CITY OF PALO ALTO

PLANNING & DEVELOPMENT SERVICES

RESIDENTIAL SWIMMING POOL/SPA SUBMITTAL CHECKLIST

APPLICABLE CODES: 2025 California Building Standards Code as adopted by PAMC Chapter 15.04 & Chapter 16. This submittal checklist outlines the minimum requirements for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents must be submitted electronically through Accela Citizen Access (ACA). Please see the following webpage for instructions on how to submit your application - www.paloalto.gov/BuildingPermit

Please submit ONLY THREE TOTAL FILES in PDF FORMAT. Files are titled C#_"PROJECT ADDRESS"_DOCS, C#_"PROJECT ADDRESS"_APPLY, C#_"PROJECT ADDRESS"_PLAN, etc. C# refers to the cycle number of review. Initial submittals are C1, for Cycle 1.

APPLY File (titled C#_"Project Street Address"_APPLY.pdf")

- Utilites Application
- Excavation and Grading Permit Application, if moving more than 100 cubic yards

PLAN File (titled C#_"Project Street Address"_PLAN.pdf")

- Cover Sheet / Title Page
- Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter file number, if applicable
- Civil Plans
  - Site Plan
  - Grading, Drainage, & Site Improvement Plan (Note: If moving more than 100 cubic yards of dirt, an Excavation and Grading Permit is also required)
  - Topographic / Boundary Survey
- Architectural Plans
  - Property Perimeter Fence and Gate Access plan
  - Pool Equipment setbacks to Property Line
  - Pool Plan and Sections
  - Building Floor Plan showing doors providing direct access to the pool / spa
- Structural Plans
  - Pool Structural Plan
  - Structural Section, Details, and Notes
- Electrical/Mechanical Site Plans
- Equipment Plan
  - Pool/Spa Equipment specifications (including noise levels)
  - Overhead Power Lines if existing over the pool/ spa
- T-1 Tree Protection Sheet
- Pollution Prevention Plan (SWPPP)
- Title 24 Energy Compliance Forms (CF2R-PLB-03)

DOCS File (titled C#_"Project Street Address"_DOCS.pdf")

- Structural Calculations for pool/spa
- Electrical Load Calculations
- Special Inspection & Testing Agreement Form (Not required at submittal, but required before issuance)

INSPECTION INFO

Printed large format job copy of the approved plans, printed permit card, and installation instructions shall be available on site at time of inspection. To schedule a **final inspection**, call (650)-329-2496 and press option 2.

Required Inspection Codes	
• 903 Pre-Gunite	• 905 Pre-Plaster
• 904 Pre-Deck	• 906 Pool or Spa Final

Inspection Guidelines	
• Pool and Spa Demolition	• Pools, Spas, and Fountains