



Community Development and Public Works

Permitting Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4800 • 520-742-1022 (Fax)

Checklist for Residential Swimming Pools and Spas

Notice to Permit Applicant - It is the applicant/ owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements.

Received		MINIMUM SUBMITTAL REQUIREMENTS
YES	NO	Completed Application
<input type="checkbox"/>	<input type="checkbox"/>	1. Name, address, phone number and email address of the Applicant, Property Owner, Contractor, and Architect / Engineer / Designer
<input type="checkbox"/>	<input type="checkbox"/>	2. Contractor's State license number and Oro Valley business license number
<input type="checkbox"/>	<input type="checkbox"/>	3. Stated valuation of the work
YES	NO	Construction Documents – <u>Four</u> sets of blackline /blueline, bound w/ wet-seal (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	1. Cover Sheet (may be combined with the Site/Grading Plan)
<input type="checkbox"/>	<input type="checkbox"/>	1.1. Plan Sheet Index, Code Edition, Job title and job address
<input type="checkbox"/>	<input type="checkbox"/>	1.2. Surface Area of Pool and/or Spa
<input type="checkbox"/>	<input type="checkbox"/>	2. Site/Grading Plan (1" = 20' - 0" or 1" = 10' - 0" scale only)
<input type="checkbox"/>	<input type="checkbox"/>	2.1. Property lines, easements, right-of-way of record, and overhead utilities adjacent to spa/pool area or over the property.
<input type="checkbox"/>	<input type="checkbox"/>	2.2. Existing structures, fencing, retaining walls, irregular grades, and other relevant characteristics adjacent to spa/pool area.
<input type="checkbox"/>	<input type="checkbox"/>	2.3. The proposed spa/pool shape and type, dimensioned and located to show setbacks from property lines, side yards, and clearances from existing structures adjacent to spa/pool area. Zoning code requires a minimum of 5' from rear property line. Side setback is per the Zoning district of the property.
<input type="checkbox"/>	<input type="checkbox"/>	2.4. <u>The proposed or existing spa/pool barrier/enclosure.</u> Include all other data sufficient to show the correctness of the plan, such as the grades adjacent to each side of walls, heights of wall, location, swing direction, and latch heights for gates, door hardware, and windows along any proposed barrier/enclosure.
<input type="checkbox"/>	<input type="checkbox"/>	2.5. The proposed mechanical equipment pad location including setbacks from the property lines, structures, and side yards. Show screening of the equipment.
<input type="checkbox"/>	<input type="checkbox"/>	2.6. Any diving and deck equipment items.
<input type="checkbox"/>	<input type="checkbox"/>	2.7. The proposed deck work configuration showing its anticipated drainage.
<input type="checkbox"/>	<input type="checkbox"/>	2.8. The anticipated overall drainage of the spa/pool site.
<input type="checkbox"/>	<input type="checkbox"/>	2.9. Show the access route into the property for pool construction.
<input type="checkbox"/>	<input type="checkbox"/>	3. Structural Plan (or approved model reference)
<input type="checkbox"/>	<input type="checkbox"/>	3.1. The type of construction.
<input type="checkbox"/>	<input type="checkbox"/>	3.2. The spa/pool dimensions, including the depth, surface area, and adequate cross-sections drawn to scale.
<input type="checkbox"/>	<input type="checkbox"/>	3.3. Computation, stress diagrams, and other data sufficient to show the correctness of the plans; including reinforcing steel schedule and detail, if applicable, prepared by a registered structural engineer in the state of Arizona.
<input type="checkbox"/>	<input type="checkbox"/>	3.4. Details for the interior finish and spa/pool edge.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	4. Mechanical, Plumbing and Electrical Plan(s).
<input type="checkbox"/>	<input type="checkbox"/>	4.1. The volume, system flow rate in gallons per minute (gpm), and turnover in hours.
<input type="checkbox"/>	<input type="checkbox"/>	4.2. The type and size of filtration system and means of waste disposal. Provide manufacturer information (spec sheet) for filters.
<input type="checkbox"/>	<input type="checkbox"/>	4.3. The type and size of spa/pool heater, including the method of venting and proximity of openings into building, if applicable. Provide manufacturer information (spec sheet) for heaters.
<input type="checkbox"/>	<input type="checkbox"/>	4.4. The spa/pool piping layout with all sizes shown and types of material to be used (i.e. 2" PVC Schedule 40), showing the connection location from the house, the location of the main outlet, surface skimmers, and inlets.
<input type="checkbox"/>	<input type="checkbox"/>	4.5. The rated capacity of the spa/pool pump in gpm at the design head with the size and type of motor indicated and identified as to type of pump. Provide manufacturer information (spec sheet) for pump.
<input type="checkbox"/>	<input type="checkbox"/>	4.6. The means of adding makeup water, including location and type of backflow device.
<input type="checkbox"/>	<input type="checkbox"/>	4.7. The size, meter location, developed length from the gas meter to the heater and routing of the gas line, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	4.8. Size and location of existing electrical service.
<input type="checkbox"/>	<input type="checkbox"/>	4.9. Circuit and conductor size needed to power the pool / spa, new circuit, if applicable, and panel schedule.
<p>_____ / _____ Applicant's Signature / Date</p>		<p>_____ / _____ Staff's Initials / Date</p>