



**Boulder County
Land Use Department
Publications**

Pool and Spa System Checklist

Land Use Department
Courthouse Annex Building
2045 13th Street
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**Building Safety &
Inspection Services:**
Phone: 303-441-3925
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Email: building_official@bouldercounty.org
Website: www.bouldercounty.org/lu

Office Hours:

Monday – Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8 to 10 a.m.

Building Permits can be applied for
and issued until 4 p.m.

Pool and Spa System Checklist

Per 2012 IRC (International Residential Code) Appendix G. Pool and spa applications are reviewed by the county plans examiners. The following checklist shall be submitted with your plans. Each item on the list shall be marked to verify it is part of the submittal. Incomplete information may result in plan rejection or delay in the approval of your project.

Plan Submittal Requirements

Provide the following information:

1. A completed application form. Include a description of the proposed Pool/Spa System. Indicate if the Pool/Spa and Equipment is located Indoors or Outdoors. If energy offsets are required, how the energy offset will be achieved.
2. An application deposit (the balance of fees is due at the time of permit issuance).
3. Two complete sets of plans and a CD of the electronic PDF files are to be submitted to Building Safety & Inspection Services for plan review (three complete sets of plans and a CD of the electronic PDF files are required for permits within Jamestown).

Note: For Factory Built CEC Title 20 compliant Spa Tubs see page 2.

Site Plan - Equipment Outside a Building

Ground Mounted

- Show dimensions between structures and property lines.
- Show the location and dimensions of Pool/Spa
- Pool Barrier and gate locations.
- If the pool cut is proposed to remain on site. Clearly show the proposed location and gradient for the spread. See Grading Plan on page 2.
- Pool equipment.
- New electrical panels or disconnects.
- Existing utility easements.
- New exterior lighting (including low voltage).

Note: Provide cut sheets for proposed exterior light fixtures.

Floor Plan – Equipment Within a Building

- A Floor plan showing the location of all equipment within structures.
- Label all equipment new or existing equipment with descriptions. Label the use of the room in which the equipment is placed.
- Show service clearances of the equipment.

Pool Equipment Requirements

Provide the following general information and product listing sheets:

- Pool Engineering with original signature and seal on plan.
- Heaters.
- Pumps.
- Filters
- Automatic Covers
- Control modules.
- A dimensioned section and elevation drawing for the pool barrier to include:
 - Materials.
 - Connections.
 - Gate detail.

More information about pool barrier requirements can be found on our Swimming Pools, Spas, & Hot Tub publication: www.bouldercounty.org/find/library/build/b26swimmingpools.pdf

Electrical Requirements

- One line electrical bonding diagram to include:
 - All pool equipment.
 - Pool/Spa shell and deck.
 - Ladders, diving boards, automatic covers and lighting.
- Cut sheets for proposed bonding lugs.
- Locking covers.

BuildSmart Compliance

- A completed energy offset form.

Note: If a Solar PV or Thermal system is required for energy off-set per IRC N1103.8, the applications for these systems must be made (reviewed and approved) prior to the Pool/Spa permit being issued. A final inspection for the proposed system(s) must be completed, prior to the pool/spa completing final inspections.

If a boiler is used for Pool/Spa heating, solar thermal systems (as part of an off-set) must be used for domestic use only.

Notes: Separate permits are required for:

- Solar Thermal Systems.
- Solar PV Systems.

Note: Ground mounted solar systems require a Site Plan Review Waiver approval.

Grading Plan

Provide the following information:

- Grading narrative, to describe the volume of pool/Spa cut and its proposed disposition.
- If the Pool/Spa cut is proposed to be spread onsite, clearly show the areas on the site plan and the gradient thickness of the spread.

Note: A separate grading permit and planning process is required for grading in excess of 50 cubic yards (combined cut and fill).

- If the cut is proposed to be trucked offsite and out of Boulder County to a landfill, receipt for its acceptance will be required prior to final inspections.
- If the cut is proposed to be trucked offsite and deposited within Boulder County (and is more than 50 cubic yards), a grading permit by the recipient would be required.

Plans required for Factory Built CEC Title 20 compliant Spa Tubs (less than 64 sq. ft. of surface area):

- Site plan or floor plan showing spa location.
- Product listing sheet for the specific model of Spa appliance.
- Product listing sheet for the required insulated cover (minimum R-value of 12).

Note: An ASTM F 1346 locking cover or a pool barrier per IRC Appendix G is required.