



## Residential Permit Submittal Checklist Swimming Pools & Spas

You may apply for a Building Permit online at [Customer Self Service](#). Once you have registered for a username and password, log in and select Apply, then select the type of permit for which you are applying and follow the prompts. If you need assistance, please contact us at (509) 585-4266.

Each document or document set listed below must be separated into its own PDF file.

### **One Plot Plan to scale, (1" = 20') to include:**

- Parcel Number
- Address and legal description
- North Arrow
- Location of Pool/Spa with dimensions
- Setback dimensions from property lines and other buildings/structures on the property
- Property lines and corners with dimensions of parcel
- Easements
- Barrier Locations (Fencing, etc.)
- Equipment Location
- Show the location of all existing and planned retaining walls (if applicable)

### **One set of pdf plans 11" x 17" minimum or larger and minimum of ¼-inch scale (must be legible) for review with the following information.**

- Pool Type (Vinyl, Gunnite, etc.)
- Above or Below Ground
- Size of Pump & Specification Sheet
- Safety Cover
- Door Alarms
- Heat Pump Specification Cut sheets (if heated)

**(If submitted, pool specifications must indicate which pool type is being installed.)**

**A mechanical permit application is required at the time of submittal of the pool application if the pool will be heated.**

**If address is on septic, applicant must provide approval letter and stamped plot plan from Benton Franklin Health Department before applying.**

*Note: This checklist is not a substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document. Building Official may require additional documentation as needed.*