



CHECKLIST FOR RESIDENTIAL POOLS BUILDING PERMIT APPLICATION

All permit applications are submitted through the CSS Portal and must be true and complete including a written Scope of Work narrative.

PERMITS (as applicable)

- ☐ Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- ☐ Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.

This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments in the jurisdiction in which you are applying for a permit.

PLANS & DOCUMENTS (as applicable)

- ☐ The permit application must be complete. Incomplete submittal may result in a delay in review or issuance.
- ☐ Full set of final issued Construction Plans in compliance with applicable sections of the International Building Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and National Electrical Code **currently adopted and amended in the jurisdiction in which you are applying.**
- ☐ Construction Cost – total cost of construction only.
- ☐ Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- ☐ When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed.** Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.

POOLS: Plans, Details and Construction Documents must comply with the city adopted International Swimming Pool and Spa Code (ISPSC) and the National Electric Code (NFPA 70).

- ☐ Scope of work, including Pool Classification and PoolType
- ☐ Site Plan* showing all existing structures and proposed Pool location.
 - The plan must be scaled and dimensioned.
 - specifications shall include dimensioned plans for all decks, mechanical equipment, and fencing.
 - Electrical Utility Poles, Underground and overhead Electrical must be shown on site plan.
- ☐ Structural Plan must include:
 - Type of construction (gunite, poured concrete, etc.)
 - Dimensions of pool, including depth and adequate cross-sections drawn to scale.
 - Pool layout with all sizes shown and material to be used.
 - Location of the main outlet, surface simmers, and inlets.
 - Pool edge details, indicate if any pool walls are 4' or greater from the bottom of the footing to the top of the wall.

- Mechanical Plans must indicate:
 - The volume, system flow rate in gallons per minute, and turnover in hours.
 - The type and size of filtration.
 - The type and size of pool / spa heater.
 - The pool / spa layout with all sizes shown and types of materials to be used, location of main outlet, surface skimmers, and inlets.
 - The size and length from source to heater and routing of gas line, if applicable.
- Pool Barrier details
- Deck plans and details, as applicable.
- Floodplain/ Floodway Report when applicable, *** **ONLY if located in Special Flood Hazard Area and as determined by local Floodplain Administrator.**
 - Elevation Certificate based on construction drawings sealed, signed and dated by a registered land surveyor, if applicable.

***PLEASE NOTE:** The scope of the reviews performed by ATS do not include the alterations to site drainage for construction of the pool. Please check with your local jurisdiction for additional documentation that may be required.