



# POOL AND SPA Plan Submittal Checklist

9/8/16 V5

**City of Henderson  
Development Services Center**  
240 Water Street  
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This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to assure that your application includes all of the information necessary for a timely review of your plans.

## Part. 1 Applicant's Responsibility

**Applicants are responsible for submitting complete applications.** Incomplete applications will result in plans being rejected for acceptance, or returned to the applicant during the review process. City service commitments will not apply to incomplete submittals.

## Part. 2 Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:  
2012 International Pool and Spa Code

## Part. 3 Submittal Package

Provide the following information at the time you submit your application for a permit. Please submit the required number of copies of plans and related documents.

- Completed Building Permit Application**
- 2 copies of Site Plan**  
*Must be signed by the designer. Must include property lines, any existing construction, new pool, deck, access barrier, safety devices, pool equipment and site drainage.*
- 2 copies of Structural Calculations**  
*Must be "wet sealed" by the registered design professional.*
- 2 copies of Electrical Load Calculations (when required – see Plan Contents Section)**  
*Must be signed by the designer.*
- Access Letter**  
*Required if access will require use of others property. If accessing through City held property letter must be obtained from Public Works Department. If accessing through common element letter must be obtained from Homeowners Association.*
- 2 copies of Geotechnical Report (when required – see Plan Contents Section)**  
*Must be "wet sealed" by the registered design professional.*
- Completed copy of Acknowledgement of Owner Responsibility**

## Part. 4 Plan Contents

Plans must contain the following minimum contents. This list is not intended to be all inclusive of every detail required. It does provide an overview of the basic plan contents.

*See the State of Nevada 2009 Blue Book for more information*

- Site Plan**  **Site Plan**  
Must be signed by the designer.  
Property lines and any existing structures.  
Dimension and location of new pool and/or spa including all amenities such as water features, diving boards, slides, hand holds, ladders, stairs, deck seats, lighting and waste water piping.  
Location, size and type/material of all gas piping including BTU's of appliances served.  
Glazing within 60" of water's edge.  
Access barrier material and height.  
Safety device type and location.  
Pool equipment location and fuel source.  
Site drainage.
- Structural**  **Structural Calculations and Details**  
Must be sealed and signed by a Nevada civil or structural engineer.
- Electrical**  **Electrical Load Calculations**  
Must be signed by the designer.  
Required when utilizing three or more pump motors or one 5 horsepower or greater pump.
- Geotechnical Report**  **Geotechnical Report (Soils Report)**  
Must be sealed and signed by a Nevada civil engineer.  
Required unless specifically identified as outside special geological consideration zone.
- Acknowledgement of Owner Responsibility**  **Acknowledgement of Owner Responsibility**  
This acknowledgement needs to be completed and signed by the property owner and acknowledges their responsibility to ensure that pool construction includes construction of walls, gates and doors in compliance with current swimming pool and spa code.