

BUILDING–SWIMMING POOL/SPA PLAN SUBMITTAL CHECKLIST

2018 INTERNATIONAL SWIMMING POOL AND SPA CODE
CITY CODE OF ORDINANCES CHAPTER 18 & 26
2017 NATIONAL ELECTRICAL CODE

| # | ITEM | YES | NO |
|-----|---|--------------------------|--------------------------|
| 1. | Original Building Site Designation Form Signed and notarized | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Site Plan Survey—showing all existing and proposed structures, paving, etc. & on-ground staked survey with original seal, signature and dated by a licensed Surveyor | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Condition of Permit for swimming pool/spa | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Complete Building Permit Application Signed and dated | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Electrical Load analysis—include size of main disconnect, current load, and pool load | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Completed Zoning and Code checklist | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Tree Disposition submitted with plans | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Complete pool/spa design plans, two sets of all structural calculations and details for swimming pool permit application. Must have original seal, signature and dated by a registered professional Engineer . | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Drainage Plans (as-designed), Two (2) sets, signed and sealed— max 11" x 17" NOTE: As-built drainage plans will also be required prior to occupancy of the pool/spa. See Chapter 18, Section 18-56 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | 8 Letters to surrounding neighbors (3 in front, 3 behind, and 1 on each side). Envelopes must include a Site Plan, be addressed to surrounding neighbors, include Contractor's return address and stamped postage. Must also include a letter for CenterPoint Energy Attn: Code Violation Dept. 4300 Bissonnet, Bellaire, TX 77401 LETTERS NOT TO BE SEALED AND MAILED OUT BY CONTRACTOR | <input type="checkbox"/> | <input type="checkbox"/> |

| PROJECT | | |
|---|-------|----------|
| ADDRESS | | |
| CITY | STATE | ZIP CODE |
| ACKNOWLEDGMENT | | |
| TO PROCESS YOUR SWIMMING POOL/SPA PLAN REVIEW APPLICATION, THE ADJACENT DOCUMENTS AND/OR INFORMATIONS ARE REQUIRED. I understand not providing some or all of the information requested above may result in a delay of my plan review and permit approval. | | |
| APPLICANT SIGNATURE | | DATE |
| PRINT NAME | | |

| OFFICIAL USE ONLY | |
|-------------------|----------------|
| RECEIVED BY | |
| SIGNATURE | DATE SUBMITTED |