

Pool and Spa Plan Check Submittal Checklist

Below are some common items that are typically missing or inadequately detailed and may delay the plan review and approval. This checklist is based on requirements contained in the California Health and Safety Code (Sections 116025 through 116068) and the California Code of Regulations, Title 22 (Chapter 20) and Title 24 (Chapter 31B). This checklist is not all-inclusive and is subject to change without notice. Refer to the appropriate state laws and regulations and CCEH Construction Guidelines for additional requirements and details. We provide pre-design consultation on a first come, first serve basis, Monday through Friday 9:00 a.m. to 12:00 p.m., 30 minutes maximum, no appointment needed.

1. **Sheet/page #** **TURNOVER RATE (3124B)** *Submit manufacturer specification sheet
 - A) _____ (LxWxADx7.48)_____ or (AreaxADx7.48)_____ = _____ gal÷Factor = _____ gpm
Factor: Pool 360 minutes, Spa 30 minutes, Wading Pool 60 minutes
 - B) _____ *Pump: Make _____ Model _____ HP _____ @ 60 ft. of head = _____ gpm
 - C) _____ *Spa Booster: Make _____ Model _____ HP _____ @ 40 ft. of head = _____ gpm

2. **Sheet/page #** **PIPE SIZES – Recirculation (3125B and 116064)**
 - A) _____ Main Drains _____ inches Skimmers _____ inches Equalizer Lines _____ inches
 - B) _____ Velocity ≤ 8 feet per second in suction lines (recommend 6 feet per second)
 - C) _____ Return Lines _____ inches Velocity ≤ 10 feet per second in return lines .
 - D) _____ (Spa Booster) Drains _____ inches Velocity ≤ 8 ft. per sec. in suction lines (recommend 6 ft. per sec.)
 - E) _____ Wading Pool Drains _____ inches Velocity ≤ 6 ft. per sec. for all main drain pipes when 100% of flow comes from main drain and any main drain is blocked.
 - F) _____ Equipment Room Pipe sizes: _____ inches
 - G) _____ Spa aeration and/or jet system separate from filtration system.
 - H) _____ Overflow pipe (if have) air gap if to sanitary sewer.

3. **Sheet/ page #** **FILTER REQUIREMENTS (3127B)** *Submit manufacturer specification sheets
 - A) _____ *Make _____ Model _____ Type _____
 - B) _____ _____ rated gpm (pump) ÷ factor = _____ square feet required
Factors: Diatomaceous earth = 2 (2 ½ if ≥ 2000 sq.ft. pool continuous feeding of D.E.), High Rate Sand = 20 (recommend 15, especially if high use pool), Cartridge = .375
 - C) _____ Filter requirements per code
 - D) _____ Multiple filters: indicate that filters are isolated
 - E) _____ Pressure drop 3 psi maximum
 - F) _____ Air release

4. Sheet/ page # **DISINFECTANT FEEDER** (1 per filtration system) *Submit manufacturer specification sheets
- A) _____ *Make _____ Model _____ Type _____ Approved _____ Type _____
 (Feed Rate at least 3 lbs. of chlorine/day/10,000 gallons)
- B) _____ Interlocked with pump
- C) _____ Feed line connected downstream of equipment
- D) _____ Chemical containers
- E) _____ Feed rate adjustable 25%-100%
- F) _____ Feed rate accurate within 10%
- G) _____ Does not also feed Cyanuric Acid

5. Sheet/ page # **SKIMMERS (31234B)** (Pools not over 5,000 sq. ft) Submit manufacturer spec. sheets
- A) _____ sq. ft. surface area ÷ 500 = _____ number of skimmers required
 (Additional skimmers may be required to obtain adequate skimming)
- B) _____ Locations (prevailing wind considered)
- C) _____ Check Valve
- D) _____ Float Valve
- E) _____ Weir (4 inches)
- F) _____ Basket
- G) _____ Split equalizer lines
- H) _____ Equalizer grates 3 feet apart
- I) _____ Uniform flow (Flow not exceed skimmer **GPM** rating)

6. Sheet/page # **INLETS (31334B)**
- A) _____ GAL ÷ 10,000 = _____ + 1 = _____ inlets required
 (Additional inlets may be required to obtain uniform circulation)
- B) _____ Inlet fittings adjustable (flow and direction)
- C) _____ Uniform circulation and flow
- D) _____ Pool inlet fittings round and smooth, protrude 1 ¼ inch maximum
- E) _____ Inlet fittings over 18 inches below water (except spa or wading pools)
- F) _____ Inlet fittings minimum 10 feet apart
- G) _____ Fill line (permanent if ≥ 1,500 gals.)
- H) _____ Approved source of water
- I) _____ Approved Backflow Protection
- J) _____ Auto-Fill Float Valve proposed
- K) _____ If Auto-Fill float valve, pressure vacuum breaker
- L) _____ Inlet fittings minimum 5 feet away from skimmers/main drains

