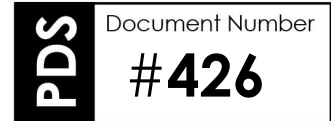




## PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500  
CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529



# Residential Swimming Pool Submittal Checklist

Record #: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

## Application Submittal

There are two ways to submit, online or in-person. [Residential Swimming Pool & Spa](#) Click the **Apply Online** button on the [426 landing page](#). Online applications are typically reviewed within two weeks, at which point you will receive an e-mail saying fees are due and giving you a link to your City-approved documents.

Plans drawn to scale 1/4 inch = 1 foot typical, unless otherwise specified in this checklist, on minimum 11" x 17" size sheets. All electronic Building Plans/Drawings are to be at least 11x17" in size and following the Accordance with our electronic standards submissions.

**Residential Swimming Pool \*Spa in-person.** To apply in-person, make an appointment [here](#). Arrive 20 minutes ahead of your appointment and check in at the Permit Counter with your completed application and any required plans. Please provide two copies of any documentation. For simple projects expect the process to take +/- one hour. For more complicated projects, or projects with incomplete information, the Plan Examiner will hold the plans/application for later review, typically within two weeks.

**Before you apply...** Some projects require approval from Planning & Zoning before applying for your Building Permit. Examples of projects that require prior approvals include: projects in an [Historic District](#), in the [Floodplain](#), or on [Sub-standard lots](#), [Accessory Dwelling Units](#) (in-laws quarters), and projects in the [Hillside](#) overlay that substantively alter the grading. If you are unsure if your project will require one of these prior approvals, you can make a Front Desk Planning Inquires Appointment to discuss your project with a Planner. Here is the link for making an appointment:

<https://www.cityofboise.org/departments/planning-and-development-services/pds-appointments/>

The Permit Counter can be contacted at (208) 608-7070 for any further questions or information on [fees](#).

## Required Documents

Yes N/A

- ☐ **Application #426 – Residential Swimming Pool Application** – all pages
- ☐ ☐ **Planning & Zoning Letters of Approval** – i.e. Hillside Category II (CFH); Design Review (DRH) and other approvals if applicable.
- ☐ ☐ **Structural Calculations** for pool design stamped and signed by an Idaho licensed engineer (for gunite, shotcrete or other built-in-place pools).

- ☐ ☐ **ICC-ES Evaluation Services Report** (for vinyl-lined, fiberglass, and other pre-manufactured pools).
- ☐ ☐ **Manufacturer's Installation Instructions** (for vinyl-lined, fiberglass, and other pre-manufactured pools).
- ☐ ☐ **Pools in the Hillside Overlay** provide all geotechnical, grading & drainage, and other supporting documentation provided as part of the Hillside Category II application.
- ☐ ☐ **Erosion & Sediment Control Narrative** if required as part of the Hillside Category II process or otherwise requested by the [Erosion Control team](#).
- ☐ ☐ All permits for pools larger than 500sq' require that a certified City of Boise **ESC Responsible Person** who will be on-site be listed, if that person is known at this time, please list name and/or RP license#:
   
\_\_\_\_\_

## Required Building Drawings

Yes N/A

- ☐ **Site Plan** showing pool location, streets, new & existing building locations with dimensions to property lines & other buildings, structures or retaining walls. Barrier intentions should be shown on the Site Plan if they involve the use of fences, gates, and alarms.
- ☐ **Pool Plan** showing shape of pool with dimensions.
- ☐ **Section View** showing depth and bottom profile of pool and with dimensions and details of all structural components & connections (including reinforcement sizes and spacing).
- ☐ ☐ **Barriers** when using an auto-cover as a barrier this should show in the Pool Plan and in the Section View.
- ☐ ☐ **Grading & Drainage Plan** if required as part of the Hillside Category II process.
- ☐ ☐ **Erosion & Sediment Control Plan** if required as part of the Hillside Category II process or otherwise requested by the [Erosion Control team](#).

## Applicant Acknowledgement

*I have completed the above checklist noting all pages and supporting documents for the project.*

\_\_\_\_\_  
Print Applicant/Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date