

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.

