#538 – Commercial Swimming Pool & Spa (In ground) Submittal Checklist

Case #: ____________________________

Date: ___________________ Project Name: ____________________________________________

Site Address: ________________________________________________________________

NOTE: Applicable support buildings or structures associated with a commercial swimming pool shall be submitted separately under Planning & Development Services application #502 for New Commercial Buildings/Commercial Additions.

For those items regarding commercial swimming pool/spa construction and safety requirements not specifically covered in the adopted codes and ordinances, the ANSI/APSP/ICC-1 and ANSI/APSP/ICC-2 standards will be allowed as an acceptable alternate for items such as pool type classification, stair rise/run, stair handrails, and provisions applicable to the disabled. The objectives of these voluntary standards are to provide recommended minimum guidelines for the design, equipment, operation, and installation of new construction and renovation of public pools and spas for builders, installers, and pool/spa operators. The standards are also intended to assist government and other regulatory bodies in the development, promulgation, and enforcement of public pool and spa criteria. The design recommendations and construction practices in the standards are based upon sound engineering principles, research and field experience that, when applied properly, contribute to the delivery and installation of a safe product.

Application Submittal
Building permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

1. **Electronic Submittal**
   Our PDS Online | ePlanReview system lets you submit documents and plans electronically for review. Go to www.cityofboise.org/pds for more information. All electronic files must meet the requirements specified in the “Electronic Plan Review Submittal Standards” document. Electronic files that do not meet these requirements will not pass pre-screen review.

2. **Paper Submittal**
   Paper plans must be reviewed at a plan intake meeting where staff will verify that the project submittals are complete. The meeting is not a “plan review” for code compliance. The applicant is responsible for contacting staff members if additional consultation is required.

   Intake meetings can occur any time between 8:00 am – 3:30 pm Monday through Friday. Please check in at the Permit Counter and a staff member will conduct the intake meeting with you. All zoning approvals must be completed prior to your meeting time.

Application Acceptance
- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents (electronic submission) or schedule another plan intake meeting with the same staff member (paper submission).
- Plans must be accepted as complete and all review fees must be paid before review can begin.
Instructions

- Checklist must be completed by the project’s Idaho-licensed design professional of record (or applicant if design professional not required) and submitted with the application (paper), or uploaded with the plans and documents (ePlanReview).
- The checklist is not complete unless all information is filled out, all appropriate boxes are checked and all plan page numbers are listed.

**Note**: If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.

Documents Provided

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- **Application #538 – Commercial Swimming Pool & Spa Application** – all pages *(2 paper copies)*
- **Form #304 – Registered Design Professional form** *(2 paper copies)*
- **Building Plans** *(2 complete paper sets)*. Plans drawn to scale on 18”x24” minimum size plan sheets. Plans stamped and signed by an Idaho licensed design professional.
- **Soils and geotech report** for support of the structure where applicable - *(2 paper copies)* stamped and signed by an Idaho licensed engineer or declare on plans the default seismic site class & soil bearing per IBC
- **Central District Health Department** (CDHD) signed copies of all plan sets, **if paper submittal**, *(2 paper copies)*. Only required for public pools that do not require a membership and where a fee is charged for use of the pool. Submit plans to CDHD prior to City submittal.
- **Central District Health Department** (CDHD) **If electronic submittal**, upload a completed Application for Swimming Pool and Swimming Pool Review Checklist form only for public pools that do not require a membership and where a fee is charged for use of the pool. *(1 copy)* Form is available at: [http://www.cdhd.org/EH/pools/forms.htm](http://www.cdhd.org/EH/pools/forms.htm) Initial submittal does NOT require a trip to CDHD if submitting electronically, however, CDHD may require a separate meeting for specific cases.
- **Planning & Zoning letters of approval** *(2 paper copies)* – i.e. Conditional Use (CUP); Design Review (DRH); Zoning Certificate/other approvals if applicable.
- **Hazardous Material Inventory & Classification report** (hazardous materials, i.e. pool chemicals, to be stored/used within associated structures for service to the pool) Specify types and quantities. *(2 paper copies)*

