



## Construction Permit Submittal Requirements for Residential POOL & SPA

The following documentation is *required* to be submitted with each construction permit application unless it is verified by staff as not applicable. If any information is missing, the application *will be returned as incomplete* until all required materials are included with the submittal. If you have questions or want to verify the number of plan sets required, please call: [805-781-5600](tel:805-781-5600) and ask for a Land Use Technician.

### Application Package must include:

- Construction Permit Application Form
- Vicinity Map (directions to property)
- Site Plan/Plot Plan
- Pool Plan
- Electrical, Mechanical & Plumbing
- Structural Plans & Details (Site Specific)
- Supporting Documentation

### Required plans for the application:

#### 1. Electronic Submittal

- One file with all plan sheets listed below
- One file for each supporting documents

#### 2. Paper Submittal (Minimum size 11" x 17")

- Two copies of all plan sheets listed below
- Two copies of each supporting documents

### PLAN CONTENT DETAILS

The following is a list of project information expected on your plans, as applicable.

#### COVER SHEET:

- Owner's contact information and parcel info. (Name, address, APN, and phone number)
- Scope of Work: Dimensions of pool & spa, capacity in gallons, and additional features (waterfalls, slides, and/or diving equipment).
- Sheet Index
- Construction Type & Pool Material  
Residential Pool Types:
  - Type I-V: Residential pools suitable for the installation of diving equipment by type.
  - Type O: A nondiving residential poolPool Construction Materials: Gunite (wet/dry), Concrete, Prefab, Vinyl, Fiberglass, etc.
- Self-contained, Plug in only (110V or 220V)
- List of applicable building codes for the project
- Safety Features: Specify which two options are being used. Also include safety features on site or pool plan.
- Provide following note: Soils engineer shall review the excavation and provide recommendation for the swimming pool design prior to placement of pool steel/rebar.

#### SITE PLAN:

- North Arrow
- Driveway/Site Access
- All existing structures on the site, including use/occupancy and permit number
- Easement and setbacks
- All site utilities connection points, specially utilities supporting the pool
- Location of all pool equipment
- Clearance from existing structures, fences, retaining walls, ascending, and descending slopes.
- Location of septic tank, leach field, and expansion area
- Location of drowning prevention barriers. Include barrier type, gate location showing swing away from pool and self-closing hinge with locking latch and location of latch.
- Location of slip resistant decks, flatwork, walkways, and/or any steps.
- Indicate site drainage, deck configuration w/ deck drainage, and overall drainage of pool.

**Note:** If grading and site retaining walls are required, then a separate grading permit will be required.

## POOL PLAN:

- Pool and spa dimensions (length & width) and capacity in gallons
- Setbacks from pool to property line
- Location of mechanical equipment pad and dimensions
- Enclosure: See “[Barrier Requirements for Residential POOL & SPA Form BLD-1054](#)”
- Location of return and suction fittings (based on pool sizing)
- Location of skimmer (note sizing for pool)
- Location of hand holds around pool (required if pool exceeds 42 inches)
- Location of handrails
- Location of water supply
- Circulation system equipment
- Locations of all plumbing, electrical and gas lines.
- Means of entry or exit from the pool:
  - Two means required for pools over 5’ deep
  - Three means required for pools over 30’ wide

## STRUCTURAL POOL PLANS:

- The structural pool plans shall be specific to the project.
- The structural pool plans shall be reviewed and approved by the engineer of record.
- The structural pool plans shall have all details keyed in and referenced per industry standards. All details shall have a detail number and a page number.
- All unused details shall clearly be noted as a “not a part of the scope of this project” or effectively removed from the plans. Removal from the plans or Xing out with a note are acceptable options.
- Provide scaled and dimensioned structural sections of the pool (one in each direction) that is specific to the project.

## MECHANICAL INFO:

- Filtration system: Type and size
- Heater: Type, fuel type, size, and BTU
- Gas pipe: Length (in feet), routing, size (in inches), and location
- Water piping: Material, size (in inches), and location.
- Pool pump: Capacity, rate in gpm (gallons per minute), and hp.

## ELECTRICAL INFO:

- Lighting type: Wet-Niche or Dry-Niche (Indicate location)
- Minimum outlet requirements:
  - 1 GFI outlet 10-20 feet from the pool.
  - Show all GFCI receptacles at equipment.
- Justify that existing electrical equipment is sized for the new pool loads.
- Note bonding on plans per CEC 680.26(F)
- Location of all equipment
- Location of all disconnects, emergency shutoff switches, and timed switches
- Locations of all existing receptacles and lights within 6 to 20 feet of pool.

## SUPPORTING DOCUMENTATION: (size 8.5” x 11”)

- Product Cut-sheets for all devices proposed.
  - Pool lights, pool or door alarms, pool heater, filter, pump, pool cover, etc.
  - Special features like slides, waterfalls, diving boards, etc.
- A current soils report is required for all sites:
  - Next to any bluff or coastline
  - Located in any flood hazard area
  - Within a geologic study area land use designation
  - See the updated “[Soils Reports- Building Division Policy 2022 CBC From BLD-2023](#)”

## ADDITIONAL REQUIREMENTS:

- Plans shall be of a minimum 1/8” = 1’- 0” scale
- Engineered plans or ICC approval (if applicable)
- Provide stress diagram, computation and other data including the reinforced steel schedule and details.
- Diving equipment shall meet ANSI/NSPI standards. (Per size and depth of pool and diving board manufacturer’s listing)
- Slide or sliding equipment shall meet ANSI/NSPI standards. Slide shall be per manufacturer listing & include Water Safety Envelope. Specify slide placement, angle of entry, height above waterline, and show minimum overhang required.
- Note on plans that any door or window with glass located within 5 feet of the edge of the pool shall be tempered (if applicable).