



City of Glendale
**Custom Swimming Pools
and Spas**
Submittal Requirements

Applications for a building permit to construct a swimming pool and/or spa must include the following plan or information submittals:

- I. Building Permit Application Form (generic example attached)
 - A. **Project Address** Indicate the address of the property where the pool is to be built.
 - B. **Description of Work** Indicate if the pool is above ground or in ground, gunite or premanufactured, and if any portion of the pool or spa construction is to be elevated above the adjacent grade.
 - C. **Book** ____ **Map** ____ **Parcel** ____ **Subdivision** _____ **Lot No.** ____
Provide the above property description information.
 - D. **Property Owner:** Indicate the name of the property owner or legal entity which holds title to the property, their address and telephone number.
 - E. **Prime contractor:** Indicate the name of the pool contractor who will build the pool. Include the telephone number, address, state contractor license number and classification and City sales tax license number if known. If the name of the contractor is not yet known or if the property owner is to function as the prime contractor, write *Owner/Builder*.
 - F. **Special Conditions:** Leave blank.
 - G. **Permit:** Leave the permit type boxes blank.
 - H. **Square Footage:** Indicate the surface area of the pool.
 - I. **Valuation:** Indicate the approximate value of the pool and all improvements made in conjunction with the pool construction.
 - J. **Utilities:** Indicate with a check mark the utilities which serve the property.
 - K. **Date Submitted:** Leave blank until the permit application is delivered to the City of Glendale Development Services Department.
 - L. **Contact Person:** Print the name and telephone number of the person who should be notified when the building permit has been approved.

- II. Completed applicant declaration sheet (example attached).
- III. Two copies of a complete plot plan on an 8 ½" X 11" sheet (example attached) which:
 - A. Is accurately drawn to scale (no free-hand drawings or sketches);
 - B. Shows all property lines accurately dimensioned;
 - C. Shows adjacent streets and alleys;
 - D. Include a North arrow;
 - E. Shows adjacent flood control structures (if any);
 - F. Shows all easements, public and private (use dashed lines), accurately dimensioned.
 - G. Shows the footprint of all buildings and structures, including the swimming pool, on the site;
 - H. Shows the distances between the pool and the adjacent building(s) or structural features;
 - I. Shows the closest distances between the pool and the adjacent property lines (measured perpendicular to the property line);
 - J. Shows the maximum length and width of the pool;
 - K. Shows the location of retaining walls (if any);
 - L. Shows any grade depressions or surcharge conditions in the area of the pool;
 - M. Indicates the surface area of the pool;
 - N. If water-heating equipment is to be installed that is to use natural gas or LPG gas, the following must be noted:
 - 1. Location of the gas meter or gas tanks:
 - a. If the use of LPG gas is contemplated, the location of the gas tanks must be in accordance with NFPA #58.
 - 2. Route of the fuel-gas piping;
 - 3. Size of the fuel-gas piping;
 - 4. Input requirements of all equipment and all appliances which will be served by the fuel gas piping;
 - 5. Indicate the type of fuel-gas to be used.
 - O. Must not include non-relevant site information;
 - P. Should show the location of pool decking and equipment;
 - Q. Should show the location of septic tanks and leach fields if known;
 - R. Should show the location of irrigation ditches, culverts or flood-control features;
 - S. Must have the name, address and telephone number of the property owner noted at the bottom of the plot plan.

Note: No part of the pool construction may encroach into an easement — public or private.

Exception, pools may encroach into an easement if consent has been obtained from all parties who may have rights for use of the easement. Consent for such encroachment may be evidenced by letters from the respective parties. The letters must include a copy of the plot plan that also shows the proposed pool, must contain explicit verbiage giving consent to encroach, and must be endorsed by an individual who has the authority to represent and sign the letter.

- IV. Two copies of a pool cross section on an 8 ½" X 11" sheet (example attached) which:
 - A. Includes a drawing of the side elevation of the house indicating whether the house is a two-story or single story;
 - B. Indicates the maximum depth of the pool;
 - C. Shows the distance from the pool to the nearest building feature(s), retaining wall, covered patio, etc.

- V. Site specific pool construction drawings sealed by a structural engineer registered to practice in the state of Arizona.

- VI. Site specific engineering calculations for the above construction drawings sealed by the same structural engineer who prepared and sealed the above construction drawings.

Building permit applications are processed in five working days.