Erosion & Sediment Control

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- **Erosion & Sediment Control** (ESC) Plan Waiver Request Letter *(2 paper copies)* in lieu of an Erosion & Sediment Control plan, if applicable. (For minor land disturbances)
- **Erosion & Sediment Control** (ESC) ESC plans *(2 paper copies incorporated into plans)*, and ESC narrative *(2 paper copies)* if applicable. Plans must be designed for the specific project, and be prepared and signed by a plan designer certified by Boise City. (For sites such as on slopes or when located in an environmentally sensitive area) Contact Erosion & Sediment Control Manager for any questions.
Grading/Drainage Plans & Documents

Where work includes: more than 500 sq. ft. of new impervious surface; more than 1,000 sq. ft. of redeveloped impervious surface; or any modification to existing drainage systems

Yes N/A

☐ ☐ Soils and geotech report for infiltration systems where applicable - (2 paper copies) stamped and signed by an Idaho licensed civil engineer, geologist, or soil scientist

☐ ☐ Site Grading & Drainage Plans where applicable - (2 paper copies incorporated in plans plus 3 extra sets) stamped and signed by an Idaho licensed design professional

☐ ☐ Shallow Injection Well Inventory form Drainage plans with seepage beds must submit a “Shallow Injection Well Inventory” form from the Idaho Department of Water Resources available at: http://www.idwr.idaho.gov/wells/shallow-injection-wells.html

☐ ☐ Site Drainage Report where applicable - (2 paper copies) stamped and signed by an Idaho licensed design professional including descriptive narrative and calculations

☐ ☐ Drainage System Operation & Maintenance Plan where applicable - (2 paper copies) stamped and signed by Idaho licensed design professional

☐ ☐ Permanent Operation & Maintenance Agreement form I have mailed in or dropped off the original signed and notarized document from the landowner to the Public Works Drainage Coordinator. Form can be found in Appendix J of the Boise City Stormwater Design Manual and at this link: http://publicworks.cityofboise.org/services/drainage-control/ (2 paper copies submitted separately)

Plans Provided

Yes N/A

☐ Vicinity Map showing location of the property with street names identified [Page ________________]

☐ Key Plan showing the pool location within the existing building or floor [Page ________________]

☐ Table of Contents/Drawing Index [Page ________________]

☐ Code Analysis/Building Data on front sheet of plans which includes: code year, occupancy group(s), land use zone, construction type, deck & lawn public areas square footage within the barrier/fence, area of the pool(s), classification of pool per standard, floor areas for associated building(s), building height, fire suppression system (specify NFPA code applicable), declare any fire alarm or smoke control system. [Page ________________]

Site Plan

Yes N/A

☐ Site plan showing pool location, streets, new & existing building locations with dimensions to property lines & other buildings, buildings with existing or future restrooms, showers, dressing/locker rooms, storage or pool equipment rooms, water main location & size, waste line location & size, canal/ditches, contour lines, all easements and curb cuts. [Page(s) ____________________________]

☐ Site plan clearly showing the barrier/fence location around the pool area, exit locations from within the pool safety barrier/fence, the accessible route to the pool, and accessible parking serving the pool. [Page ____________________________]

☐ Site plan showing parking stalls with dimensions, number of parking spaces, on site sidewalks and ramps, ramp details, and at grade mechanical equipment [Page(s) ____________________________]
Architectural/Life Safety Plans

Yes  N/A

☐  ☐ Barrier/fence elevation plan dimensioned, access gate(s), accessible hardware, panic hardware if required, & hardware height. Commercial swimming pools shall be completely enclosed by a fence at least 4 feet in height or with a screen enclosure. Openings in the fence shall not permit the passage of a 4-inch-diameter sphere. The fence or screen enclosure shall be equipped with self-closing and self-latching gates. [Page ____________]