7. **Sheet/page # GRATES** –Submit manufacturer specification sheets
- A) _____ GPM rating: _____
(Must be equal or greater than maximum flow rate through grate if entire flow is through one (1) grate)
 - B) _____ Suction grate size: _____ inches x _____ inches (if round, diameter _____ inches)
 - C) _____ Meeting ANSI/ASME A112.19.8-2007 standard
 - D) _____ Spa drains clear of steps and bench
 - E) _____ Main drains (at deepest point)
 - F) _____ Bottom drains minimum 3 feet apart
 - G) _____ Tamper proof
 - H) _____ Slots/open ½ inch maximum wide
 - I) _____ Hydrostatic device
 - J) _____ Clearance, grate and pipe 2 inches or largest pipe diameter, whichever greater, unless specs are different

8. **Sheet/page # POOL CONSTRUCTION (3106B)**

- A) _____ Length: _____ feet Width: (15 feet minimum at main drain for swimming pools): _____ feet
- B) _____ Pool geometry
- C) _____ Shallow end depth: _____ feet break in slope depth
(If applicable): _____ feet deep end depth: _____ feet
- D) _____ 3 ½ feet maximum depth at shallow end (except special purpose pool)
- E) _____ Shallow slope (1 foot per 10 feet Maximum)
- F) _____ Color (white)
- G) _____ Pool finish material approved
- H) _____ Spa color white/ light pastel color
- I) _____ Pool surface free of unapproved projections or recessed areas
- J) _____ Tolerance (+/- 2 inches or +/- 1/8 inch for non-adjustable overflow system)
- K) _____ Lane lines (slip-resistant/12 inches maximum wide, flush)
- L) _____ Depth marking tile line, 4 inches wide, slip-resistant contrast color, flush, at 4 ½ feet depth
(Not required if maximum depth 5 feet)
- M) _____ Rope anchors (flush) for safety rope at 4 ½ feet depth (if change in slope from shallow to deep water)
- N) _____ Decorative designs are prohibited if could be mistaken for a human
- O) _____ Radius at shallow end (1 feet maximum)
- P) _____ Spring line per code
- Q) _____ Main drain to deep end edge of pool (distance): _____ feet
(Main drain to deep edge of pool (distance) meet code)
- R) _____ Spa bench and steps, outlines (1 to 2 inches wide, slip-resistant contrasting color, flush)
- S) _____ Depth markers and locations (only 2 needed in spa or wading pool, needed on deck if pool > 20 ft. wide)
- T) _____ Depth markers ≤ 25 feet apart
- U) _____ Deck depth markers slip-resistant/flush with deck
- V) _____ Depth markers contrasting color and size (3 inch minimum)

- W) _____ Feet indicated for each depth markers
- X) _____ Steps/Ladders: shallow end, deep end
(over 4 ½ feet deep, over 30 feet wide need at each deep end not more than 100 feet apart)
- Y) _____ Ladder clearance (3 to 5 inches)
- Z) _____ Slip-resistant treads
- AA) _____ Stairs treads/risers (all same dimensions., 12 inches minimum treads, 18 inches minimum tread for convex top steps, 12 inches maximum risers)
- BB) _____ Spa stairs (9 inches maximum risers with 1 handrail, 12 inches maximum riser with 2 hand rails)
- CC) _____ Spa stairs located on 4 feet side of deck
- DD) _____ Handrail (at least over bottom step, ≥ 28 inches above deck, pool edge, and steps)
- EE) _____ Spa bench (no projections or recessed areas except for spa bench if not over 24 inches underwater)
- FF) _____ Clearance between rail and step (3 to 5 inches)
- GG) _____ Recessed steps (tread 5 inches minimum, width 14 inches minimum)
- HH) _____ Grabrails
- II) _____ Electrical bonding of handrails/ladders, grabrails (as per building department requirements)
- JJ) _____ Diving board(s)
- KK) _____ Diving board requirements
- LL) _____ Pool geometry requirements with diving board(s)

