



# POOL AND SPA SUBMITTAL CHECK LIST

Building Department

1480 Main Street

St. Helena, CA 94574

(707) 968-2657

For additional information, forms & documents please visit us on the web at: <http://www.cityofsthelema.org/content/building>

## BASIC INFORMATION

- Pools and Spas require Building, Planning, and Public Works Departments' approval.
- "Pool houses", equipment buildings, fire pits, retaining walls and all other structures require separate permits (but can be on a single set of plans. Certain structures including "pool houses", equipment buildings, trellises and others require prior Planning Department or Planning Commission approval.
- Plan check fees are due at the time of submission. Permit fees (inspection) and California State fees are due at issuance.
- Incomplete submittals will not be accepted.
- Pools heated by solar or geothermal means will require additional information.

## FORMS/DOCUMENTS

- Completed Building Permit Application
- Completed Grading Permit Application (PW)
- Completed Encroachment Application (PW)
- Structural Calculations
- Mandatory energy compliance requirements for pool and spa equipment and systems in accordance with 2013 California Energy Code, Section 110.4.
- Agent Authorization Form
- Pool Safety Notice
- Stormwater Applicability Checklist (PW)

Some of the documents listed below may be required.  
Some documents not listed may be required depending on the scope of your project.

- Geologist/Soils Report
- Stormwater Requirements Applicability Checklist (PW)
- HOA Pre-Approval

## DRAWINGS

### ■ 3 Complete Sets of Plans

Your drawings must be on 24" x 36" paper, drawn to scale using English measure, and signed by the architect, engineer, draftsman, or person who drew them.

Smaller sizes may be allowed with prior permission, however; **larger paper sizes will not be accepted.**

Plans must be submitted collated and bound by a maximum of three staples. Please do not use multiple staples *within* the same plan set.

- Title Page - Include all required information
- Site Plan – (fully dimensioned): setbacks, easements, septic tanks & leach lines (dimensioned to pool and property lines)
- Steel Schedule
- Architectural drawings
- Electrical Plan
- Plumbing Plan
- Erosion Sediment Control Plan