



## COMMUNITY DEVELOPMENT DEPARTMENT | Building Division

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### Residential Swimming Pool/Spa Plan Submittal Requirements

We are providing this handout to assist you in preparing your submittal for a residential swimming pool/spa permit plan review. “General Requirements” below lists the minimum information required for plan submittal. Additional plan information that may be needed is listed in section “Typical Items Required”. To initiate the permit application plan review process, construction documents must be submitted and applicant’s information recorded. Based on the project valuation, a plan review fee will be collected at the time of plan review submittal.

THREE (3) SETS OF PLANS MINIMUM are required to be submitted with applications for building permit. You need only provide two (2) copies of structural calculation and energy calculations. If Geotechnical and Geologic peer review is necessary additional copies of the reports are required.

#### GENERAL REQUIREMENTS:

- Plan paper size is 18” x 24” minimum and 24” X 36” maximum.
  - ALL PLAN SHEETS MUST BE UNIFORM IN SIZE and printed on substantial paper.
  - Plans must be of sufficient clarity to indicate the location, nature, and extent of work.
  - Plans must show in detail conformance with the provisions of the California Code of Regulations, relevant laws, and City of Healdsburg ordinances.
  - Standard architectural symbols must be used.
1. TITLE BLOCK: all plan sheets shall include such information as owner’s name, plan preparer’s name and phone number/email address, project address. The plan preparer must sign each plan sheet.
  2. TITLE PAGE (may also include the site plan): This includes; complete project description, applicable code editions, sheet index, symbol index, general notes, Planning Division conditions of approval, and other relevant information.
  3. SITE PLAN: Must be fully dimensioned showing; property lines, proposed pool/spa, dwelling, setbacks, easements, pool enclosure fencing and gates, pool equipment and utilities location, driveways, all accessory structures (label use). A survey might be required if the proposed work is close to the setbacks or if the property lines are not apparent. Identify existing (E) and new (N) construction.
  4. STRUCTURAL DESIGN, DETAILS AND SECTIONS: Structural plans and calculations: stamped by the engineer, clearly detailing reinforcing and construction, sizes, attachments, etc. Geotechnical report is recommended and, in some instances, required. If a standard plan is used such as manufacturer’s installation instructions, include copies of that plan, instructions, and report. A standard plan may not be modified.
  5. GENERAL: Detail any special features such as; decks, stairway, arbor, pool house construction, etc. Provide notes for any specification which cannot be detailed (include “General Notes”).

### **TYPICAL ITEMS REQUIRED:**

- ENCLOSURE FENCING AND GATES: (minimum 60 inch tall) is required to prevent unauthorized entry from adjacent private and/or public property. An enclosure may also be selected as one of the two required drowning prevention safety feature when it also isolates the swimming pool from access to the home. A description of the enclosure construction may be adequate. All gates must swing away from the pool area, must be self-closing and self-latching. Operation of the gate latch mechanism must be a minimum 60 inches above grade.
- DROWNING PREVENTION SAFETY FEATURES: On the plan identify and detail a minimum of two of the seven drowning prevention safety prevention features to be installed. Drowning prevention safety feature requirements are listed in CBC 3109 and include; enclosures that isolate the swimming pool from access to the home, approved safety pool cover that meets ASTM-F1346-91, removable mesh pool fencing that meets ASTM-F2286, exit alarms on doors providing access to the pool, doors providing access to the pool equipped with self-closing and self-latching devices 54" above the floor, and pool alarms that meet ASTM-F2208.
- AGREEMENT TO BUILD; NOTICE OF PROVISIONS: Note on the plan "any person entering into an agreement to build a swimming pool or spa, or to engage in permitted work on a pool or spa, shall give the consumer notice of the requirements of the required Drowning Prevention Safety Features."
- ANTI-ENTRAPMENT: Include on the plan notes regarding recirculating pump anti-entrapment measures.
- PLUMBING PLAN: Show on the plan a sanitary sewer cleanout in the vicinity of the proposed pool to facilitate draining the pool if necessary.
- ELECTRICAL PLAN: Show on the plan the location of feeders, electrical outlets, switches and lighting, main service panel (label amperes) and subpanel/equipment disconnects. A GFCI protected electrical receptacle is required adjacent to the pool within 6 feet but no more than 20 feet measured from the inside wall of the pool. Include on the plan general notes regarding electrical bonding of the pool and patio steel. Pool lighting is required to be a minimum of 18 inches below the water line unless the lights are listed otherwise. Identify the lights depth on the plan or provide a listing for the lights which would allow for a reduced depth.
- ENERGY DOCUMENTATION: State Building Energy Efficiency Standards. Note on the plan the requirement for at least 36 inches of piping installed between the filter and the heater or dedicated suction and return lines. Note on the plan the requirement for a length of straight pipe that is greater than or equal to at least 4 pipe diameters installed before the pump Energy Code Sec 150(p)2.A..
- SPECIFICATIONS/ ICC REPORTS FOR POOL EQUIPMENT: Must be provided for all pumps, filters, heaters, lighting, etc.
- EROSION AND SEDIMENT CONTROL PLAN: Contact Healdsburg Department of Public Works for information.