Residential: Swimming Pool Submittal Requirements

Residential swimming pools must meet the requirements of Chapter 3 & 8 of the International Swimming Pool and Spa Code. Exempt – Prefabricated swimming pools that are less than 24-in deep.

Required submittal items – missing items will delay plan review:

1. **Proof of Ownership.** Title Commitment, O&E, or Deed noting ownership.
2. **Agent affidavit.** Signed owner statement that contractor may act as agent.
3. **Site/Plot Plan.** Provide a plot plan that shows the following information:
   (Note: An ILC is required prior to the issuance of a COC)
   a. Proposed location on property
   b. Distances between each lot/property line to proposed swimming pool
   c. All utility locations/setbacks
   d. Distances between proposed pool and any existing structures
   e. Identify the street
   f. Driveway location with length and width
   g. North arrow / Scale
4. **Site Grading Plan.** Site grading must match the plan for the lot and subdivision.
   A site grading cert from the engineer may be required prior to a COC.
5. **Plans.** Provide the following drawings:
   a. Pool layout, depth, and dimensions
   b. Location and details for any ladders, slides, features.
   c. Show location of all concrete located within 10' of the pool area.
   d. Elevations view of pool showing depth and location of accessories.
   e. Fencing elevation and location
   f. Safety cover specifications
   g. Appliance and equipment locations and details
   h. Insulation r-values
   i. Gas piping one line calculation and drawing showing new and existing connections to the gas line.
   j. Electrical details showing all equipment and grounding.
   k. Indicate all required safety features
6. **Manufacturer’s specifications** for all equipment and safety items.
7. **Engineered** structural drawings.
8. **Energy Code** Compliance Documents - you must include all details from the energy code on the plans.
9. **Soils Report** and Open Hole letter. A soils investigation must be completed for each lot that is proposed to be built on. An open hole letter is required prior to pouring to validate soils conditions.