



POOL PLAN STAMP AND INSTRUCTIONS: JWSC requires all Pool Plans to address 6 items by affixing the JWSC Pool Plan Review Checklist stamp onto each Pool Plan submittal. Pool Plans received for review without the stamp will be returned as Non-Compliant.

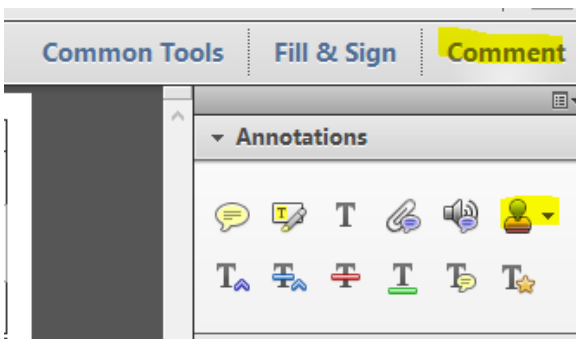
There are 2 ways to affix the stamp to Pool Plans

OPTION 1 (must have Adobe Acrobat Pro): Using the Pool Plan Checklist Stamp PDF (page 3), create a 'Stamp' and affix to Pool Plans, fill in the stamp, then submit to Glynn County. **Step-by-Step instructions are below.**

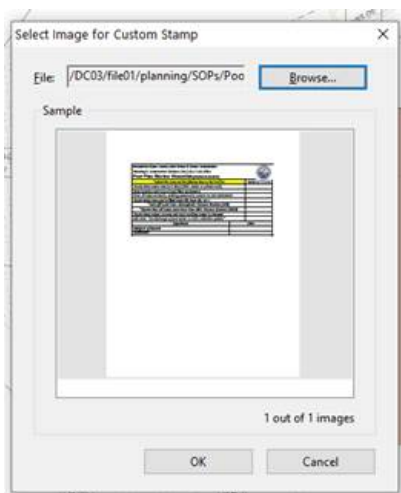
OPTION 2: Save the fillable Pool Plan Checklist Stamp PDF (page 3) to your computer. With each pool submittal, open and complete the checklist then **COPY/PASTE ONTO THE PLAN.**

OPTION 1 INSTRUCTIONS – REQUIRES ADOBE ACROBAT PRO AND ASSUMES THE POOL PLAN HAS BEEN SCANNED AND SAVED TO YOUR COMPUTER

1. Save the attached PDF fillable stamp to your computer
2. Open Adobe Acrobat Pro > go to Comment > Annotations > Add Stamp > Custom Stamps > Create Custom Stamps



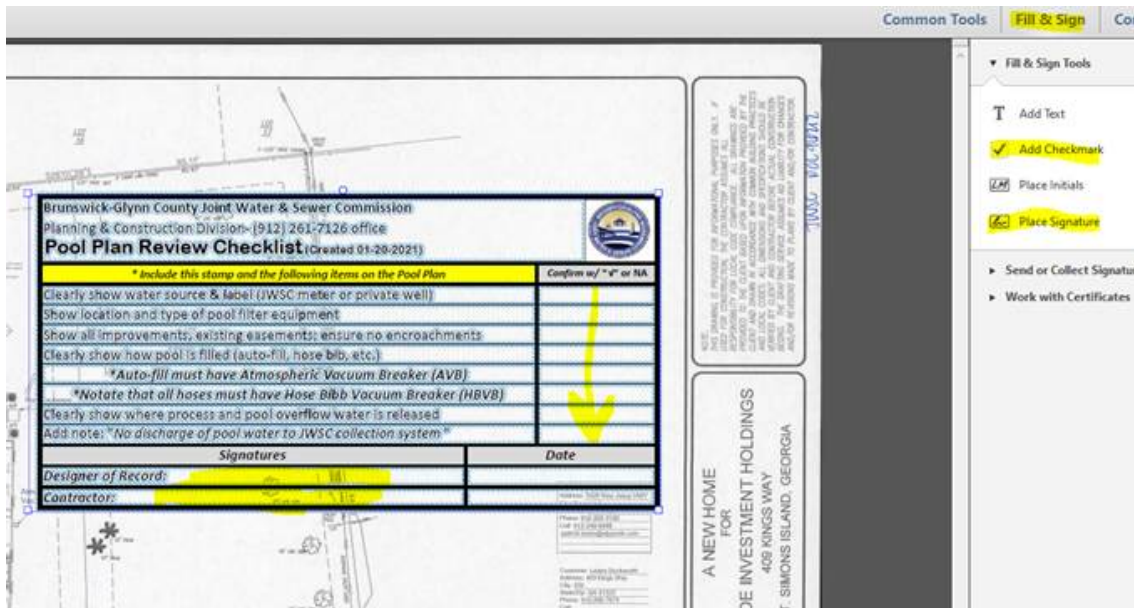
3. Browse your computer and select the saved PDF fillable stamp. You have the choice to save it under Dynamic, Sign Here or Standard Business. **Best Practice: Save under Dynamic.**



- Open your Pool Plan (make sure you are in Edit Mode) > Comment > Annotations > Add Stamp > Dynamic > then select the Pool Stamp



- Once it is on the Pool Plan you will want to make the Checklist larger so it can be billed in > Fill & Sign to Add Checkmarks and Signatures



- Save the Pool Plan PDF, now with the completed Pool Plan Review Checklist Stamp, back to your computer then proceed with the normal submittal process.

Brunswick-Glynn County Joint Water & Sewer Commission

Planning & Construction Division- (912) 261-7126 office

Pool Plan Review Checklist (Created 01-20-2021)



* Include this stamp and the following items on the Pool Plan		Confirm w/ "✓" or NA
Clearly show water source & label (JWSC meter or private well)		
Show location and type of pool filter equipment		
Show all improvements, existing easements; ensure no encroachments		
Clearly show how pool is filled (auto-fill, hose bib, etc.)		
*Auto-fill must have Atmospheric Vacuum Breaker (AVB)		
*Notate that all hoses must have Hose Bibb Vacuum Breaker (HBVB)		
Clearly show where process and pool overflow water is released		
Add note: "No discharge of pool water to JWSC collection system "		
Signatures		Date
Designer of Record:		
Contractor:		