



Building Department

Builder's Advisory PS 1-05 (Revised September 22, 2005)

To: Pool Contractors Working in the City of Corona

Subject: NEW POLICY REQUIRING THE USE OF THE SWIMMING POOL PERMIT SUBMITTAL CHECK LIST EFFECTIVE OCTOBER 1, 2005

Our Department has historically provided "over-the-counter" plan review and permit issuance for swimming pools and spas. However, in the absence of an established submittal standard, this is becoming increasingly more difficult. For years we have maintained an informational handout outlining the California State and Municipal Code requirements for the construction of pools but again that has not helped with the completeness of the submittals.

The Corona Building Department staff can also appreciate the challenge the pool contractors face dealing with multiple jurisdictions and even differing departmental requirements within those jurisdictions without the benefit of written policies regarding plan submittal requirements. Generally the plans submitted by professional pool contractors are of good quality. But it is common for the plans to be missing elements of information necessary to the scope of work or permit application process. This information that we are requesting may, or may not be unique to the City of Corona Building Department, but it is necessary information for our Department to be able to provide the best customer service and to continue to complete "over-the-counter" plan review and permit issuance for swimming pools and spas.

Enclosed please find the City of Corona, Building Department's new "Swimming Pool Permit/Plan Check Submittal Check List. We will begin using this checklist at our counter immediately, however, incomplete submittals as defined in the checklist may not be turned away if the quality of the plan would otherwise be acceptable. Effective October 1, 2005, incomplete submittals as defined in the checklist may be turned away. The intent is that this check list will provide you the opportunity to complete a review of our requirements at your office before making the trip or sending your agent to the City. As always, minor modifications may be made at the counter if necessary.

Any questions concerning these requirements may be referred to the City of Corona Building Department (951) 736-2250, Monday through Friday, 8:00 a.m. to 5:00 p.m.



SWIMMING POOL PERMIT SUBMITTAL CHECK LIST

Policy (Effective Date – October 1, 2005): The City of Corona Building Department will make every effort to issue a swimming pool permit same day of application with an “over the counter plan check.” In order to accomplish this task, the permit applicant must provide complete plans and documents as listed below. The applicant must fill out an application with an accurate scope of work and obtain approval from the Public Works Department prior to submitting to the Building Department. Any structures shown on the pool site plan but not included on the application submitted or on the permit description are not part of the permit issued. Failure to provide **ANY** of the information requested below **IS AN INCOMPLETE SUBMITTAL**. Pool permits will **NOT** be issued with **INCOMPLETE SUBMITTALS**.

Minimum Submittal Documents Necessary to Obtain a Pool Permit

Site Plan – Three complete copies shall be submitted, and shall include the following: (Check box if yes.) **NOTE: Graph paper is NOT permitted!**

- ☐ Has the property identification information been provided (Address, contact phone number)? Does the information include the property owners information (including name, address, and phone number)?
- ☐ Are **ALL** of the property lines, easements and required dimensions, and location of all streets and alleys shown?
- ☐ Are all existing and proposed buildings and structures including block walls and retaining walls with their relationship to the pool, the property lines, and each other shown? Does the plan show all setbacks (distances) from the inside edge of the pool (or spa) to the property lines and any existing or proposed structures?
- ☐ If applicable, does the plan show the intended access point through an existing fence or block wall and does the plan indicate the correct type of fence or wall?
- ☐ Are the locations of any slopes on or adjacent to the subject property (include height and grade of the slope) shown?
- ☐ Does the plan show the proposed pool, spa or hot tub location including a profile of the pool or spa indicating the depths and section lines. Does the plan include the location of any special engineering details and the location of all rock features, slides grottos, raised bond beams, etc...?
- ☐ Is there information on the plan that indicates that existing or proposed fencing will meet the minimum pool barrier requirements.

SWIMMING POOL PERMIT SUBMITTAL CHECK LIST (Continued)

- ☐ Does the plan show an accurate proposed location for the pool equipment, including all pumps and filter equipment? If the minimum noise setback requirements are not met, does the plan indicate the size, location and type of any sound walls, if required?
- ☐ Does the plan show an accurate location of the gas meter, electric service and any overhead electrical conductors, and the location, size and type of materials for any gas, water and electric lines (including gas pipe sizes, conduit sizes, conductor types and sizes, and over-current device protection sizes and disconnect locations)? Is the BTU demand of any heating equipment provided?
- ☐ **Are all plans drawn legibly?** (Use of a straight edge is highly recommended. The quality of the plans are considered when determining if the plans are complete and **eligible for submittal** and approval.)
- ☐ Has the site plan been reviewed by the engineer of record? (*Highly recommended to preclude potential field problems and delays!*)

Structural Plans – Two copies engineering prepared by a licensed architect or engineer shall be submitted, shall be wet stamped with an original signature, and shall include the following: (Check box if yes.)

- ☐ Are two copies of structural diagrams and details of the pool, spa, hot tub or other structures requiring permits provided?
- ☐ Are structural diagrams and details for rock features, slides, grottos etc..., shown on the pool site plan provided?
- ☐ Have all associated engineering calculations been included for review?
- ☐ Is there a soils investigation report, and/or special inspection and structural observation program provided if either are required by the City Building Official.
- ☐ Are all structural submittals legible? (*Copies or reprints that are blurred, smudged, and/or distorted as to be non-legible may not be submitted.*)

Structures shown on pool site plans such as block walls, retaining walls, patio covers, balconies, etc..., that are **NOT** included on the application submitted or in the Building Permit description are **NOT PART OF THE PERMIT ISSUED!**

Failure to provide **ANY** of the information requested above is **AN INCOMPLETE SUBMITTAL**. Site plans may NOT be submitted on graph paper. Pool permits will **NOT** be issued with **INCOMPLETE SUBMITTALS** or for plans drawn on graph paper.