

## SWIMMING POOL AND SPA PERMIT CHECKLIST

Use this checklist to help gather all the required information and documents in order to submit a complete Swimming Pool and Spa Permit Application.

### Important Note

Building permits are required for most residential pool installations. Prefabricated swimming pools accessory to a single-family residence, that are less than 24-inches deep, do not exceed 5,000 gallons, and are installed entirely above ground, are **EXEMPT from permits**.

**Accessibility Code** – Barrier-free access for the disabled is required for public pools and spas. Refer to International Building Code, Chapter 11, for Barrier-Free Facilities.

**A pool plan must be designed and stamped by a Washington State-licensed structural engineer.**

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

### SUBMITTAL REQUIREMENTS

Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements

#### Pool Plans Set

Plans to be reviewed must be legible, identify the project name and classification of the facility, and clearly indicate the scope and nature of the installation, and the person or firm responsible for the plumbing plans.

- Cover sheet** including project name and owner's name, site address, code references, plan preparer name, and detailed project information.
- Site plan** showing all structures existing and proposed and setbacks from property lines.
- Pool plans** showing all proposed pool or spa work
  - Pool plan and dimensions
  - Showing locations of **Mechanical/pump room**, mechanical equipment, including filter and disinfection (e.g. chlorination) equipment, **Backflow Prevention Device(s)**, discharge reduction device
  - Show the **fence** location. The fence must be at least four feet high with a self-closing, self-latching gate.
  - Indicate drains and connection points
  - Show structural sections and details:
    - Provide a full structural section of the pool with all dimensions
    - Show the size, spacing and placement of all materials
- Spa plans**
  - Indicate the dimensions and location of the Spa
  - Show the structural support; include details
  - Show the fence location. The fence must be at least four feet high with a self-closing, self-latching gate.

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- Indicate **Method of filling** (initially and on a continuing basis) on plans
    - Auto fill device – includes Reduced Pressure Backflow Assembly (RPBA) or air gap (AG), or
    - Permanent connection through the domestic water supply onsite – includes RPBA or AG, or
    - Specify Others
  - Indicate **Method of drainage** on plans
    - Hire a professional pool-draining service to collect all pool water for off-site disposal, or
    - Discharge to storm system in accordance with LMC 13.45.030 Best management practices.

#### **Additional Permits and Information**

- A separate **Electrical permit** is required
- A separate **Development Engineering permit** is required for backflow device(s)
- A separate **Snohomish Health Dept Pool permit** is required for public swimming pools and spas. ([HERE](#))
- Geotechnical Engineering Report** (if in a critical area or if assumed soil bearing exceeds 1500 psf)
- SPCC (Spill Prevention, Control and Countermeasure) Plan and 13 Element Checklist**