



CITY OF GLENDALE DEVELOPMENT SERVICES CENTER

INGROUND SWIMMING POOL AND SPA SUBMITTAL CHECKLIST FOR STANDARDS

___ Permit Application	<p>Provide the following on the permit application:</p> <ul style="list-style-type: none"> • Project Name • Project Address • Parcel Number • Subdivision Name • Lot Number • Square Footages of each pool and/or spa • Property Owner Information • Contractor Information • Utilities • Construction valuation of pool and/or spa • Contact Person and Phone Number and Email
___ Site Plan	<p>One (1) copy of 8-1/2"x11" sheet site plan.</p> <p>1. Provide the following:</p> <ul style="list-style-type: none"> • Footprint of all buildings and pool and/or spa • Setbacks of pool/spa & water features • Lot dimensions • Lot easements • Square footage of pool and/or spa • Location of pool equipment and/or heater • Water, Gas and/or Electric meters • Driveway, fences and gates
___ Cross Section Plan	<p>One (1) copy of cross section plan. Include;</p> <ul style="list-style-type: none"> • Owners Name and Address Information • 1 or 2 Story House • Setbacks of pool and/or spa • Depth of pool and/or spa
___ Engineering Plans	<p>One (1) copy of approved engineering plans; 11"x17".</p>
___ Engineering Letter	<p>One (1) copy of engineering letter:</p> <ul style="list-style-type: none"> • Signed and sealed from engineer.
___ Pool Barrier Affidavit	<p>One (1) copy of pool barrier affidavit.</p> <ul style="list-style-type: none"> • Completely fill out and sign. • Signed and sealed by a notary form Arizona.
___ Owner/Builder Addendum	<p>One (1) copy of signed owner/builder addendum.</p> <ul style="list-style-type: none"> • Required for pools being built as owner/builder only.
___ Building Permit Fee	<p>Due at the time of permit approval.</p>