NEW POOL & HOT TUB/SPA CONSTRUCTION
COMMON PERMIT SUBMITTAL LIST

Note: The requirements as stated below may change from jurisdiction to jurisdiction but are for the most part common to all permitting entities.

1. Submit one (1) complete sets of drawings, DRAWN TO SCALE with sufficient professional clarity and detail to indicate the nature and character of the work along with a completed Building Permit Application for the jurisdiction in which the pool/hot tub/spa is to be built. S**ubmittal in PDF format is required for all plans.**
2. The drawings shall include the following:
    A. **Plot/Site Plan** showing the location of the pool and every existing building or structure on the site or lot; said Plot/Site Plan shall include a boundary line survey, easements, rights-of-way, front-side-rear setback lines based on zoning designation (if applicable), a pool/hot tub/spa footprint, related site improvements (e.g. patios, sidewalks, driveways, and fences), lot legal description and street address. The plan is to be drawn to a scale of 1" = 20'. FREE HAND SKETCHES WILL NOT BE ACCEPTABLE FOR PERMITTING.
    B. **Pool/Hot Tub/Spa Plan** (scale of ¼" = 1') drawn by a design professional
    C. **Flatwork/Concrete Plan** (scale of ¼" = 1') and including section details (1/2" = 1')
    D. **Plumbing Plan** (showing location of pump and equipment, drains, etc (scale of ¼" = 1')
    E. **Electrical Plan** (showing location of all proposed switches, receptacles, light fixtures, breaker panels, grounds, etc.) (scale of ¼" = 1')

3. Additional notes:
    A. All asked for scales are the minimum acceptable. Drawings may be larger but submitted in PDF format
    B. All construction shall conform to the adopted codes of the jurisdiction.
    C. All drawings and data submitted shall be dated and bear the name and address of the designer, builder, and/or the owner.
    D. All requests for permits shall be supported by a completed and signed Permit Application.
    E. Plan Review Comments will be made available to address all issues for correction, modification, etc. All items are subject to Field Verification and Correction.
    F. Permit Fee shall be calculated per City fee schedule.
    G. Trade contractors may be required to register with the city in which they plan to work.