



## POOL, SPA & HOT TUB SUBMITTAL 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. This includes in-ground and above ground swimming pools, hot tubs, portable and non-portable spas and fixed-in-place wading pools. If any of the required items are not provided, the application will not be accepted at the counter.

Check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. The permit technician will check off each box under Staff when the item is confirmed as included in the submittal package.

### GENERAL SUBMITTAL REQUIREMENTS

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	Contractor's License number and expiration date
<input type="checkbox"/>	<input type="checkbox"/>	Three (3) Site Plans – Minimum size 18"x24" (1/8" = 1' scale). Site plans must Include the following: <ul style="list-style-type: none"><li>a) Property lines, easements, right-of-way, and overhead utilities adjacent to pool area or over the property.</li><li>b) Existing structures, fencing, retaining walls, and other relevant characteristics.</li><li>c) Setbacks, side yards and clearance from existing structures adjacent to proposed area.</li><li>d) Mechanical equipment pad (if any), dimensions and location.</li><li>e) Decking and/or slab placement.</li><li>f) Site drainage</li><li>g) Details of approved fence/gate structures per International Residential Code Appendix G.</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	Separate mechanical permit required if pool, spa or hot tub is to be heated with Natural gas or propane.