



PLANNING AND DEVELOPMENT SERVICES

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Commercial Swimming Pool & Spa (In ground) Submittal Checklist

Record #: _____

Date: _____ Project Name: _____

Site Address: _____

NOTE: Applicable support buildings or structures associated with a commercial swimming pool shall be submitted separately under Planning & Development Services application #502 for New Commercial Buildings/Commercial Additions.

Commercial swimming pools and spas are regulated by the International Swimming Pool and Spa Code as referenced by the International Building Code. The ANSI/APSP-7 2013, American National Standard for Suction Entrapment Avoidance in Swimming Pools, Wading Pools, Spas, Hot Tubs and Catch Basins is included to provide one document for prescriptive pool and spa safety. Required plumbing fixture shall be based on the International Building Code Chapter 29.

Application Submittal

Building permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

1. Electronic Submittal

Our PDS Online | ePlanReview system lets you submit documents and plans electronically for review. Go to www.cityofboise.org/pds for more information. All electronic files must meet the requirements specified in the "Electronic Plan Review Submittal Standards" document. Electronic files that do not meet these requirements will not pass pre-screen review.

2. Paper Submittal

Paper plans must be reviewed at a plan intake meeting where staff will verify that the project submittals are complete. The meeting is not a "plan review" for code compliance. The applicant is responsible for contacting staff members if additional consultation is required.

Application Acceptance

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents (electronic submission) or have an additional plan intake meeting (paper submission).
- Plans must be accepted as complete and all review fees must be paid before review can begin.

Instructions

- Checklist must be completed by the project's Idaho-licensed design professional of record (or applicant if design professional not required) and submitted with the application (paper) or uploaded with the plans and documents (ePlanReview).
- The checklist is not complete unless all information is filled out, all appropriate boxes are checked, and all plan page numbers are listed.

Note: If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.

Documents Provided

Yes N/A

- Application #538 – Commercial Swimming Pool & Spa Application** – all pages (2 paper copies)
- Form #304 – Registered Design Professional form** (2 paper copies)
- Building Plans** (2 complete paper sets). Plans drawn to scale on 18"x24" minimum size plan sheets. Plans stamped and signed by an Idaho licensed design professional.
- Soils and Geotech Report** for support of the structure where applicable - (2 paper copies) stamped and signed by an Idaho licensed engineer or declare on plans the default seismic site class & soil bearing per IBC
- Central District Health Department** (CDHD) signed copies of all plan sets, *if paper submittal*, (2 paper copies). Only required for public swimming pools.

Idaho Code 56-1001 defines public swimming pools as follows:
"Public swimming pool" means an artificial structure, and its appurtenances, which contains water more than two (2) feet deep which is used or intended to be used for swimming or recreational bathing, and which is for the use of any segment of the public pursuant to a general invitation but not an invitation to a specific occasion or occasions. The term does not include a swimming pool operated solely for and in conjunction with a hotel, motel or other place of lodging, or a trailer park, apartment, condominium or any other residential facility containing multiple dwellings.
- Central District Health Department** (CDHD) *if electronic submittal*, upload two (2) completed CDHD applications, Swimming Pool Construction Certification and Plan Submittal and Application for Swimming Pool Permit. (1 copy) Forms are available at: <https://www.cdhd.idaho.gov/eh-swimmingpools-forms.php> Initial submittal does NOT require a trip to CDHD if submitting electronically, however, CDHD may require a separate meeting for specific cases.
- Planning & Zoning Letters of Approval** (2 paper copies) – i.e. Conditional Use (CUP); Design Review (DRH); Zoning Certificate/other approvals if applicable.
- Hazardous Material Inventory & Classification Report** (hazardous materials, i.e. pool chemicals, to be stored/used within associated structures for service to the pool) Specify types and quantities. (2 paper copies)

Erosion & Sediment Control

Yes N/A

- Erosion & Sediment Control** (ESC) Plan Waiver Request Letter (2 paper copies) in lieu of an Erosion & Sediment Control plan, if applicable. (For minor land disturbances)
- Erosion & Sediment Control** (ESC) ESC plans (2 paper copies incorporated into plans), and ESC narrative (2 paper copies) if applicable. Plans must be designed for the specific project, and be prepared and signed by a plan designer certified by Boise City. (For sites such as on slopes or when located in an environmentally sensitive area) Contact Erosion & Sediment Control Manager for any questions.

