



RESIDENTIAL BUILDING SUBMITTAL REQUIREMENTS

Community Development Department
Building Division
1600 First St., PO Box 650
Napa, CA 94559-0660
707-257-9540

CITY OF NAPA

RESIDENTIAL SWIMMING POOL CHECKLIST

Complete project submittals will be taken in for review and charged a plan review fee. Allow 21 business days for first review plan check comments. Incomplete submittal packages will not be taken in for review.

NOTE: Verification of the following will be required prior to permit issuance (if applicable):

- Public Works Encroachment and/or Grading permit (707-257-9520)

DRAWING SET REQUIREMENTS

- Project data (see below)
- Site plan (see below)
- Drowning Prevention Safety elements
- Plumbing / Mechanical plan
- Sections / details / schedules
- Mechanical, Plumbing, Electrical plans
- CA Energy Code compliance (include manufacturer's listing info)

SUBMITTAL DOCUMENTS

All items are required at time of submittal for new residential buildings and additions

- Permit application, completed
- Drawings (4 sets total, minimum of two must be stamped and signed)
 - Minimum sheet size is 11" x 17"
 - Minimum scale is 1/4" (except for site plan)
- Planning Division approval (if applicable)
- Soils/geo-tech report / letter **OR** Soils Report Waiver Request approved by CBO
- Structural calculations (2 stamped sets)
- Floodplain compliance documentation (or as specified by Flood Division)
- Erosion and Sediment Control Plan (or as specified by Stormwater Division)

PROJECT DATA

- Job address
- Owner's name and address
- Name and contact information of person who prepared plans
- Code compliance statement
- Detailed scope of work

SITE PLAN

- lot dimensions
- location of all existing structures
- utility locations (existing and proposed, include overhead lines)
- easements
- retaining walls slopes, drainage
- Erosion and Sediment Control measures
- setback distances from property lines
- location of pool equipment and disconnects
- pool size in gallons
- pool deck size and locations,

DROWNING PREVENTION SAFETY ELEMENTS

if a self-contained spa or hot tub is equipped with a listed safety cover, it is exempted from this requirement.

MECHANICAL, PLUMBING REQUIREMENTS

- Backflow prevention at water supply
- Two circulation drains per pump, separated by minimum of 3 feet
- Minimum 36 inches between filter and heater (for future solar heating)
- Pool cover (if pool heater is installed)
- Gas pipe sizing calculations, layout and location of gas meter (if pool heater is installed)
- Pool equipment schedule (include manufacturer's listing information)
- Pump sizing and flow rate per 2016 CA Energy Code, Section 150(p)
- Anti-siphon devices on hose bibs within the pool area

ELECTRICAL REQUIREMENTS

- Location of electrical meter (size and location of pool sub-panel, if installed)
- Bonding of all metal within 5 feet horizontally and 12 feet vertically of water
- GFCI protection for 125v or 240v receptacles that provide power for pump motors or other loads directly related to circulation and sanitation systems
- GFCI protected convenience outlet between 6 and 20 feet of the inside wall of the pool
- Equipotential bonding grid, minimum 8AWG