☐  ☐ Entrapment avoidance indicate method of compliance on plans. [Page ____________]

☐  ☐ Suction outlets design to produce circulation throughout the pool or spa is indicated on plans. (NOTE: Suction outlets shall be designed to produce circulation throughout the pool or spa. Single-outlet systems, such as automatic vacuum cleaner systems, or other such multiple suction outlets whether isolated by valves or otherwise shall be protected against user entrapment.) [Page ____________]

☐  ☐ Cover plates at suction outlet indicate compliance method on plans. (All pool and spa suction outlets shall be provided with a cover that conforms to ASME A112.19.8M, a 12-inch by 12-inch drain grate or larger, or an approved channel drain system. Exception: Surface skimmers.) [Page ____________]

☐  ☐ Atmospheric vacuum relief system is shown on plans. All pool and spa single- or multiple-outlet circulation systems shall be equipped with an atmospheric vacuum relief should grate covers located therein become missing or broken. Such vacuum relief systems shall include at least one approved or engineered method of the type specified herein, as follows:

☐  Safety vacuum release systems conforming to ASME A112.19.17; or

☐  Approved gravity drainage system.

☐  ☐ Dual drain separation indicated on plans. (Single- or multiple-pump circulation systems shall be provided with a minimum of two suction outlets of the approved type. A minimum horizontal or vertical distance of 3 feet shall separate such outlets. These suction outlets shall be piped so that water is drawn through them simultaneously through a vacuum-relief-protected line to the pump or pumps.) [Page ____________]

☐  ☐ Pool filter cleaners location indicated on plans. (Where provided, vacuum or pressure cleaner fitting(s) shall be located in an accessible position(s) at least 6 inches and not greater than 12 inches below the minimum operational water level or as an attachment to the skimmer(s).) [Page ____________]

☐  ☐ Stair details- dimensioned pool stair details & cross-section provided noting rise/run per applicable code or standard [Page ____________]

☐  ☐ Ladder/recessed tires with handrails indicated on plans [Page ____________]

☐  ☐ Pool ladder locations indicated on plans with dimensioned details. [Page ____________]

☐  ☐ Handrail details - dimensioned details showing locations, connections, elevations and cross sections per applicable code or standard. [Page ____________]

☐  ☐ Required number of plumbing fixtures to serve the occupants (i.e. toilets, lavatories, showers, service sink, drinking fountain) [Page(s) ____________]

☐  ☐ Safety glazing locations, any glass walls, windows, or glazed doors within 5’ horizontally of the pool or spa to be noted as tempered. [Page(s) ____________]

☐  ☐ Portable fire extinguisher locations [Page ____________]

Structural Plans

Yes  N/A

☐  Structural calculations for pool design (2 paper copies) stamped and signed by an Idaho licensed engineer

☐  Specify design loads and material specifications [Page ____________]
Commercial Pool & Spa Submittal Checklist (5)

Yes  N/A

☐  ☐ List deferred items on plans [Page____________________________]

☐  ☐ Identify special inspections on plans [Page____________________________]

☐  ☐ Form #310 – Statement of Special Inspections completed by the design engineer (2 paper copies) when required for items such as anchorage of pool accessories per ICC-ES report or where required by the engineer for shotcrete application)

☐  ☐ ICC-ES Evaluation Services Report for all anchor connection products proposed for attaching the swimming pool accessory components to floors, walls or ceiling, i.e. steps, rails, lifts, etc...
   [Page(s) ______________________________]

☐  ☐ Pool sections with dimensions and details of all structural components & connections (including reinforcement sizes and spacing). [Page(s) ______________________________]

☐  ☐ Fencing when over 6’ in height – provide structural details on plans and calculations (2 paper copies) from an Idaho licensed engineer [Page(s) ______________________________]

Accessibility
Recreational facilities shall be accessible. Use of ADAAG Guidelines/Details is acceptable.

