RESIDENTIAL SWIMMING POOL/SPA SUBMITTAL CHECKLIST

When submitting plans for the initial Building Pre-site Inspection/Plan Check, three (3) sets of the scaled site plan and two (2) sets of the scaled structural drawings with the following information are required:

PLEAS NOTE: If all items on this list are not with the plans at the time of submittal, the plans may be rejected by the Counter Technician as incomplete. Even if the plans are accepted by the Counter Technician, they may still be rejected by the Plan Checker as incomplete.

1. **Site Plan** – Show lot dimensions, setbacks to property lines, building/structure dimensions, easements, location of pool equipment & all existing structures.

2. **Structural Plan(s)** – Good, clear, enlarged details are required.

3. **Design Professional’s Stamp** – Every page of each set of plans must be wet stamped and signed by the Design Professional prior to permit issuance. (Business and Professions Code Section 6735(a) - to view this code see: [http://www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html) and check Business and Professions Code and click “Search”).

4. **Engineer’s Structural Calculations** (for gunite pools/spas only) – Two (2) sets must be submitted with the engineer’s stamp on each sheet. The engineer’s stamp must also be on the site plan.

**Pre-Site Inspection:** All pools and spas require a pre-site inspection prior to building permit issuance.

**Fees for Swimming Pool/Spa Permits:**

*BONDS* – a $500.00 refundable cash bond for gunite pools/spas (a $250.00 bond is required for spas not including a pool) is required at the time of issuance.

- **Vinyl-lined**
  - $884.37 for up to 800sf
  - $1,204.80 for over 800sf

- **Fiberglass**
  - $884.37

- **Gnite**
  - $1,048.85 for up to 800sf
  - $1,369.28 for over 800sf

- **Issuance Fee**
  - $85.45

- **Stockpile Fee**
  - $326.83

- **SMIP Fee**
  - (Strong Motion Instrumentation and Seismic Hazard Mapping Fee)
  - $0.0001 per $1.00 of valuation with a minimum fee of $0.50

- **State Title 24 Fee**
  - $1.00 per $25,000 (or portion thereof) of valuation

- **State CASp Fee**
  - $4.00

- **Record Retention Fee**
  - $2.14 per page 11” x 17” or smaller & $3.20 per page larger than 11” x 17”