



**City of Boulder City**  
Community Development Department  
**Building and Safety Division**  
401 California Avenue  
Boulder City, Nevada 89005  
702-293-9282 (Main Line)  
702-293-9392 (Fax)

## Swimming Pool and Spa Permit Plan Submittal Checklist

**CHECKLIST MUST BE COMPLETED BY YOU & SUBMITTED WITH YOUR APPLICATION & PLANS**

**Applicant Must Check All That Apply for Each Section; Write N/A if it Does Not Apply**

### Minimum Requirements

- Completed permit application in blue or black ink only. **Application must have a state-licensed contractor or Owner/Builder listed and must be signed by a representative of the company or the Owner/Builder. Applications submitted by design professionals or with "TBD" listed for the general contractor will not be accepted.**

- Completed Acknowledgement of Owner Responsibility form
- A copy of the signed contract between pool contractor and buyer (when permit is pulled by contractor)

**OR**

Copies of all invoices/receipts for labor and materials (when permit is pulled by Owner / Builder)

- Three (3) sets of **BOUND** plans (accepted sizes: 8 ½ x 11, 8 ½ x 14, 11 x 17 and all architectural sizes)
- Two (2) sets of structural plans prepared by a Nevada-registered professional, civil or structural engineer **All sets must be stamped and signed by the registered engineer**

### Documents Prepared By

- Owner / Builder (all documents signed as "Owner / Builder")
- Nevada Licensed Contractor (all documents signed by contractor performing the work)
- Nevada Registered Design Professional (all documents signed and sealed by designer)

### Site Plan

- Indicate North arrow
- Indicate property address
- Indicate proposed pools, spas and water features
- Indicate square foot area of pool, spa and water feature
- Indicate existing structures on the same site as the proposed pool, spa or water feature
- Indicate property lines, existing utilities (including overhead power lines) and other easements
- Indicate location of pool, spa and water feature equipment
- Indicate location of decking, steps, ladders, handrails, handholds and lighting
- Indicate location(s), type of material and height of access barriers
- Indicate drainage inflow and outflow locations and specification of areas required to be maintained for drainage purposes
- Indicate location of glazing within the prescribed distance from the pool and declare the means for code compliance of glazing
- Indicate water and electrical points of connection
- Indicate water and electrical service routes from existing point of connection
- Sign and date plans

**Structural Plans**

- Indicate soil bearing capacity and landfill characteristics
- Indicate concrete specifications and strength
- Indicate reinforcing steel placement, steel diameter, steel specifications and steel strength

**Pre-manufactured Pools and Spa**

- Indicate make
- Indicate model number
- Include manufacturer's installation instructions
- Indicate ICC/IBO approval number for pools
- Indicate IAPMO approval number for spas

*For Use by COBC Staff Only*

Checklist reviewed by: \_\_\_\_\_ Checklist reviewed on: \_\_\_\_\_

Application Number: \_\_\_\_\_