



Residential Swimming Pools • Spas • Hot Tubs Plan Submittal Checklist

Purpose

This handout summarizes the requirements for a complete plan review submittal for private residential swimming pools and spas in single-family homes. The following guideline shall be reviewed before commencing any work.

Permits Required

A swimming pool permit is required for all indoor and outdoor swimming pools, and in-ground and above-ground spas or hot tubs.

Exceptions: No permit is required for these types of installations (CBC Section 105 & BCC 26-3.1):

- Prefabricated swimming pools that are less than 24 inches deep, are not greater than 5,000 gallons and are installed entirely above ground.

Note: A permit is required for electrical connections other than plug in.

Additional Agency Approvals

Planning

Contact the **Planning Division** at (530)552-3701 for land use and setbacks prior to submittal of plans.

If located in **City of Gridley**, contact the City Planning Department at (530) 846-3631

If located in **City of Biggs**, contact the City Planning Department at (530) 868-5447

Environmental Health

Contact the Environmental Health Department for septic or well requirements at (530) 552-3880 or stop by their office located at **202 Mira Loma Dr., Oroville CA 95965**.

Plan Submittal for Construction

Quantity

Complete plans and documents can be submitted directly to the Building Division counter or by email to dsbuilding@buttecounty.net.

- If submitting digital plans, only one set of the following is required.

- Three (3) complete sets of plans. At least two sets must be signed by designer or stamped and signed by licensed professional.
- Two (2) structural calculations sets, stamped and signed by the licensed professional.
- Complete permit application.
- Permit fee payment.

A. Plans for In-Ground Swimming Pools

- Site plan. Three (3) sets to include lot dimensions; setback distances from property to swimming pool. Location of all existing utility easements, well/septic, existing/proposed retaining walls, and drainage. Locations of pool equipment, disconnects, breaker size, electrical panel, and gas meter. Location of electrical outlets within 20- ft of the pool; depth of pool, etc.
- Structural Plans. Two (2) sets of stamped and signed structural calculations, plans, and steel schedule prepared by a CA Licensed Engineer.
- Flood Elevation Certificates. Two (2) complete elevation certificates for the pool equipment if the equipment is in or within 250 feet of a FEMA flood hazardous zone.

B. Plans for Self-contained, Above-Ground (Portable) Spas or Hot Tubs

- Site plan. Three (3) sets to include lot dimensions; setback distances from property lines, buildings, and structures, to the spa/hot tub. Location of all existing utility easements; well/septic, disconnects, and breaker size. Receptacle outlets within 20-ft of the hot tub/spa; type of conduit; existing service panel and amperage.
- A copy of the installation manual along with specification sheet for the unit.

Code Requirements

Safety Features (2022 CRC Appendix AX, SB 442, Butte County Code 26-3.1(b))

The swimming pool or spa shall be equipped with at least two of the seven safety features required by (CRC

Section AX100, HSC Section 115922) and one of the required safety features shall consist of an enclosure or safety cover as described in items 1, 2, and 3 below:

1. An enclosure that meets the requirements of Section 115923 and isolates the swimming pool from the private single-family home.
2. Removable mesh fencing that meets American Society for Testing and Materials (ASTM) Specifications F2286 standards in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device.
3. An approved safety pool cover, as defined in subdivision (d) of Section 115921.
4. Exit alarms on the private single-family home's doors that provide direct access to the swimming pool or spa. The exit alarm may cause either an alarm noise or a verbal warning, such as a repeating notification that "the door to the pool is open."
5. A self-closing, self-latching device with a release mechanism placed no lower than 54 inches above the floor on the private single-family home's doors providing direct access to the swimming pool or spa.
6. An alarm that when placed in a swimming pool or spa, will sound upon detection of accidental or unauthorized entrance into the water. The alarm shall meet and be independently certified to the (ASTM Standard F2208) "Standard Safety Specification for Residential Pool Alarms," which includes surface motion, pressure, sonar, laser, and infrared type alarms. A swimming protection alarm feature designed for individual use, including an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water, is not a qualifying drowning prevention safety feature.
7. Other means of protection, if the degree of protection afforded is equal to or greater than that afforded by any of the features set forth above and has been independently verified by an approved testing laboratory as meeting standards for those features established by the ASTM or the American Society of Mechanical Engineers (ASME).

