



Purpose

This is a guideline for the submittal of plans for new swimming pools/spas as well as attached water features or structures that add a surcharge or load to a pool/spa design and the associated pool/spa equipment. Please also see available example drawings for use by homeowners, contractors, or developers.

Definitions:

Custom Pool/Spa

A custom pool is an engineered pool design for use at one site specific location.

Note: Custom pools are required to be logged in for review under an RPRM plan review type.

Grotto

A small picturesque cave feature, indoor structure resembling a cave composed of real rock, stone/boulders or manmade material.

Note: Plans with this feature require a structural review as a custom pool/spa design if it is not a feature on an approved pool standard plan on file with the Planning and Development Department.

Rock Water Fall

A structure composed of real rock, stone/boulders or manmade materials in which the water flows through or over, to create a waterfall like feature.

Note: Plans with this feature requires a structural review as a custom pool/spa design if it is not a feature on an approved pool standard plan on file with the Planning and Development Department.

Standard Pool/Spa

A standard pool/spa is an approved engineered standard plan that is on file with the City of Phoenix Planning and Development Department.

Note: A standard design does not include the use of a standard pool/spa plan with structural modifications of any kind. If changes are made, then see definition for custom pool.

Water feature

A water feature with no structural component or materials, consisting of water flowing from a fountain type fixture.

Standard Pool Submittal Requirements

The customer is required to have the following for a complete submittal:

1. A completed pool/spa application
2. Two (2) copies of plot plans which must be drawn to scale and dimensions.
3. Plot plan must include:
 - a) North arrow
 - b) All property lines
 - c) Swimming pool/spa specifications
 - d) Footprint of all structures identified on property (outline) showing placement on the property and front, side and rear yard setbacks
 - e) Footprint of swimming pool/spa and location of filter and pump and any other accessory equipment
 - f) Location and dimensions of all easements
 - g) Location of fence, wall or other barrier enclosing the swimming pool/spa
 - h) Scale used for drawing

When using a standard plan, the submittal must also include;

4. Two (2) sealed letters on company letterhead giving the customer/pool builder permission to use the approved pool/spa standard plan that is on file with the City of Phoenix
5. One (1) copy of the Engineering details to be presented at the job site
6. A \$75.00 plot plan review fee (charged at the time of log in)

Note: See definitions of standard pool/spa vs. custom pool/spa for clarification on review and permit process.

Where to submit for approved standard pool/spa designs:

Applications are available online and may be submitted in one of the following;

- Electronically to the following email address: plotplan.submittals@phoenix.gov
All attachments must be in a readily accessible format, preferably PDF. Maximum sheet size is 8.5 inches x 11 inches.
- In person at the Payments and Submittals Counter located on the **2nd Floor at 200 West Washington Street**. Request a ticket at the Information Counter between the hours of 8am and 4pm Monday- Friday.

Custom Pool Submittal Requirements

The customer is required to have the following for a complete submittal:

1. A completed pool/spa application
2. Two (2) copies of plot plans which must be drawn to scale and dimensions.
3. Plot plan must include:
 - a) North arrow
 - b) All property lines
 - c) Swimming pool/spa specifications

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice / 7-1-1 Friendly.

- d) Footprint of all structures identified on property (outline) showing placement on the property and front, side and rear yard setbacks
 - e) Footprint of swimming pool/spa and location of filter and pump and any other accessory equipment
 - f) Location and dimensions of all easements
 - g) Location of fence, wall or other barrier enclosing the swimming pool/spa
 - h) Scale used for drawing
4. Two (2) original sets of the site specific engineering for the structural features of the pool
 5. Two (2) sets of calculations (if applicable –sealed is acceptable but not required)
 6. A review fee is charged at the time of log in and amount is valuation based.

Note: Structures that add a surcharge

A structure such as a slide, swim up bar, or shade cover will add a surcharge or gravity load to an engineered pool/spa wall. This includes structures attached to a pool/spa wall, or a structure with footings that at a minimum do not meet a ratio of 1' distance from the edge of a footing to the edge of a pool/spa wall, for every 1' of pool/spa depth.

Where to submit for custom pool designs:

Applications are available online and may be submitted in one of the following;

- Electronically through the **Electronic Plan Review (EPR) system**. Please visit the link below for more information on electronic plan review.
<http://phoenix.gov/pdd/onlineservices/electronic-plan-review>
- Electronically to the following email address: plotplan.submittals@phoenix.gov
All attachments must be in a readily accessible format, preferably PDF. Maximum sheet size is 8.5 inches x 11 inches.
- In person at the Residential Services Counter located on the **2nd Floor at 200 West Washington Street**. Request a ticket at the Information Counter between the hours of 8am and 4pm Monday- Friday.

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