



## Swimming Pool and Spa Submittal Checklist (Residential Pools and/or Spas)

In order to ensure timely issuance of your pool or spa permit a complete document packet must be submitted to the Town of Loomis. The following checklist was created to assist you with completion of the submittal process. If you need help regarding clarification of our requirements or just have questions, please contact the Building Department at: (916) 652-1840. Your submittal will be considered acceptable with the following minimum requirements:

- Three sets of the pool or spa plans and specifications separated into three distinct sets. (***Town staff will not separate and organize the sets for you***) If you are installing a plug-in spa, the department will require a copy of your manufacture's installation instructions with your submittal in addition to the other items listed herein unless specifically exempted.
- Three sets of the plot plans which shall include all trees, overhead power lines, easements (public & private), dimensions to property lines, existing structures, windows, slopes, retaining walls, sewer, gas or electrical lines and all drainage patterns. The plot plan shall indicate the proposed setback of the pool or spa (***to the waters' edge***) from existing structures and property lines as well as the proposed setback of any pool or spa equipment from property lines. (***Inaccurate information may invalidate your submittal, be sure there are not items missed as the Inspector will not be able to effectively inspect the work and may find additional items that will require correction and delay your project being finalized***)
- Some areas within the Town of Loomis have a Homeowners' Association, who oversees improvements that include, but are not limited to, additions, shade structures and swimming pools/spas etc. If you are within one of these developments, you will be required to obtain approval from your Homeowners' Association's Architectural Review Committee ***prior*** to submittal of plans to the Town for approval. Your application will not be accepted for processing without such approval.
- Indicate on the plans that all pool or spa fencing is to comply with the City of Loomis' pool and spa fencing requirements and show where pool and spa fencing and gates are located. Note on the plans that gates shall be self-closing and self latching and that all doors leading into the pool or spa area shall have an audible alarm which will sound when the door opens. All pool or spa fencing is

required to be at least **five feet in height** from the exterior side of the fenced pool or spa area. **NOTE: If a spa is being installed and it has a lockable cover, the Town will consider the lockable cover an appropriate means of protection for the spa. It is up to the person obtaining the building permit to ensure that the spa cover is lockable; the permit holder shall provide proof to the Community Development Department and/or the Inspector at the time of the inspection.**

- Obtain an encroachment permit from the Town's Department of Public Works at the same time you submit your pool or spa plans. *(this is not applicable to spas unless there is excavation involved during construction or if the spa is being installed in a way that requires the use of City property such as parking of a crane or other equipment necessary for installation of the spa.)*
- Show all structures and glazing (windows) within five feet of the pool or spa edge. If glazing is located within five feet, safety glass is required.
- Indicate all gas and/or electrical pipes and/or conduit lines and show a cross section of the proposed ditch/s for buried pipes or conduits; indicate burial depth. Indicate the size, type of materials and length of lines for all gas pipes. Indicate the type of materials, conductor sizes and amperage rating of conductors being used for electrical systems. Indicate GFCI protected outlet requirements at exterior outlets with enclosed type outlet covers.
- Show adequate bonding within the area of the pool and/or spa to include all equipment reinforcement steel and other items as per the National Electrical Code, Article 680.

#### *Pool set backs*

##### *13.30.110 G(4)*

*Swimming Pools, Hot Tubs, etc. A swimming pool hot tub or spa on a parcel of fifteen thousand square feet or less shall be set back a minimum of five feet side and rear property lines, and shall not be located within a front setback. A swimming pool, hot tub or spa on a parcel larger than fifteen thousand square feet shall comply with the setback requirements of the applicable zoning district. All equipment associated with a pool, hot tub and/or spa on any parcel shall comply with the setback requirements of the applicable zoning district.*

#### *Mechanical equipment placement*

##### *13.30.060*

*Ground-mounted mechanical equipment located outside of a structure shall comply with the setback requirements of the applicable zoning district. Examples of this equipment include swimming pool pumps and filters, heating, ventilation, and air conditioning, and similar equipment*