



POOL/SPA BUILDING PERMIT CHECKLIST
THE FOLLOWING ITEMS MUST BE PROVIDED TO PROCESS YOUR POOL/SPA PERMIT.
Incomplete applications will not be accepted.

Building permits are required for residential pools and spas that are designed and manufactured to be connected to a circulation system, and are intended for swimming, bathing or wading. All other pools or spas are **EXEMPT** from permits.

Applicants must show compliance with relevant sections of the [International Swimming Pool and Spa Code](#) (ISPS) for in-ground pools & spas or portable on-grade spas.

- Completed building permit application**
- Water district method of fill and discharge approval letter required for pools/spas connected to domestic water**
- Site Plan** (Showing all structures existing and proposed and setbacks from property lines)
 - Pool/Spa
 - Mechanical/pump room
 - Mechanical equipment, including filter and disinfection (e.g., chlorination) equipment
 - Location of Backflow Prevention Device(s)
 - Location of discharge reduction device
- Geotech review** (If in a critical area or if assumed soil bearing exceeds 1500 psf)
- Method of filling** (initially and on continuing basis)
 - Auto fill device – includes Reduced Pressure Backflow Assembly (RPBA) or air gap (AG)
 - Permanent connection through the domestic water supply onsite – includes RPBA or AG
 - Other (specify): _____
- Method of drainage**
 - Hire a professional pool-draining service to collect all pool water for off-site disposal
 - Discharge to storm system in accordance with SMC 13.30.020(2). See [this form](#) for information on applicable Best Management Practices.
 - Discharge to the ground
- Engineering** (for inground pools and spas only)
 - Engineering calculations and plans stamped and signed (copies and scans are acceptable)
 - All engineering details are to be incorporated into the plan sheets
- Plan Set**
- If townhomes or condominiums, a letter of authorization from the Homeowner's Association is required prior to issuance.**

Additional Requirements for Inground Pools & Spas

Proof of Compliance with the following sections of the [ISPSC](#)

- Code Section 303
 - For Section 303.3, detached one- and two-family dwellings, and townhouses three stories or less in height above grade plane must show compliance with APSP 15a-2013. All other multi-family dwellings must show compliance with WSEC R403.10.
 - Complete the [APSP Energy Efficiency Compliance Information Form](#).
- Code Section 305 (Barrier Requirements)
 - Not required for spas and hot tubs with a lockable safety cover or swimming pools with a powered safety cover that comply with ASTM F 1346.
- Code Section 307 (General Design): Materials and Poolside Glazing
- Code Section 308 (Dimensional Design): Slopes and Angles
- Code Section 310 (Suction Entrapment Avoidance)
 - Suction entrapment avoidance for pools and spas shall be provided in accordance with APSP 7.
 - Not required for portable spas and portable exercise spas listed and labeled in accordance with UL 1563 or CSA C22.2 No. 218.1 or suction entrapment avoidance for wading pools shall be provided in accordance with Section 405.
- Code Section 311 (Circulation Systems)
 - Not required for Portable residential spas and portable residential exercise spas or onground storable pools supplied by the pool manufacturer as a kit that includes circulation system equipment that is in accordance with Section 704.
- Code Section 312 (Filters)
 - Not required for Portable residential spas and portable residential exercise spas or onground storable pools supplied by the pool manufacturer as a kit that includes a filter that is in accordance with Section 704.
- Code Section 313 (Pumps and Motors)
 - Not required for Portable residential spas and portable residential exercise spas or onground storable pools supplied by the pool manufacturer as a kit that includes a filter that is in accordance with Section 704.
- Code Section 314 (Return and suction fittings)
 - Not required for Portable residential spas and portable residential exercise spas.
- Code Section 315 (Skimmers)
 - Not required for portable residential spas and portable residential exercise spas or onground storable pools supplied by the pool manufacturer as a kit that includes a skimming system that is in accordance with Section 704.
- Code Section 316 (Heaters)

- Not required for Portable residential spas and portable residential exercise spas.
- Code Section 317 (Air Blower and Air Induction System); when applicable
- Code Section 318 (Water Supply)
 - Must show compliance with ASME A112.1.2-2004.
- Code Section 321.4 (Pool and Deck Illumination)
 - Must show compliance with NFPA 70-2014 or WSEC.
- Code Section 322 (Ladders and Recessed Treads)
- Code Section 323 (Safety)
- Code Section 809 (Special Features)
 - When applicable.
- Code Section 810 (Circulation Systems)

Additional Requirements for Residential Portable Ongrade Spas

Proof of Compliance with the following sections of the [ISPSC](#)

- Code Section 302 (Electrical, Plumbing, Mechanical and Fuel Gas Requirements)
- Code Section 303 (Energy; Ongrade Portable)
 - Comply with APSP 14-11.
- Code Section 305 (Barrier Requirements)
 - Not required for spas and hot tubs with a lockable safety cover or swimming pools with a powered safety cover that comply with ASTM F 1346.
- Code Section 306 (Decks)
- Code Section 307 (Design)
- Code Section 1001.3 (Listing)
- Code Section 1001.4 (Certification)
- Code Section 1001.6 (Access)
- Code Section 1001.7 (Instructions and Safety Signage)