9. Sheet/page # DECK (3113B)

- A) _____ Minimum 4 feet wide (including behind diving boards, etc.)
- B) _____ Slip-resistant
- C) _____ Non-abrasive
- D) _____ Unobstructed
- E) _____ Spa at least 6 feet from pool
- F) _____ Drainage and ¼ inch per ft. min. slope (recommend 400 square feet max per drain)
- G) _____ Drains (recommend maximum 25 feet apart)
- H) _____ Artificial covering (not allowed)
- I) _____ Sealing of space behind coping
- J) _____ Unpaved areas at least 4 feet from spa
- K) _____ Hose bibs (all deck area within 75 feet of a hose bib with approved water source for each hose bib)
- L) _____ Vacuum Breaker
- M) _____ Safety of locations
- N) _____ Coping shape (1 to 2 inches overhang, 2 ½ inches maximum thickness)
- O) _____ Coping slip-resistant
- P) _____ Spa emergency shut-off switch

10. Sheet/page # SIGNS (3119B, 65539), AND SAFETY EQUIPMENT (3108B, 65529, 65539)

- A) _____ Signs 4 inch letters (where required)
- B) _____ Lifeguard
- C) _____ NO LIFEGUARD sign (4 inch letters)
- D) _____ Children under 14 years of age sign
- E) _____ Artificial Respiration sign
- F) _____ 911 #'s sign
- G) _____ 2 NO DIVING SIGNS (shallow pool <6 feet deep, 4 inch letters)
- H) _____ OCCUPANT LOAD (near entry, 4 inch letters)
- I) _____ Occupancy Load (1 bather per 20 sq.ft. for pools)_____ (1.10 sq.ft. bather per for spas)_____
- J) _____ Chlorine gas sign (4 inch letters, if applicable)
- K) _____ Emergency Evacuation Sign
- L) _____ Spa Caution Sign
- M) _____ Labeled emergency spa shut-off switch
- N) _____ Warning sign for pools without lighting (4 inch letters)
- O) _____ Rescue pole / body hook attached to a pole at least 12 feet in length
- P) _____ 17 inches minimum life-ring-rope
- Q) _____ Rope for life-ring span maximum width of pool
- R) _____ First aid kit (where required)

11. Sheet/page # FENCING AND GATES (3118B, Figures 31B-4 and 31B-5)

- A) _____ 5 feet height minimum (recommend higher)
- B) _____ Enclosure/gate elevations
- C) _____ Gates self-closing and latching (including building)
- D) _____ Lockable to pool users
- E) _____ Double gates (1 locked closed-so swing gate can latch to it)
- F) _____ Gates open out/away from pool area
- G) _____ Can leave pool area without key
- H) _____ Enclosure replacement/upgrade/repair (not without enclosure)
- I) _____ Latch height, gates/doors/building. Doors/panic bars (**3 ½ feet min. to center of latch**)
- J) _____ Bottom of enclosure ≤ 2 inches from finish grate (recommend over concrete or equal)
- K) _____ Vertical bars (≤ 4 inches between bars)
- L) _____ Horizontal bars (≥ 4 feet between bars)
- M) _____ Landscaping plans
- N) _____ 5 feet clear span (no trees, planters, climbable objects)
- O) _____ Pool enclosure cannot be readily climbable by small children
- P) _____ Private yard/off premises property should not be in 5 feet clear span
- Q) _____ Chain link fence 1 ¾ inch maximum horizontally
- R) _____ Doors, gates, operable windows of living quarter. Premises shall not be part of the pool enclosure.

12. Sheet/page # PUMPROOM-Submit manufacturer specifications sheet for all proposed equipment

- A) _____ Location in relations to pools
- B) _____ Approved floor slope to drain (1/4 inch per foot)
- C) _____ Drain
- D) _____ Timer
- E) _____ Ventilation
- F) _____ Hose Bib
- G) _____ Gauges (influent and effluent)
- H) _____ Flow meter size and location
- I) _____ Vacuum Gauge (recommended)
- J) _____ Valves identified
- K) _____ Sight Glass
- L) _____ Backwash to sanitary sewer by air gap
- M) _____ Sanitary sewer backwash line size _____ backwash line size adequate
- N) _____ Backwash sump proposed
- O) _____ Cartridge filter cleaning facility to sanitary sewer
- P) _____ Sump size (if applicable _____)
- Q) _____ Hose bib for cartridge filter cleaning area
- R) _____ Vacuum Breaker (fill line/hose bibs)
- S) _____ Hair and Lint strainer
- T) _____ Heating (check): Gas Electric Solar
- U) _____ Backwash Valve
- V) _____ Light
- W) _____ Pool and spa circulation system must be separate
- X) _____ Main drain and skimmer valves separate, labeled
- Y) _____ Pipes labels and arrows
- Z) _____ Accessible
- AA) _____ Spa Booster separate from spa circulation
- BB) _____ Test Kit (DPD, pH, CYA.)
- CC) _____ Records (log)
- DD) _____ Chlorine Gas
- EE) _____ Cylinders Secured
- FF) _____ Precaution Cap
- GG) _____ Key
- HH) _____ Scale
- II) _____ Solution feed
- JJ) _____ No backflow

