



Swimming Pool and Spa Submittal Checklist

- 1) Submit **two plot plans** on 8 ½ x 11-inch paper showing the following:
 - ❖ Actual **setbacks** from property lines, house and other structures, **and**
 - ❖ Location of a **GFCI receptacle** between 10 and 20 feet of the waters edge, **and**
 - ❖ **Property Services Stamp** from the PG & E office in Woodland*. This stamp should be on the front of the plot plan, it is not acceptable on the back side of the sheet.
- 2) Submit **two copies** of steel schedule for pools or gunited spas with the wet signature of the engineer and his/her seal.
- 3) Submit **three copies of the design plans** (pool plans) or manufacturer specifications for the spa/hot tub/dough boy with the wet signature of the person responsible for the plans. Spa information is to include electrical and/or gas requirements as well as the listing agency by whom the spa was tested.
- 4) Also, please provide the following information;
 - ❖ Existing electrical service equipment (panel) size, and provide a load breakdown to verify if size of present service is adequate.
 - ❖ Pool equipment schedule.
 - ❖ If a heater is to be installed, please provide gas piping size and location.
- 5) A plan check fee (payable by cash or check) will be collected for a pool or in ground spa at the time of submittal.
- 6) On all in-ground pools or spas, the applicant will be required to provide the building department with a copy of an **Encroachment Permit**. Encroachment Permits may be obtained from the City Public Works Department located at 1717 5th street.
- 7) The city will notify the applicant when the permit is ready to be picked up. Usual turn around time is five working days.

* Contact PG & E Customer Service in Woodland at phone: (530)661-5651, address 242 North West Street, Woodland.