

Model Annual Pool/Spa/Hot Tub Inspection Notice

[Insert Municipality name here] Office of Construction Code Enforcement

[Insert CCE Office Address here]

[Insert CCE Office Telephone no. here]

[Insert CCE Office hours here]

[Insert Notice date here]

[Insert Owner name here]

[Insert Owner address here]

Re: [Insert Block/Lot here]; Annual Pool/Spa/Hot Tub Inspection

Dear Property Owner:

Tax records indicate that you are the owner of the referenced property, which contains a public swimming pool, spa and/or hot tub. As the owner of a property containing a public swimming pool, spa and/or hot tub, please be advised of the following:

- P.L. 1998, c. 137, which supplements the State Uniform Construction Code (UCC) Act, provides for periodic electrical inspections and testing of swimming pools, spas and hot tubs, with the exception of those associated with a one- or two-family dwelling.
- Pools, spas and hot tubs are required to have a “bonding and grounding” certificate issued by a recognized electrical testing agency or licensed electrical contractor, and an electrical Certificate of Compliance issued by the local Construction Code Enforcement agency upon satisfactory completion of a visual inspection.
- The Certificate of Compliance under which the swimming pool, spa and/or hot tub on the referenced premises may be used and occupied is about to expire. Pursuant to N.J.A.C. 5:23-2.18C, it is unlawful to continue the use and occupancy of a swimming pool, spa or hot tub until a copy of a valid bonding and grounding certificate has been made available to the construction official, the pool, spa or hot tub has been inspected, payment of the inspection fee has been made and an electrical certificate of compliance has been issued.

Please contact our office to schedule your facility’s swimming pool, spa and/or hot tub annual inspection. We may be reached at the address and telephone number above. To guard against a possible interruption in the use of your swimming pool, spa and/or hot tub, your request for inspection should be made at least three (3) weeks prior to the current Certificate of Compliance’s expiration date.

Sincerely,

[Municipal name] Electrical Subcode Official