



CITY OF BLACK DIAMOND POOL, SPA & HOT TUB CHECKLIST

This submittal checklist identifies minimum application elements for the City to accept an application. A permit is required for any recreational bathing structure that contains water over 24" deep (pre-fabricated swimming pools that are less than 24 inches deep are exempt per IRC R105.7). This includes in-ground and above ground swimming pools, hot tubs, portable and non-portable spas and fixed-in-place wading pools. If any required items are not provided, the applicant will not be accepted at the counter. The permit card and approved plans, if applicable, must be on the site at the time of the required inspection.

Applications must be completed entirely at time of submittal. Refer to the checklist below to ensure all details are included in your application.

1. Completed and signed Master Building Application
2. Contractor's License number and expiration or Owner Affidavit in Lieu of Contractor Registration
3. Three site plans – minimum size 8 ½ x 11 to engineer scale
Site plans MUST include:
 - List the property address, lot number, and assessor parcel number
 - Label and provide all property line dimensions
 - Show and label distance to water's edge from all property lines
 - Indicate pool dimensions (width, length and maximum depth)
 - Indicate all structures, existing and new. Include gas lines and connections to pool and pool equipment – decking and/or slab placement (if any)
 - Specify the location of construction access
 - Details of approved fence/gate structure per IRC, appendix G
4. Two sets of construction plans and calculations
 - Plans and structural calculations shall be prepared by a licensed engineer and must be stamped and *sealed with original signature*
 - Electrical Plans
 - Location of all electrical equipment associated with the pool/spa installation
 - Location of the panel board (at the residence) from which the pool/spa equipment will receive its power
 - Size, gauge and burial depth of conduits and conductors
 - Ratings of all over-current devices
 - Ratings and locations of all ground-fault protection devices and disconnecting means
 - Electrical load calculations for the residence which include the loads for the proposed pool/spa and associated heaters, water features, etc.
5. A City of Black Diamond Business License is required to issue all permits. If applying, please allow for two weeks to obtain the license. If business is located outside of the city limits, these permits can be issued over-the-counter.

All work shall comply with the current adopted codes and ordinances, as amended.