



Residential – Pool Submittal Requirements

**Submittal Requirements
SR-RPOOL**
Effective: September 13, 2017
By: Chief Building Official
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

Building Permit Application/Forms

- [Application for Building Permit](#)
- [Owner-Builder Acknowledgement and Information Verification Form](#)
(Required when Building Owner or Agent for the Owner is applying for a permit)
- [Application for Revisions or Submittal of Plan Review Responses](#)
(Required for revisions to approved plans or when responding to plan check comments)

Fees

- Plan Check and Admin Fees** due at time of submittal
 - If you'd like to estimate the fees ahead of time visit the [Building Division fee page](#).
- Remaining permit fees** (inspection fees, engineer fees, etc.) will be due once the permit has been approved by all the required divisions and all conditions have been complied with.

Required Design Documents

- (3) sets of drawings**
 - Site plan showing all of the following information:
 - Identification of the address and owner of the property
 - All property lines
 - All building and accessory building footprints
 - Proposed location of pool on property
 - Dimensions of pool including volume of pool in cubic yards
 - Setback dimensions from pool to property lines (10ft minimum to water edge per development code)
 - Enclosure meeting the provisions of Concord's Swimming Pool, Spa and Hot Tub Code (See [Pool Barrier Requirements](#)).
 - Dimensioned location of associated pumps and water heater relative to property lines. (3ft minimum) Accurately dimension the heater flue termination relative to the property line.
 - Location and layout of any private sewer disposal system, including septic tank and leach field routing.
 - Location of any private wells
 - Structural Plans including rebar schedule for in-ground pool, spa, or hot tub prepared by a registered architect or engineer
- (2) sets of structural calculations**
 - Required for in-ground pool, spa, or hot tub



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Waste Management

- Pool permits with a construction valuation exceeding \$50,000 require a C&D deposit to be held (See [Waste Management Process](#)).

Other City Approvals Required

- Business License required for all contractors doing work within the city.
- Planning Division approval required (contact [Planning](#) for additional submittal requirements)
- Engineering Division approval required (contact [Engineering](#) for additional submittal requirements)
- Tree removal may require approval from the City (see [Tree Ordinance Information](#))