



## Residential – Pool Submittal Requirements

**Submittal Requirements  
SR-RPOOL**  
Effective: August 5, 2020  
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 Forms**

- [Contractor's Declaration](#)  
(Required for licensed contractors)
- [Owner-Builder Acknowledgement and Information Verification Form](#)  
(Required when Building Owner or Agent for the Owner is applying for a permit)

### **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 (all in PDF format)**

- 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 (5ft 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](#))
    - Conformance with California Health and Safety Code Section 115928
    - 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
    - Show the location of any new gas lines or new electrical
  - Provide a complete gas line diagram where spa and pool water heater are part of the project scope and specify a seismic gas shut off per the City of Concord Municipal Code Chapter 15.95



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- Provide an electrical load calculation showing the adequacy of the existing service for the new equipment
- Structural Plans including rebar schedule for in-ground pool, spa, or hot tub prepared by a registered architect or engineer
- **Structural calculations**
  - Required for in-ground pool, spa, or hot tub

### **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](#))