



# NEW POOL SUBMITTALS

## Checklist For New Residential Pools & Spas

Applications for in-ground and above ground pools and spas require the following documents to be complete. Use this checklist as a guide to help you prepare your submittal. Which items you will need depend upon the design of the structure you intend to build. Each project is unique and yours may have submittal requirements in addition to the ones listed here. Check with a member of our staff to confirm exactly which documents you will need.

### Basic Information

1. All drawings, unless otherwise stated must be on a minimum of 11" X 17" paper, drawn to scale using English measure, and signed by the architect or draftsman. Only the two copies for the Building Department (see below) must be wet signed.
2. All check marked forms are required. Which of the remaining forms you need will depend on the scope of your project. Consult our staff.
3. Pools and Spas require approval by all departments. You will need to provide the appropriate number of copies upon submittal. (see below).
4. "Pool houses", equipment buildings, fire pits, retaining walls or any other associated structure will require a separate permit.
5. Incomplete submittals will not be accepted. Be sure you have all the required documents when you submit.
6. Plan review fees are due at submittal. Permit fees, and any additional state and/or county fees are due at issuance.

### Number & Size of Drawings

- 3 Complete Sets of Plans properly sized.

Plan drawings **must be a minimum of 11" X 17" and a maximum of 24"x 36" paper**, drawn to scale using English measure, and signed by the architect or draftsman. **Larger paper sizes will not be accepted.**

Plans must be submitted **bound by a maximum of three staples**. Please do not use multiple staples within the same planset bundle.

***PLEASE NOTE: Incomplete submittals will not be accepted. Please be sure you have all the required documents ready when you submit.***

### Forms

- Completed Application
- Agent Authorization Form
- Pool Safety Notice\***
- Project Guidance for Stormwater Quality Compliance

### Drawings

- Title Page - Include all required information.
- Site Plan - Show all structures. See Sample Site Plan Requirements (Building Documents-Additional Forms).
- Steel Schedule
- Architectural Drawings
- Plumbing Plan
- Electrical Plan
- Equipment List

Note: Pools heated by solar or geothermal means will need additional information. Please check with a staff member.

### Supporting Documents

- HOA Pre-Approval Structural
- Calculations (2 Sets)
- Geologists/Soils Report

\*The Pool Safety Notice can be found at our website, under Building Forms-Additional Forms. It requires the owner or owner's authorized agent to sign the form (Authorized Agent Form is also located under Additional Forms). **Two** safety features must be installed on all new pools.