

For swimming pool and spa submittals, please submit design plans, specifications and calculations in conformance with this document. We can only accept and process complete (not partial) sets of plans and specifications. Submitting an incomplete plan set will significantly delay the plan check process.

References and details such as “see plans” or “plans comply” will not be accepted. Show or note specifically how compliance with code requirements is to be achieved. Note that engineer stamped plans cannot be modified in any way (e.g. red-lined) except by the original engineer. Plans modified by others will not be accepted.

Indicate which detail, specification, or calculation shows the required information. Notes of a general nature, such as “handrails shall be as per CBC are not acceptable, the specific requirements must be listed.

SUBMITTAL REQUIREMENTS

1. A minimum **3 sets** of plans shall be submitted. These plans shall fully show or include:
2. Swimming pool structural sheets must be wet stamped and signed. All persons preparing plans for others shall sign those plans, note their license number and expiration date of license.;
3. Details that are to be used from the structural sheet shall be circled indicating intended use, details not intended to be used shall be crossed out. The Steel Schedule shall be highlighted indicating soil type, superimposed loads and depth of pool, etc.;
4. Provide a plot plan of the property as specified below.
5. Indicate the method of providing a barrier completely encircling the pool and/or spa. Indicate on the plot plan the location and components of the barrier. (fence, gates, alarms, house walls, etc.);
6. Provide information on the electrical service at the property as specified below.
7. Gazebos installed in conjunction with spas, will only require plans if the gazebo is to be site built. Prefabricated gazebos not exceeding 10 feet in diameter and only enclosing the spa will not require detailed plan submittal.
8. Note on plans that City Business Licenses are required for all contractors and subcontractors providing work on the building or site.

PLOT PLANS

1. Provide plot plan for the entire property. The preferred scale is 1" = 20'.
2. Show lot dimensions, setbacks, and fence locations.
3. Indicate compliance with the following setback requirements:

SETBACKS	DISTANCE TO PROPERTY LINE	DISTANCE TO STRUCTURE	DISTANCE TO WINDOW OR DOOR
In-ground spa	5 feet	5 feet	No Restrictions**
Swimming pool	5 feet	5 feet	No Restrictions**
Gas fired heater vent	4 feet*	See Listing	4 feet
Equipment (pumps & filters)	No Restrictions		
Equipment shelter	See Planning for Setbacks		No Restrictions

* Heaters may not to be located in side yards with 5' set-back.

** Glazing within 5 feet of pools and spas musty be safety glass.

4. Specify and show the location of the barrier completely surrounding the pool and/or spa;
5. Indicate the location and type of hardware used for the self-closing and latching gates & doors; and,
6. Indicate the location and type of hardware and/or alarms used for alternates to the self-closing and latching doors of any house wall forming part of the barrier.
7. Indicate the location of all pool equipment, such as pumps, filters and heaters.

PLUMBING

1. Indicate on the plans that a vacuum breaker shall be installed on fill line;
2. Indicate if an autofill is to be provided.
3. Autofill fill lines must be provided with a pressure vacuum breaker.
4. Plumbing lines shall be tested at 35 psi.
5. Piping must be buried and covered with 12" minimum of fill or concrete cover;
6. Piping shall not be embedded in gunite;

POOL & SPA HEATERS

1. Specify on the plans that the pool heater has a length of plumbing (36 inch minimum) between the filter and the heater to allow for the possible future addition of solar heating equipment.
2. Specify on the plans that the pool heater has a thermal efficiency of at least 75 percent and that the heater is so labeled or identified.

3. Specify on the plans that an outdoor pool equipped with a heater is also equipped with a pool cover. Specify that the pool cover will precut and fit for the final inspection.
4. Specify on the plans that time clocks will control the pool circulation pump so that the pump can be set to run in the off-peak electric demand period and for the minimum time necessary to maintain the water in a clear and sanitary condition. Specify this time in minutes or hours and minutes.