Grading/Drainage Plans & Documents

Where work includes: more than 500 sq. ft. of new impervious surface; more than 1,000 sq. ft. of redeveloped impervious surface; or any modification to existing drainage systems

Yes N/A

- Soils and Geotech Report** for infiltration systems where applicable - (2 paper copies) stamped and signed by an Idaho licensed civil engineer, geologist, or soil scientist
- Site Grading & Drainage Plans** where applicable - (2 paper copies incorporated in plans plus 3 extra sets) stamped and signed by an Idaho licensed design professional
- Shallow Injection Well Inventory Form** Drainage plans with seepage beds must submit a "Shallow Injection Well Inventory" form from the Idaho Department of Water Resources available at: <http://www.idwr.idaho.gov/RulesStatutesForms/WellConstruction/WellFormsRules.htm#Inj>
- Site Drainage Report** where applicable - (2 paper copies) stamped and signed by an Idaho licensed design professional including descriptive narrative and calculations
- Drainage System Operation & Maintenance Plan** where applicable - (2 paper copies) stamped and signed by Idaho licensed design professional

Plans Provided

Yes N/A

- Vicinity Map** showing location of the property with street names identified [Page _____]
- Key Plan** showing the pool location within the existing building or floor [Page _____]
- Table of Contents/Drawing Index** [Page _____]
- Code Analysis/Building Data** on front sheet of plans which includes: code year, occupancy group(s), land use zone, construction type, deck & lawn public areas square footage within the barrier/fence, area of the pool(s), classification of pool per standard, floor areas for associated building(s), building height, fire suppression system, declare any fire alarm and egress plan. [Page _____]

*Plumbing fixtures will be calculated based on Chapter 29 of the International Building Code.

Site Plan

Yes N/A

- Site Plan** showing pool location, streets, new & existing building locations with dimensions to property lines & other buildings, buildings with existing or future restrooms, showers, dressing/locker rooms, storage or pool equipment rooms, water main location & size, waste line location & size, canal/ditches, contour lines, location of existing and new pool equipment, new service power panels and all easements and curb cuts.
[Page(s) _____]
- Site Plan clearly showing the barrier/fence** location around the pool area, exit locations from within the pool safety barrier/fence, the accessible route to the pool, and accessible parking serving the pool.
[Page _____]
- Site Plan showing parking stalls** with dimensions, number of parking spaces, on site sidewalks and ramps, ramp details, and at grade mechanical equipment [Page(s) _____]

Architectural/Life Safety Plans

Yes N/A

- Barrier/Fence Elevation Plan** dimensioned, access gate(s), accessible hardware, panic hardware if required, & hardware height. Commercial swimming pools shall be completely enclosed by a fence at least 4 feet in height or with a screen enclosure. Openings in the fence shall not permit the passage of a 4-inch-diameter sphere. The fence or screen enclosure shall be equipped with self-closing and self-latching gates. [Page _____]
- Entrapment Avoidance** indicate method of compliance on plans. [Page _____]
- Suction Outlets Design** to produce circulation throughout the pool or spa is indicated on plans. (NOTE: Suction outlets shall be designed to produce circulation throughout the pool or spa. Single-outlet systems, such as automatic vacuum cleaner systems, or other such multiple suction outlets whether isolated by valves or otherwise shall be protected against user entrapment.) [Page _____]
- Cover Plates at Suction Outlet** indicate compliance method on plans. (All pool and spa suction outlets shall be provided with a cover that conforms to ASME A112.19.8M, a 12-inch by 12-inch drain grate or larger, or an approved channel drain system. **Exception:** Surface skimmers.) [Page _____]
- Atmospheric Vacuum Relief System** is shown on plans. All pool and spa single- or multiple-outlet circulation systems shall be equipped with an atmospheric vacuum relief should grate covers located therein become missing or broken. Such vacuum relief systems shall include at least one approved or engineered method of the type specified herein, as follows:
 - Safety vacuum release systems conforming to ASME A112.19.17; or
 - Approved gravity drainage system.
- Dual Drain Separation** indicated on plans. (Single- or multiple-pump circulation systems shall be provided with a minimum of two suction outlets of the approved type. A minimum horizontal or vertical distance of 3 feet shall separate such outlets. These suction outlets shall be piped so that water is drawn through them simultaneously through a vacuum-relief-protected line to the pump or pumps.) [Page _____]
- Pool Filter Cleaner's** location indicated on plans. (Where provided, vacuum or pressure cleaner fitting(s) shall be located in an accessible position(s) at least 6 inches and not greater than 12 inches below the minimum operational water level or as an attachment to the skimmer(s).) [Page _____]
- Stair Details**- dimensioned pool stair details & cross-section provided noting rise/run per applicable code or standard [Page _____]
- Ladder/Recessed Treads with Handrails** indicated on plans [Page _____]
- Pool Ladder Locations** indicated on plans with dimensioned details. [Page _____]
- Handrail Details** - dimensioned details showing locations, connections, elevations and cross sections per applicable code or standard. [Page _____]
- Required Number of Plumbing Fixtures** to serve the occupants (i.e. toilets, lavatories, showers, service sink, drinking fountain) * IBC Chapter 29 [Page(s) _____]
- Safety Glazing** locations, any glass walls, windows, or glazed doors within 5' horizontally of the pool or spa to be noted as tempered). [Page(s) _____]
- Portable Fire Extinguisher** locations [Page _____]

