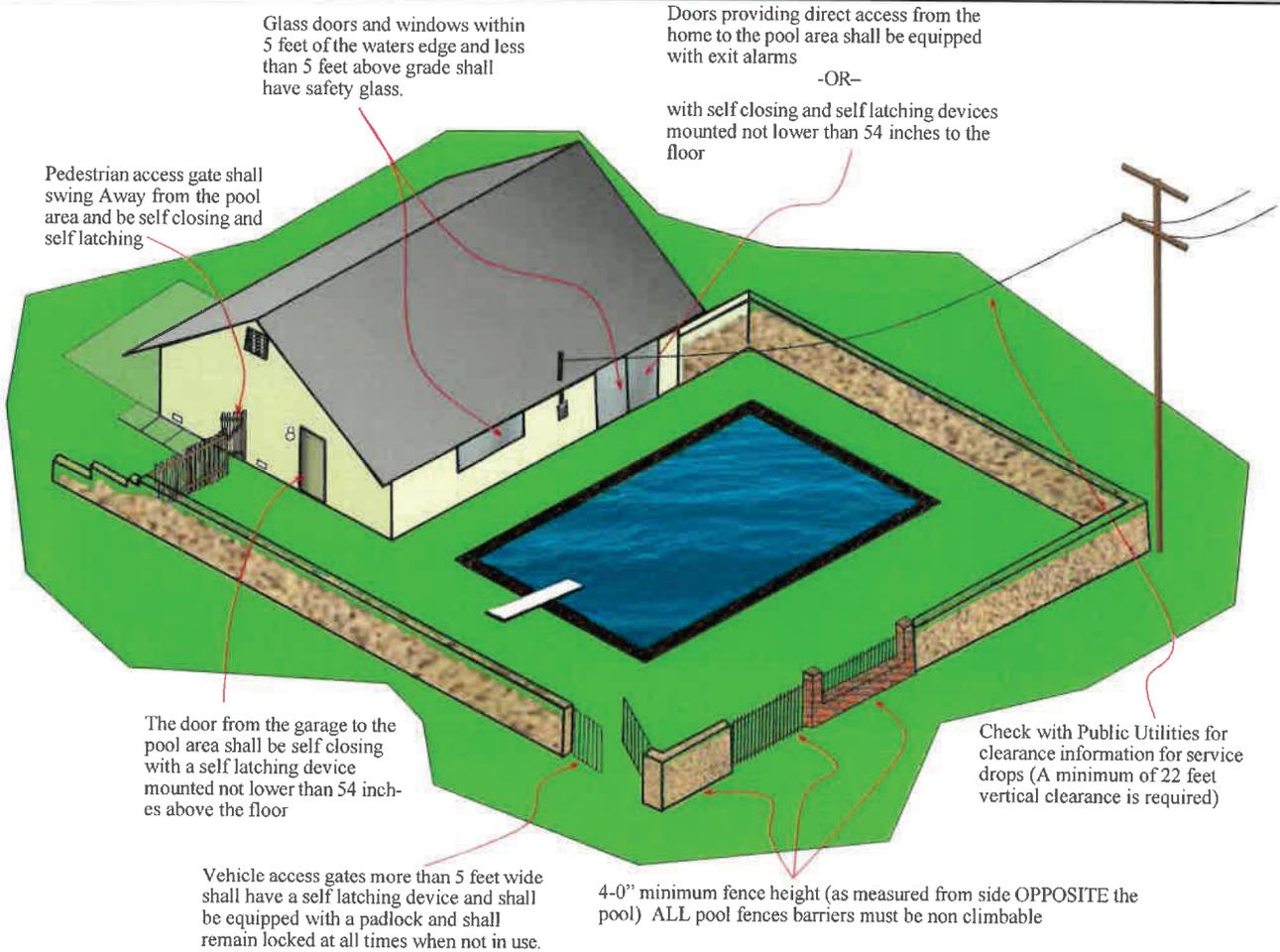
817 Ohio Ave Lynn Haven Florida
32444

Hours of Operation

Monday—Friday

7:30 am - 4:30 pm

The information contained within this bulletin is the most common needed to obtain a permit and is not representative of all the conditions that may be encountered during the construction of your project.



