



**Town of Northborough  
Building Department**

63 Main Street  
Northborough, MA 01532  
Phone: 508-393-5010  
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When applying for a building permit to install a swimming pool the following information is required:

**ON / ABOVE GROUND POOL:**

- Residential Building Permit Application
- “Listing of Required Inspection Form” (Homeowner’s signature required)
- Site / Plot plan showing pool location and dimensions to property lines (15 ft. min.)
- A brochure sheet from the manufacturer showing size and type (round, oval, etc.)
- Calculations for Impervious Groundcover (if applicable)

(Note: Construction Supervisor License, “Homeowner License Exemption”, Home Improvement Contractor Registration or H.I.C.R. Affidavit are not required)

**IN-GROUND POOL:**

- Residential Building Permit Application
- “Listing of Required Inspection Form”: (Homeowner’s signature required)
- The contractor must have a Home Improvement Contractor’s Registration (HICR) on file in our office.
- Site / Plot plan showing pool location and dimensions
- Calculations sheet for Impervious Groundcover (if applicable)
- Engineered drawings for pool structure (indicate size)
- The contractor must have a Construction Supervisor’s License on file in our office

**Please note:**

If your property is in one of the Town’s Groundwater Protection Overlay Districts, the “Calculation Sheet for increase to Impervious Surface must be submitted.