

BUILDING—SWIMMING POOL/SPA PLAN SUBMITTAL CHECKLIST

2021 INTERNATIONAL SWIMMING POOL AND SPA CODE
CITY CODE OF ORDINANCES CHAPTER 18 & 26
2020 NATIONAL ELECTRICAL CODE

#	ITEM	YES	NO
1.	Original Building Site Designation Form Signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>
2.	Site Plan Survey—showing all existing and proposed structures, paving, etc. & on-ground staked survey with original seal, signature and dated by a licensed Surveyor	<input type="checkbox"/>	<input type="checkbox"/>
3.	Condition of Permit for swimming pool/spa	<input type="checkbox"/>	<input type="checkbox"/>
4.	Complete Building Permit Application Signed and dated	<input type="checkbox"/>	<input type="checkbox"/>
5.	Electrical Load analysis—include size of main disconnect, current load, and pool load	<input type="checkbox"/>	<input type="checkbox"/>
6.	Completed Zoning and Code checklist	<input type="checkbox"/>	<input type="checkbox"/>
7.	Tree Disposition submitted with plans	<input type="checkbox"/>	<input type="checkbox"/>
8.	Complete pool/spa design plans, two sets of all structural calculations and details for swimming pool permit application. Must have original seal, signature and dated by a registered professional Engineer .	<input type="checkbox"/>	<input type="checkbox"/>
9.	Drainage Plans (as-designed), Two (2) sets, signed and sealed— max 11" x 17" NOTE: As-built drainage plans will also be required prior to occupancy of the pool/spa. See Chapter 18, Section 18-56	<input type="checkbox"/>	<input type="checkbox"/>
10.	8 Letters to surrounding neighbors (3 in front; 3 behind, and 1 on each side). Envelopes must include a Site Plan, be addressed to surrounding neighbors, include Contractor's return address and stamped postage. Must also include a letter for CenterPoint Energy Attn: Code Violation Dept. 4300 Bissonnet, Bellaire, TX 77401 LETTERS NOT TO BE SEALED & WILL BE MAILED OUT BY CITY BEFORE PERMIT IS ISSUED	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT		
ADDRESS		
CITY	STATE	ZIP CODE
ACKNOWLEDGMENT		
<p>TO PROCESS YOUR SWIMMING POOL/SPA PLAN REVIEW APPLICATION, THE ADJACENT DOCUMENTS AND/OR INFORMATIONS ARE REQUIRED.</p> <p>I understand not providing some or all of the information requested above may result in a delay of my plan review and permit approval.</p>		
APPLICANT SIGNATURE		DATE
PRINT NAME		

OFFICIAL USE ONLY	
RECEIVED BY	
SIGNATURE	DATE SUBMITTED