ELECTRICAL REQUIREMENTS

1. Indicate how power is to be provided for the pool, spa and equipment;
2. Submit electrical load calcs for the electrical service. This should include the house load, sub panel loads and pool loads.
3. Indicate the source of the pool electrical power supply (i.e. the main feeds the sub-panel, the sub-panel feeds the pool sub panel).
4. Indicate the size and make of the house electrical service and sub panels.(i.e. 100/125/200 Amps)
5. Indicate that pool feeder will be ran in conduit.
6. Indicate the size and type of all feeders serving the pool and/or associated equipment.
7. Show the location on the plans of a 15 or 20 amp GFCI outlet located not closer than 10 feet nor further than 20 feet from edge of the water. (NEC 680.6)
8. Show on plans that an Equipotential bonding grid using a minimum #8 Cu or a #3 rebar shall extend a minimum of 3 feet from the inside walls of the pool under all paved walking surfaces.
9. Underground wiring shall not be located within 5 feet of the pool unless serving the pool equipment.
10. A 30" wide by 30" deep working space shall be provided at all electrical equipment.

STRUCTURAL DESIGN

1. All engineering plans and specifications shall be signed and sealed or stamped by the engineer to indicate his or her responsibility for them. The signature must be "wet".

POOL & SPA BARRIERS

Pools and spas must be enclosed within a barrier that complies with the following:

1. The barrier must completely enclose the pool and/or spa.
2. Fences must be at least 5' in height
3. Any openings, holes or gaps in the fence/barrier can't exceed 4" between pickets, posts or other portions of the barrier.
4. The distance between the bottom of the fence and finished concrete may not exceed 4".

5. The distance between the bottom of the fence and firmly compressed earth may not exceed 2”.
6. Gates or doors in the barrier must be self-closing and self-latching. Latches must be installed a minimum of 5’ above the ground or be accessible only from inside of the fence. The latching mechanism must keep the gate or door securely closed. The self-closing mechanism must be able to close the door or gate with the wind blowing.
7. Homes constructed with a drive-thru garage are required to have the pool and/or spa area fenced.
8. A house wall may be used as part of the barrier. Doors or other exit openings may be in the house wall provided the following protection methods are followed:
 - a) Any doors or other exit openings in the house wall must comply with the self-latching self-closing requirements above, or
 - i. A “listed” and approved safety-type cover is installed, or
 - ii. For sliding glass doors only, an “approved” audible alarm¹ (*Poolguard or Techko*) shall be installed on any sliding glass door that exits to the pool or spa area, or
 - iii. A dome is installed over the pool/spa.

¹*The house burglar alarm system can not be used as a pool alarm. An audible alarm is an alarm that produces an audible warning when the door and its screen, if present, are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened, and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as a touch-pad or switch, to temporarily deactivate the alarm for a single opening. Such deactivation shall last for no more than 15 seconds. The deactivation switch shall be located at least 54 inches above the threshold of the door. We presently only have two makes and models of approved alarms.*

Pools and spas must be enclosed within a barrier that complies with the following:

1. The barrier must completely enclose the pool and/or spa.
2. Fences must be at least 5' in height measured from the side away from the pool.
3. Any openings, holes or gaps in the fence/barrier can't exceed 4" between pickets, posts or other portions of the barrier.
4. The distance between the bottom of the fence and finished concrete may not exceed 4".
5. The distance between the bottom of the fence and firmly compressed earth may not exceed 2".
6. Gates or doors in the barrier must be self-closing and self-latching. Gates must swing away from the pool or spa enclosure.
7. Latches must be installed a minimum of 4' above the ground or be accessible only from inside of the fence. The latching mechanism must keep the gate or door securely closed. The self-closing mechanism must be able to close the door or gate with the wind blowing.
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SUBMIT TO THE BUILDING DIVISION:

TWO (2) COPIES OF A PLOT PLAN SHOWING THE FOLLOWING INFORMATION

1. Label on plans, "Portable Packaged Spa."
2. Indicate distance from property lines to spa (setbacks).
3. Show location and size of proposed electrical disconnect (locate insight of spa no more than 50 feet away and no closer than 5 feet) and if fused, indicated amperage of fuse.
4. Show location of power source for spa and indicate circuit breaker size in amperes.
5. Show location, size and type of electrical conduit.
6. Indicate size of conductors within the conduit.
7. If a deck is to be constructed, provide structural drawings.
8. A 120-volt 15 or 20 amp receptacle shall be located not less than 5 from, and not exceeding 10 feet from, the inside wall of the spa. All exterior receptacles are required to be GFCI protected unless located 6'6" or above grade. Show the location of the receptacle on the plans.
9. Windows/glass within 5 feet of the waters edge must be tempered glass.
10. Installation instructions on job site at time of inspection.

Please provide copies of your drawings prepared in pen or photocopies, as we do not accept pencil drawings.

If you submit complete drawings your permit may be issued over-the-counter. Incomplete drawings may result in delay.