Below is a checklist of items that are typically required for a commercial swimming pool project. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested as needed based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

### BUILDING PERMIT PLAN REVIEW ITEMS

<table>
<thead>
<tr>
<th>Submittal Item</th>
<th>Required</th>
<th>Completeness Check</th>
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</thead>
</table>
| Building Permit Application             | Yes      | ☐ Completely filled out including owner’s info, architect/engineer, & project contact  
☐ Emails provided for all contacts   
☐ Valuation provided on the form   
☐ Application is signed            |
| Air Pollution Control District Form     | Yes      | ☐ Completely filled out                                                                                                                           |
| Construction Plans                      | Yes      | ☐ Plans are legible and organized by discipline  
☐ Sheet index provided, plan set matches sheet index  
☐ Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, occupancy groups  
☐ Deferred submittals identified on cover sheet  
☐ Separate plan disciplines provided for Civil, Architectural, Structural, Mechanical, Electrical, Plumbing, and Landscaping  
☐ Plans are stamped and signed by design professionals  
☐ Detailed scope of work description on the cover sheet |
| Structural Calculations                 | Yes      | ☐ Separate package of design calculations is provided  
☐ Calcs are stamped and signed by design professional |
| Equipment Specifications                | Yes      | ☐ Specs for pool equipment provided as separate package or included in the plan set                                                              |
| Geotechnical (Soils) Report             | Maybe    | ☐ *May be required depending on scope of project  
☐ Report must have been completed within 3-years  
☐ Foundation review letter from the Geotech engineer provided |

If any of the items identified in the table above are not included, your submittal may be rejected.

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.