Yes  N/A

☐  ☐ Accessible route details and components for accessing the pool, the deck area, and associated buildings clearly indicated on the plans (curb ramp, ramp, sloped entry, hard surface, handrails, guards, intermediate landings, landings at doors, lifts, transfer walls, elevators) [Page(s) ______________________________]

☐  ☐ Accessibility directional signs (parking, route, restrooms, entrance, seating, etc...)
   [Page(s) ______________________________]

Energy Code Compliance
Pools shall be provided with energy conserving measures in accordance with the applicable adopted International Energy Conservation Code.

Yes  N/A

☐  ☐ Pool heaters readily accessible on-off switch indicated on plans and a note provided on plans stating "All pool heaters shall be equipped with a readily accessible on-off switch to allow shutting off the heater without adjusting the thermostat setting.” [Page ______________________________]

☐  ☐ A note provided on plans stating “Pool heaters fired by natural gas shall not have continuously burning pilot lights”. [Page ______________________________]

☐  ☐ Time switches that can automatically turn off and on heaters and pumps according to a preset schedule are shown and noted on plans. [Page ______________________________]

☐  ☐ Time Switch Exceptions: If an exception is proposed, indicate which exception and provide copies of data to support your exception request.
   ☐  1. Where public health standards require 24-hour pump operation.
   ☐  2. Where pumps are required to operate solar-and waste-heat-recovery pool heating systems.

☐  ☐ Vapor retardant pool cover indicated on plans. (Heated pools shall be equipped with a vapor retardant pool cover on or at the water surface.) [Page ______________________________]

☐  ☐ Insulated pool cover specification shown on plans. (Pools heated to more than 90°F shall have a pool cover with a minimum insulation value of R-12. See exception) [Page____________________________]
If exception is declared for insulated pool cover, a note is to be provided on plans indicating percent of energy provided for heating NOT from site-recovered energy or solar energy source. (Exception: Pools deriving over 60 percent of the energy for heating from site-recovered energy or solar energy source.)

Lighting Compliance (if new lighting is being installed) for illumination of pool deck and surrounding area (COMcheck analysis signed and printed on plans) [Page ____________________________]

Lighting plan and fixture schedule (if new lighting is being installed) (list fixture type, wattage, ballast, bulb type, fixture count, and control/switching requirements) [Page(s) ____________________________]

Plumbing Plans

Plumbing plans stamped and signed by an Idaho licensed engineer

Note: Plumbing plans may be stamped and signed by an Idaho licensed architect for minor work. Contact the Chief Plumbing/Mechanical Inspector for approval prior to the intake meeting.

Domestic water line locations & sizes including backflow valve [Page(s) ____________________________]

Domestic and pool backwash wastewater drainage details/notes including size and venting, connecting to sanitary sewer [Page(s) ____________________________]

Pool heater details including location, fuel type, venting and gas piping sizes [Page ____________________________]

Electrical Plans

Electrical plans with a note stating “Electrical shall comply with the current adopted National Electrical Code and ordinance specifically Article 680, Swimming Pools, Fountains, and Similar Installations.” [Page ____________________________]

Grounding & Bonding details/notes [Page ____________________________]

Applicant Acknowledgement

I have completed the above checklist noting all pages and supporting documents for the project.

Name of Submitting Design Professional of Record ____________________________ Date ____________________________
(or applicant if design professional not required)

For Staff Use

Accepted ____________________________ by ____________________________

Date ____________________________ Staff Member Conducting the Intake

Accepted ____________________________ by ____________________________

Date ____________________________ Staff Member Conducting the Intake

Not Accepted ____________________________ by ____________________________

Date ____________________________ Staff Member Conducting the Intake

Not Accepted ____________________________ by ____________________________

Date ____________________________ Staff Member Conducting the Intake