305.2.1 Barrier height and clearances.

Barrier heights and clearances shall be in accordance with all of the following:

1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.
3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.
4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).

305.2.2 Openings.

Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.

305.2.3 Solid barrier surfaces.

Solid barriers that do not have openings shall not contain indentations or protrusions that form handholds and footholds, except for normal construction tolerances and tooled masonry joints.

305.2.4 Mesh fence as a barrier.

Mesh fences, other than chain link fences in accordance with Section 305.2.7, shall be installed in accordance with the manufacturer's instructions and shall comply with the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.
2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.
3. The fence shall be designed and constructed so that it does not allow passage of a 4-inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not be more than 4 inches (102 mm) from grade or decking.
4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to,

devices that provide the security equal to or greater than that of a hook-and-eye-type latch incorporating a spring-actuated retaining lever such as a safety gate hook.

5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 305.3.
6. Patio deck sleeves such as vertical post receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of onground residential pools.

305.2.5 Closely spaced horizontal members.

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed 13/4 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 13/4 inches (44 mm) in width.

305.2.6 Widely spaced horizontal members.

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed 13/4 inches (44 mm).

305.2.7 Chain link dimensions.

The maximum opening formed by a chain link fence shall be not more than 13/4 inches (44 mm). Where the fence is provided with slats fastened at the top and bottom which reduce the openings, such openings shall be not more than 13/4 inches (44 mm).

305.2.8 Diagonal members.

Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not more than 13/4 inches (44 mm). The angle of diagonal members shall be not greater than 45 degrees (0.79 rad) from vertical.

305.2.9 Clear zone.

There shall be a clear zone of not less than 36 inches (914 mm) between the exterior of the barrier and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the barrier.

305.2.10 Poolside barrier setbacks.

The pool or spa side of the required barrier shall be not less than 20 inches (508 mm) from the water's edge.

305.3 Gates.

Access gates shall comply with the requirements of Sections 305.3.1 through 305.3.3 and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool or spa, shall be self-closing and shall have a self-latching device.

305.3.1 Utility or service gates.

Gates not intended for pedestrian use, such as utility or service gates, shall remain locked when not in use.

305.3.2 Double or multiple gates.

Double gates or multiple gates shall have at least one leaf secured in place and the adjacent leaf shall be secured with a self-latching device. The gate and barrier shall not have openings larger than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the latch release mechanism. The self-latching device shall comply with the requirements of Section 305.3.3.

305.3.3 Latches.

Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from grade, the release mechanism shall be located on the pool or spa side of the gate not less than 3 inches (76 mm) below the top of the gate, and the gate and barrier shall not have openings greater than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

305.4 Structure wall as a barrier.

Where a wall of a dwelling or structure serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall, one of the following shall be required:

1. Operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor and doors shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017. In dwellings or structures not required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located 54 inches (1372 mm) or more above the finished floor. In dwellings or structures required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.

2. A safety cover that is listed and labeled in accordance with ASTM F 1346 is installed for the pools and spas.

3. An approved means of protection, such as self-closing doors with self-latching devices, is provided.

Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.

305.5 Onground residential pool structure as a barrier.

An onground residential pool wall structure or a barrier mounted on top of an onground residential pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, the wall complies with the requirements of Section 305.2 and the pool manufacturer allows the wall to serve as a barrier.

2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 305.2.

3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 305.

4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4-inch (102 mm) diameter sphere.

5. Barriers that are mounted on top of onground residential pool walls are installed in accordance with the pool manufacturer's instructions.

305.6 Natural barriers.

In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge not less than 18 inches (457 mm), a barrier is not required between the natural body of water shoreline and the pool or spa.

305.7 Natural topography.

Natural topography that prevents direct access to the pool or spa area shall include but not be limited to mountains and natural rock formations. A natural barrier approved by the governing body shall be acceptable provided that the degree of protection is not less than the protection afforded by the requirements of Sections 305.2 through 305.5.