



# PERMIT SUBMITTAL REQUIREMENTS FOR Pools & Hot Tubs

PLANNING & DEVELOPMENT  
BUILDING  
DIVISION  
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The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

## PERMIT REQUIRED:

A permit is required for the installation of above-grade or below-grade swimming pools, spas and hot tubs.

Setback distances from property lines shall always be maintained for hot tubs, spas, pools, pool walkways, decks and pool equipment sheds. A permit is required to demolish and fill an in-ground swimming pool.

## EXEMPT:

Prefabricated swimming pools accessory to an occupancy in which the pool walls are entirely above the adjacent grade and the capacity does not exceed 5,000 gallons. Hot tubs and spas less than 5,000 gallons, *completely supported by the ground.*

## PERMIT SUBMITTAL REQUIREMENTS:

### CRITICAL AREAS CHECKLIST:

A Critical Areas Determination, issued by the Planning Division, must be completed and on file with the City.

### SITE PLAN:

- 1) Property lines, all existing structures within the property, distance from structures to property lines.
- 2) Proposed location of the swimming pool, distance from pool edge to property lines, pool walkways, decks, etc. and distance from these features to the property lines.
- 3) The location of enclosed mechanical equipment/utility shed.
- 4) Indicate existing and proposed grade contours at two (2) foot intervals.

- 5) Show the extent of the required fencing, indicate the fence height and show gate location.
- 6) Indicate the proposed location of the sewer clean-out for pool drainage purposes.

### SWIMMING POOL, SPA, AND HOT TUB PLANS:

- 1) Swimming pool plans and specifications.
- 2) For Spas/hot tubs on decks indicate the maximum weight (filled with water) per manufacturer's specifications.
- 3) Provide deck framing and foundation plan, including beam calculations.
- 4) Provide pool dimensions, number of gallons, pool depth, and cross sections.
- 5) Provide computations, stress diagrams, and reinforcing steel specifications.
- 6) Specify the type and size of the heating system.
- 7) Provide the piping layout, indicate all pipe sizes, indicate how pool will be filled, indicate if a chemical injection system will be used, etc.
- 8) Specify type and model of each cross connection control device.
- 9) Spas heated in excess of 90 degrees must have an insulated cover.
- 10) Show location of the sanitary tee (outside cleanout installed on the main building side sewer line).

### FENCE & GATE REQUIREMENTS:

Provide details to show compliance with chapter 3 of the International Swimming Pool and Spa Code for barriers and for outlet entrapment protection for residential pools. For other than single family residential pools see WAC 246-260-031(4).

**POOL DRAINAGE DETAIL:**

A means of disposal of the total contents of the pool shall be approved by the City. No direct connection shall be made between any hot tub or spa to any storm drain, city sewer main, drainage system, seepage pit, underground leaching pit, or sub-soil drain. It is unlawful to drain chlorinated water directly into the ground or into any City storm drainage catch basin.

**APPLY ONLINE:**

[mybuildingpermit.com](http://mybuildingpermit.com)

**COMMERICAL POOLS:**

**SNOHOMISH COUNTY HEALTH DISTRICT APPROVAL**

Snohomish County Health District approval is required for all public pools, hot tubs, spas etc. (Single Family Residential Pools are exempt)

**SWIMMING POOL DEMOLITION REQUIREMENTS:**

- 1) The pool may be removed from site, or the concrete slab shall be drilled or broken up into pieces that adequately allow drainage through the slab.
- 2) Backfill shall be free from organic debris or deleterious materials.
- 3) Backfill shall be compacted to prevent undue settlement.
- 4) If a surcharge exists, or a structure is proposed at the pool location, then a geotechnical engineer may be required to evaluate the project prior to permit issuance.
- 5) Piping shall be capped at the source, or removed.
- 6) Vinyl linings shall be removed.
- 7) Pool water shall be drained directly into the sanitary sewer. Pool water is not permitted to be drained into yards or storm drains unless specifically approved *in advance* by the Public Works Director.