13. **Sheet/page #** **GAS CHLORINE (if applicable)**

- A) _____ Separate room
- B) _____ Gas piping in chlorine room
- C) _____ Interlock with pump
- D) _____ Off during backwash
- E) _____ Not below ground
- F) _____ 1 hour Fire Resistant.
- G) _____ Entry (to outdoors, not toward pool or deck)
- H) _____ Ventilation (60x1 hour)
- I) _____ Air intakes \leq 6 inches of ceiling
- J) _____ Fan and light switch (labeled)
- K) _____ Exhaust taken at or near floor
- L) _____ Ammonia
- M) _____ Gas Mask
- N) _____ Pool cleaning system (e.g., pool vacuum)

14. Sheet/page # BATHHOUSE FACILITIES (3115B) Submit samples of walls, floors and ceiling

- A) _____ Bathhouse load (All pool area \div 15 \div 2): Male _____ Female _____
- B) _____ Travel distance pool to farthest living unit _____ feet.
- C) _____ Number of Showers (1 per 50 bathers) _____
- D) _____ Lavatories and showers hot and cold water (110°F Maximum)
- E) _____ Walls/ceilings (non-absorbent and cleanable)
- F) _____ Floors slip-resistant
- G) _____ 5 inches minimum integral cove base
- H) _____ Floor drains
- I) _____ Floor slope to drains (1/4 inch per foot minimum)
- J) _____ Dressing facilities
- K) _____ Number of male toilets (1 toilet & urinal per 75 males): # toilets _____ # urinals _____
- L) _____ Number of female toilets (1 per 60 females): _____
- M) _____ Number of lavatories (1 per 80 Male/Female): _____
- N) _____ Soap, towel (or air blow) and toilet tissue dispensers
- O) _____ Shower soap dispensers
- P) _____ Shower walls/ceiling (non-absorbent/cleanable)
- Q) _____ Shower floors slip-resistant
- R) _____ Shower 5 inches minimum integral cove base
- S) _____ Outdoor shower floor drains connected to sanitary sewer
- T) _____ Shower floor slope to drains (1/4 inch per foot minimum)
- U) _____ Restroom/dressing facility/shower ventilation plans

15. Sheet/page # GUARDED DRINKING FOUNTAIN (S) (3116B)

- A) _____ (Not required if drinking water available in adjacent living units or building)
- B) _____ Number of drinking fountains _____ (1 per 1st 250 bathers, + 1 additional per 200 or fraction thereof)

16. Sheet/page # LIGHTING (3114B)

- A) _____ Underwater light (1/2 watt min. per square feet of pool surface area): _____ watts
- B) _____ GFI if > 15V
- C) _____ Underwater lights ≤ 150V
- D) _____ Pool light(s) ≥ 18 inches underwater (unless approved ≥ 4 inches underwater)
- E) _____ Adequate deck lighting

17. Sheet/page # PERIMETER OVERFLOW SYSTEM (3134B) Required for pools over 5000 sq. feet

- A) _____ Channel shape and size
- B) _____ Channel drain
- C) _____ Surge tank/surge control (automatic make-up water)
- D) _____ Gallons in surge tank _____ Gallons in gutter _____
- E) _____ Surge storage total gallons: _____ (min. 1 gallon per square feet of pool water surface area)

18. Sheet/page # SOLAR HEATING - Submit manufacturer specifications sheets

- A) _____ Location of collectors
- B) _____ Pipe sizes correct
- C) _____ No filter by-pass
- D) _____ Turnover maintained
- E) _____ Booster pump (if applicable)
- F) _____ Booster pump HP _____(if applicable)

19. Sheet/page # SPA WATER TEMPERATURE

- A) _____ 104°F maximum

20. Sheet/page # CLEANING SYSTEM

- A) _____ Pool Vacuum (separate vacuum line is not allowed)

21. Sheet/page # INDOOR POOL VENTILATION PLANS

- A) _____ Windows/mechanical ventilation: according to acceptable engineering principles

For a complete description of applicable requirements, please refer to Environmental Health Division Construction Guidelines and Codes for Pool and Spa. You can download a copy at www.cchealth.org/eh/ or call (925) 692-2500.