Enclosures for Outdoor Swimming Pools, In-Ground Spas or Hot Tubs

An enclosure shall have all of the following characteristics: (CRC Section AX100, HSC Section 115923)

1. Any access gates through the enclosure open away from the swimming pool and are self-closing with a self-latching device placed no lower than 60 inches above the ground.
2. A minimum height of 60 inches.
3. A maximum vertical clearance from the ground to the bottom of the enclosure of 2 inches.
4. Gaps or voids, if any, do not allow passage of a sphere equal to or greater than 4 inches in diameter.
5. An outside surface free of protrusions, cavities, or other physical characteristics that would serve as handholds or footholds that could enable a child

below the age of five to climb over.

Barriers for Self-contained Spas or Hot Tubs

- Provided the self-contained spa or hot tub is equipped with a **listed safety cover**, it shall be exempted from the barrier requirements. If no cover information is available, follow the same barrier protections as for a swimming pool.

Drains for Pools and Spas

- Suction outlets shall meet the requirements of (CRC AX100, HSC Section 115928) items a-c.
- Form [DBP-66](#) will be required at permit final.

Electrical Requirements (2022 CEC)

- Location and type of electrical service (underground or overhead).
- At least one 125 volt, 15 or 20 amp receptacle shall be located not closer than 6-ft and not farther than 20-ft from the inside wall of the pool. (CEC Art. 680.22(A)(1))
- All 15 and 20 amp, single phase receptacles located within 20-ft shall be a Class A GFCI. (CEC Art. 680.22(A)(4))
- At least one 125-volt, 15-or-20-amp receptacle shall be GFCI protected within a Pool Equipment Room. (CEC 680.22 (A)(5))

Plumbing Requirements (2022 CPC)

- Gas line sized per CPC Section 1216 and Tables 1216.2. (See CPC Figure 1216.1.1 for example)
- 12-in minimum burial for underground gas lines.
- A gas shut-off valve within 3-ft of the heater.

Energy Requirements (2022 CEnergyC)

- All pool and spa heating systems or equipment must be certified by the Energy Commission that the system or equipment complies with Section 110.4 and 110.5.
 1. Minimum heating efficacy according to Appliance Efficacy Regulations; and
 2. An on-off switch outside the heater; and
 3. Permanent & weatherproof operating instructions;
 4. No electric resistance heating, except:
 - i. listed package units with fully insulated enclosures, and with tight-fitting covers, insulated at least R-6.
 - ii. Pool or spa getting 60 percent or more of their annual heating from site solar energy or recovered energy
 5. Pool and spa heaters may not have a continuously burning pilot lights;
 6. Outdoor pools and spas with gas or electric heaters shall have a cover installed. The cover should be fitted and installed during final inspection.

Inspection Guidelines

Indoor or Outdoor Swimming Pools

1. **Pre-Gunite.** Steel (rebar) placement; plumbing under pressure test. Electric installed; bonding of pool and spa steel.
2. **Pre-deck.** Steel (grid structure), all plumbing and electric must be installed.
3. **Pre-plaster.** Prior to filling the pool with water, verify barrier installation (e.g., fence, gates, door alarms).
4. **Final.** Final grading; location of all equipment is in operation; pool must be filled.
5. Form [DBP-66](#) will be required prior to final.

Spas and Hot Tubs

1. **Underground Electrical & Plumbing.** Required if plumbing lines or electric lines are placed underground. (Provide installation manual for inspector)
2. **Final.** Approved safety cover or other barrier installation; all equipment operational.

Plan Check Time

Refer to the following link for current plan check times: <https://www.buttecounty.net/252/Building>

Permit Issuance

The following will be required at time of permit issuance:

- Proof of current contractor's license / Worker's Compensation insurance (for contractors only).
- Outstanding building fee payment.

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office. (If submitted digitally, a copy of the approved plans will be emailed to the applicant)

Questions

Contact the **Building & Safety Division** at (530) 552-3700 for inquiries on plan check submittals and fees.