



SWIMMING POOL/SPA SUBMITTAL REQUIREMENTS

**Multiple sets are required for submitting in-person. Sheet size requirements apply to in-person & electronic submittals.*

1. Document Submittal List

- A. Drawings: (3 Sets 24"x36" maximum, 11" x 17" minimum)*
- Plot plan-Topography w/ 2' contours shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
 - Grading and drainage plan
 - Plumbing and Electrical plans, water and gas piping material, sizes, and burial depth; electrical conduit, conductor sizes and burial depth
 - Structural Detail Sheet
 - Specifications; pool equipment pumps, motors
 - Provide drowning prevention safety features
(See City of Sausalito [Barriers for Swimming Pools, Spas & Hot tubs Handout](#)) Note, acceptable to attach this handout to drawings with the features to be used circled. 2
 - Sets* must be stamped by [Sausalito-Marín City Sanitary District](#) prior to submittal
- B. Supporting Documents/Calculations: (2 Sets 8 ½" x 11")*
- [Pool Surcharge Form](#)
 - Structural engineered calculations signed and stamped
(only one copy is required if a current master plan is on file with the City)
 - [Electrical load calculation](#) for electrical service capacity
- C. Geotechnical Engineering/Geological Report Letter (2 Sets 8 ½" x 11")*
- Required but not limited to, construction where the following conditions are present:
- Pool/spa on slope greater than 5:1 (horizontal or vertical)
 - Pool/spa on un-engineered fill
 - Pool/spa in a landslide or earth flow area
 - Pool/spa within a natural drainage swale

2. Information to be Included on Documents

All must be drawn to a standard engineering or architectural scale.

- A. Plot Plan
- Lot dimensions: metes and bounds information
 - Location of proposed pool/spa and all related flat work with respect to the property lines/easements and on-site structures
 - North arrow and bar scale (or indicate the scale)
 - Easements
 - Location of pool equipment
 - For each tree provide location, species, variety, & trunk diameter in inches at 54" in height if trunk diameter is 10" and greater
 - Show extent of tree canopy to scale and dripline
 - Location of required pool/spa fencing and alarms (drowning prevention safety features)
 - Gas Line Run
 - a. Gas Line Run drawn on separate plan or on Plot Plan if legible
 - b. Show existing gas meter location
 - c. Run of Gas Line with length of each segment of run shown on plan
 - d. BTU of Pool Equipment (If not a dedicated line, provide BTU of all other appliances)
 - e. Gas Line size (diameter and material of pipe)
- B. Structural Detail Sheet
- Reference Structural Details on Plan
 - Indicate which of the details apply if the Detail Sheet contains Details/Information that are not project specific. Acceptable to cloud the applicable details/information.