Structural Plans

Yes N/A

- Structural Calculations** for pool design (2 paper copies) stamped and signed by an Idaho licensed engineer
- Specify Design Loads and Material Specifications** [Page _____]

- List Deferred Items** on plans [Page_____]
- Identify Special Inspections** on plans [Page_____]
- Form #310 – Statement of Special Inspections** completed by the design engineer (*2 paper copies*) when required for items such as anchorage of pool accessories per ICC-ES report or where required by the engineer for shotcrete application)
- ICC-ES Evaluation Services Report** for all anchor connection products proposed for attaching the swimming pool accessory components to floors, walls or ceiling, i.e. steps, rails, lifts, etc....
[Page(s)_____]
- Pool Sections** with dimensions and details of all structural components & connections (including reinforcement sizes and spacing). [Page(s) _____]
- Barriers** when over 7' in height – provide structural details on plans and calculations (*2 paper copies*) from an Idaho licensed engineer [Page(s) _____]

Accessibility

Recreational facilities shall be accessible per the IBC.

Yes N/A

- Accessible Route** details and components for accessing the pool, the deck area, and associated buildings clearly indicated on the plans (curb ramp, ramp, hard surface, handrails, guards, intermediate landings, landings at doors, lifts, elevators) [Page(s) _____]
- Accessibility Directional Signs** (parking, route, restrooms, entrance, seating, etc....)
[Page(s)_____]

Energy Code Compliance

Pools shall be provided with energy conserving measures in accordance with the applicable adopted International Energy Conservation Code.

Yes N/A

- Pool Heaters Readily Accessible On-Off Switch** indicated on plans and a note provided on plans stating, "All pool heaters shall be equipped with a readily accessible on-off switch to allow shutting off the heater without adjusting the thermostat setting." [Page _____]
- A Note Provided on Plans** stating, "Pool heaters fired by natural gas shall not have continuously burning pilot lights". [Page _____]
- Time Switches** that can automatically turn off and on heaters and pumps according to a preset schedule are shown and noted on plans. [Page _____]
- Time Switch Exceptions:** If an exception is proposed, indicate which exception and provide copies of data to support your exception request.
 - 1. Where public health standards require 24-hour pump operation.
 - 2. Where pumps are required to operate solar-and waste-heat-recovery pool heating systems.
- Vapor Retardant Pool Cover** indicated on plans. (Heated pools shall be equipped with a vapor retardant pool cover on or at the water surface.) [Page _____]
- Insulated Pool Cover** specification shown on plans. (Pools heated to more than 90°F shall have a pool cover with a minimum insulation value of R-12. See exception) [Page_____]

- If Exception is Declared for Insulated Pool Cover**, a note is to be provided on plans indicating percent of energy provided for heating NOT from site-recovered energy or solar energy source. (**Exception:** Pools deriving over 60 percent of the energy for heating from site-recovered energy or solar energy source.)
- Lighting Compliance** (if new lighting is being installed) for illumination of pool deck and surrounding area (COMcheck analysis signed and printed on plans) [Page _____]
- Lighting Plan and Fixture Schedule** (if new lighting is being installed) (list fixture type, wattage, ballast, bulb type, fixture count, and control/switching requirements) [Page(s) _____]

Plumbing Plans

Yes N/A

- Plumbing Plans** stamped and signed by an Idaho licensed engineer
Note: Plumbing plans may be stamped and signed by an Idaho licensed architect for minor work. Contact the Chief Plumbing/Mechanical Inspector for approval prior to the intake meeting.
- Domestic Water Line** locations & sizes including backflow valve [Page(s) _____]
- Domestic and Pool Backwash Wastewater Drainage Details/Notes** including size and venting, connecting to sanitary sewer [Page(s) _____]
- Pool Heater** details including location, fuel type, venting and gas piping sizes [Page _____]

Electrical Plans

Yes N/A

- Electrical Plans** with a note stating "Electrical shall comply with the current adopted National Electrical Code and ordinance specifically Article 680, Swimming Pools, Fountains, and Similar Installations. All electrical pool equipment installed in the water, walls, or decks of pool, fountains, and similar installations shall be listed and labeled."
[Page _____]
- Grounding & Bonding** details including equipotential bonding grid details with a minimum #8-gauge solid copper and shall be installed at specified locations in Article 680.26
[Page _____]

Applicant Acknowledgement

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

Print Applicant/Name

Applicant Signature

Date

For Staff Use

- Accepted
- Not Accepted _____ by _____
Date Staff Member Conducting the Intake
- Accepted
- Not Accepted _____ by _____
Date Staff Member Conducting the Intake