



APPLICATION CHECKLIST

POOL AND SPA

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

NOTE: A permit is required for all pools and spas, including pre-fabricated swimming pools and spas more than 18" deep. The application can include related work such as gas lines, for bbq, fire pits, enclosure walls, solar heating systems, and other code-regulated work.

1. PLANS – combine the following into one file labelled “POOL PLANS”

Site Plan

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Existing utilities, easements, and setbacks
- Proposed utility location
- Size and location of proposed pool/spa dimensioned from lot lines and between structures
- Pool depth
- Pool barrier, enclosure & location of all equipment (alarms, latches, locks, electric pool covers, fencing details)

Construction Access (can be shown on site plan)

- Owner shall reconstruct and repair masonry screen walls removed for installation to be consistent with design, texture, color and height of the existing masonry wall.
- Access through City of Prescott right-of-way requires a ROW permit (see link below)
- Access through adjacent property requires an approval letter from the property owner
- Access through common area requires an approval letter from the homeowner's association

2. SUPPORTING DOCUMENTS – if applicable, combine 8 ½ x 11 format into one file labelled “SUPPORT DOCS”

One Line diagram of electric service distribution

Electrical Notes (include on construction plans, if applicable)

- Electrical installed per 2017 NEC Article 680
- Existing service size (amps)
- Sub-panel size (amps)
- Feeder size
- Motor/Pump horse power
- Full load amps (FLA)
- Breaker size (amps)

Mechanical / Plumbing Notes (include on construction plans, if applicable)

- Mechanical / Plumbing installed per 2018 IPC/IMC/IRC/ISPC
- Length and size of proposed gas line
- Heater size (BTU)

Equipment Specifications

Manufacturer Installation Instructions

Anti-Suction Cover Specifications

Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements

- ❖ Public Works Engineering, ROW and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted: