

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

## **Pool - Residential New**

**Plan Reviews:** Building Review, Electrical Review, Environmental Review, Mechanical Review, Planning Review, Plumbing Review, Public Works Review, Structural Review, Urban Forestry Group Review

**Inspections:** Building Final, Foundation, Planning Final

**Drawings:** 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

*Drawings included:*

- Signed & Sealed Topographic/Boundary Survey
- Site Plan
- Pool Safety Act, click [here](#) to download form.
- Landscaping Plans
- Architectural plans (if applicable)
- Mechanical plans (if applicable)

Electrical plans (if applicable)

- Plumbing plans (if applicable)
- Structural plans (if applicable)
- Pool Plans
- Plumbing Plans
- Life Safety Plans
- Tree survey
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc.
- All elevations must include the following in NGVD values: BFE, Grade, Adjusted Grade and Freeboard (if applicable)
- If located on rooftop, a roof plan must be submitted providing pool setbacks to the edge of roof and total height measured from the main roofline. (Commercial or Multi-family)

**Supporting Documents:**

- Structural Calculations
- Geotechnical Report
- Special Inspector Forms

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- Phasing Plan Pre-approved by Fire Marshal (if alteration is in an occupied building and proposed work compromises existing life safety systems: Exits, Compartmentation, Life Safety Systems. Etc.)
- Tree Disposition
- Tree Protection Plan
- Approved Tree Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- All proposed mechanical equipment and/or allowable encroachments within required yards shall indicate setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.
- All required shaded diagrams and calculations. Open Space calculation for rear yard and side yard (if facing street)
- Provide Screening total height and materials finish, if applicable
- Provide pool coping grade (NGVD or NAVD values)
- Drainage Calculations Report (If applicable)