



**PLANNING & DEVELOPMENT SERVICES**

# RESIDENTIAL SWIMMING POOL/SPA SUBMITTAL CHECKLIST

**APPLICABLE CODES:** 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 16

This submittal checklist outlines the minimum requirements to help prepare you for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents are to be submitted electronically through our Palo Alto Online Permitting System (OPS).

Please see our [WEBSITE](#) for instructions on how to submit your application.

## REQUIRED PLANS / DOCUMENTATION

### Completed Applications (APPLY.pdf)

- [Building Permit Application](#)
- [Utilities Application](#)
- [Excavation and Grading Permit Application](#), if moving more than 100 cubic yards

### Electronic PDF of Plans and Supporting Documents signed by the person who prepared them. (PLANS.pdf)

- Cover Sheet / Title Page
- Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter file number, if applicable
- Civil Plans
  - *Site Plan*
  - *Grading, Drainage, & Site Improvement Plan*  
*Note: If moving more than 100 cubic yards of dirt, an [Excavation and Grading Permit](#) is also required*
  - *Topographic / Boundary Survey*
- Architectural Plans
  - *Property Perimeter Fence and Gate Access plan*
  - *Show Pool Equipment setbacks to Property Line*
  - *Pool Plan and Sections*
  - *Building Floor Plan showing doors providing direct access to the pool / spa*

- Structural Plans
  - *Pool Structural Plan*
  - *Structural Section, Details, and Notes*
- Electrical/Mechanical Site Plans
  - *Equipment Plan*
  - *Pool/Spa Equipment specifications (including noise levels)*
  - *Overhead Power Lines if existing over the pool/spa*
- [T-1 Tree Protection Sheet](#)
- [Pollution Prevention Plan](#) (SWPPP)
- Title 24 Energy Compliance Forms (CF2R-PLB-03)

### Supporting Documents (DOCS.pdf)

- Structural Calculations for pool/spa
- Electrical Load Calculations
- [Special Inspection & Testing Agreement Form](#)\*

\* = Not required at submittal, but required before issuance