# SWIMMING POOL / SPA RESIDENTIAL

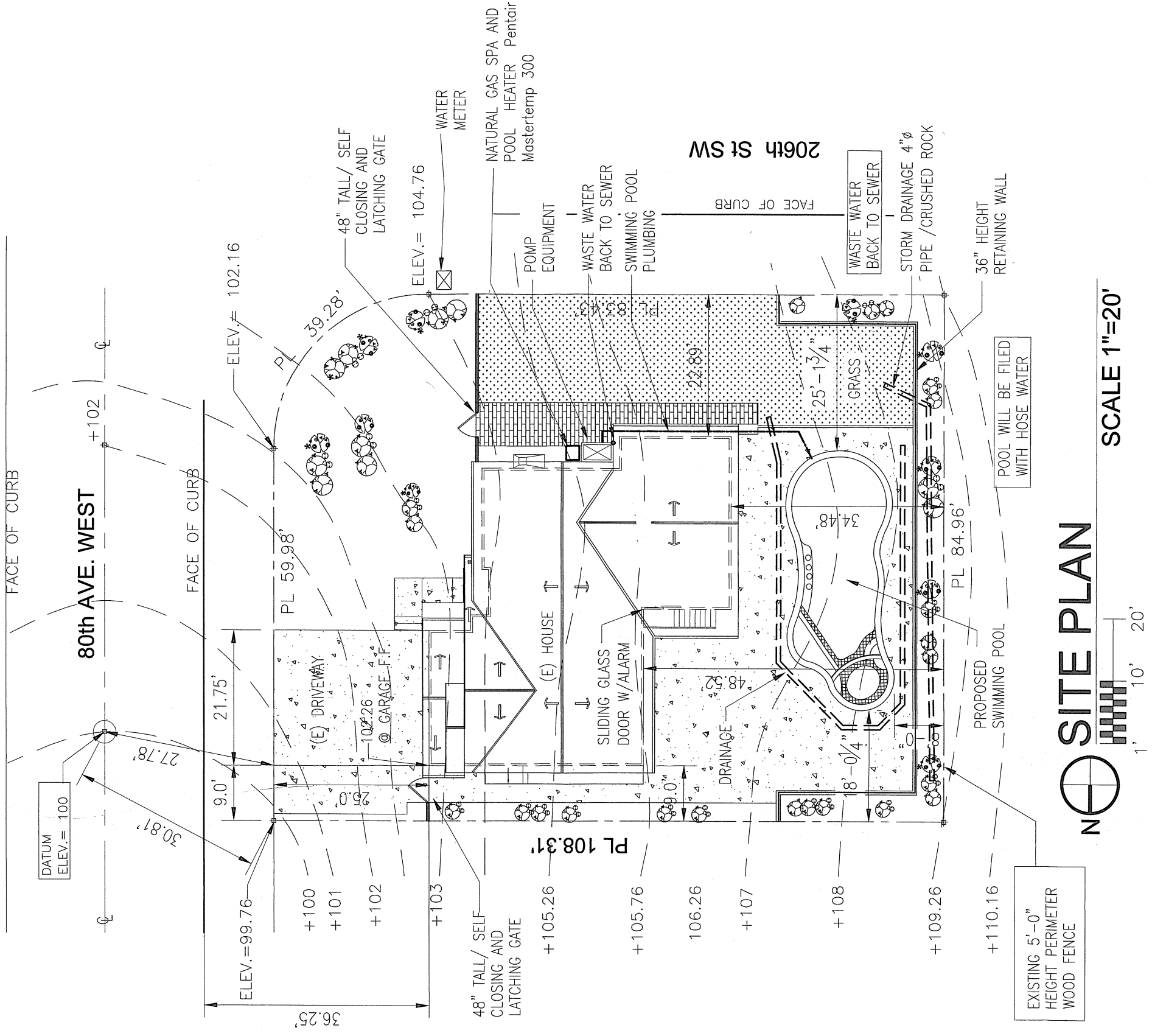
PROJECT:

OWNER:

SHEET

1/1

IMPERVIOUS AREA	
DRIVEWAY	734 SQ. FT.
HOUSE (ROOF LINE)	2225 SQ. FT.
SHEDS (ROOF LINE)	N/A
SIDEWALK	1573 SQ. FT.
POOL	574 SQ. FT.
(INCLUDING EDGES)	



**SITE PLAN**  
  
 1" = 10' 20'  
 SCALE 1"=20'