



# SWIMMING POOL/SPA SUBMITTAL CHECKLIST

**Instructions:** Please initial in the “Applicant Submitted” section by all items that are included in the submittal and a "N/A" by those items not applicable.

All items must be addressed for a complete submittal. (Please note this checklist is a guideline for minimum submittal requirements necessary for the review of proposed construction and permit application. Specific work may require additional documentation. All work must demonstrate compliance with current codes and standards).

## DOCUMENTS REQUIRED FOR SUBMITTAL

*Building Dept.* **Applicant**  
*Use Only.* **Submitted**

- \_\_\_\_\_ **Application Packet:** Completed Building Permit Application, Project Contact Information Sheet, Pool Excavation Disposal, Grading, Erosion, and Sedimentation Control Statement, **Completed CF2R-PLB-03-E** and Owner-Builder Acknowledgement, Verification, & Authorization Form (if applicable)
- \_\_\_\_\_ **Pool Plans:** Two Sets of Pool Plans (11” x 17” min size) with specifications.
- \_\_\_\_\_ **Plot Plans:** Three sets of Plot Plans (11” x 17” min size) to scale, indicating all property line dimensions, easements, and actual setbacks from property lines, house and other structures. Include where excavated dirt is to be relocated.
- \_\_\_\_\_ **Erosion & Sediment Control Measures:** To be stated or shown on plans.
- \_\_\_\_\_ **Steel Schedules or Fiberglass/Vinyl Pool Engineering:** Two Sets of current engineering that complies with the 2013 California Building Code. Engineering must be originally signed, sealed and dated by a California registered Engineer.

**Encroachment Permit:** Please note that an encroachment permit is required for your project if the property is not in a gated community. Contact Public Works at 916.625.5500 for information on how to obtain a permit.

## ITEMS TO BE SHOWN ON PLOT PLANS

*Building Dept.* **Applicant**  
*Use Only* **To Check**

- \_\_\_\_\_ **Setbacks:** Pools/Spas (3’ side, 3’ rear, 5’ remaining side) measured from water’s edge i.e. waterfall, slide, etc. Pool equipment shall maintain 3’ if no gas heater is included. Equipment shall maintain 4’ from vent to property line and any openable window/slider if gas pool heater is included.
- \_\_\_\_\_ **Decking:** Show and label any proposed pool decking, including material of decking and method of bonding (decking within 3’ of pool requires bonding).
- \_\_\_\_\_ **Easements:** Show all easements within property lines, if applicable.

- \_\_\_\_\_ **Oak Trees (6" or over in diameter):** Indicate and label all oak trees and oak tree drip lines on plot plans, if within path of access or rear yard area.
- \_\_\_\_\_ **Pool Barrier Method:** Provide pool barrier method. Plot plan shall specify enclosure, safety cover, pool safety door alarms, removable mesh fencing, self-closing/self-latching doors, or swimming pool alarms.
- \_\_\_\_\_ **Fencing:** Indicate perimeter fence material & height at all sides (5' minimum height) with self-closing, self-latching gates.
- \_\_\_\_\_ **Reverse Corner Lots:** If a reverse corner lot, street side fencing must be accurately indicated. Street side fencing shall be 10" from property line.
- \_\_\_\_\_ **Landing Requirement:** Indicate landing requirements at exterior doors, must be at least 3' x 3' (or decking).
- \_\_\_\_\_ **Glazing Requirement:** Indicate glazing requirements. Safety glass is required if water's edge is closer than 5' to glazing.
- \_\_\_\_\_ **Solar Stubbing &/or Solar Panels:** Indicate solar stubbing or submit solar panel certification and specs, if applicable.
- \_\_\_\_\_ **Gas or Electric Runs:** Indicate gas or electric runs for pool equipment and other fuel burning elements (BBQ, fire pits, fireplaces, future spas).  
     For gas runs: Provide run, material, size, and equipment BTUs.  
     For electric runs: Provide electric run, conductor type and size, and conduit type and size.
- \_\_\_\_\_ **Overhead Power Line:** State if there any overhead power lines exist.
- \_\_\_\_\_ **Access:** Indicate access. Consult with Engineering at (916) 625-5500 if crossing City landscaping, wetlands, park land, open space, etc.
- \_\_\_\_\_ **Drainage:** Indicate and label drainage pattern on plot plan using directional arrows.
- \_\_\_\_\_ **Slopes:** Indicate all existing and/ or proposed side and rear yard slopes on plot plan, if applicable. Grading plan required for all hillside lots.
- \_\_\_\_\_ **Retaining Walls:** Indicate existing and/or proposed retaining walls on plot plan, including height, type of material, and distance to pool wall. A separate permit is required for retaining walls that are over 4' in height. Walls are measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.

I hereby acknowledge that the above-mentioned plan requirements are hereby submitted with my permit application. I fully understand that if the minimum requirements, documents, and plans have not been met, the review, processing and issuing of my permit may take additional time.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Contractor, Authorized Agent, or Owner/Builder)

Job Site Address: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> Check FEMA Map	<input type="checkbox"/> Encroachment Permit Required Y / N
Permit Processing Notes: _____	