City of Boulder
Planning & Development Services

Pool or Spa

Submittal Checklist to Construct, Alter or Repair a Pool or Spa
Associated with a Multi-Family, Commercial, Non-Residential or Mixed-Use Building

REFERENCES*:*   *Boulder Revised Code, 1981 (B.R.C.) - Title 10 Structures*
Boulder Revised Code, 1981 - Title 9 Land Use Code
2018 International Building Code (IBC)
2018 International Swimming Pool and Spa Code (ISPSC)
2018 International Wildland-Urban Interface Code (IWUIC)
2020 City of Boulder Energy Conservation Code (COBECC)
2020 National Electrical Code
City of Boulder Design and Construction Standards

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for the construction, alteration or repair of a pool or spa accessory to a multi-family, commercial, non-residential or mixed-use building to be taken in for review. Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications, or plans that do not meet the submittal requirements will not be accepted for review.

For more information on any of the application requirements, refer to the *Multi-family, Commercial, Non-Residential and Mixed-Use Buildings Permit Detailed Requirements*. For information on how to prepare an application for submittal, refer to the *Permit Application Guide*. Use this checklist for applying on-line through the *Customer Self-Service Portal (CSS)* or to apply through email.

REQUIRED MATERIALS (minimum requirements for submittal):

☐ *Multi-Family and Non-Residential Building Permit Application* (required if submitting through email)

☐ *Scope of Work Form - Accessory to Multi-Family or Non-Residential* (complete the **city** form)

☐ *Building Owner Authorization Form*

☐ *Stormwater & Flood Management Plant Investment Fee Calculation Form*

☐ Technical Specifications (for lights, heater, pool cover, and pump(s), as applicable to your scope)

☐ *Site Survey* (stamped by a Colorado Licensed Land Surveyor)

REQUIRED - CONSTRUCTION PLAN SET (minimum requirements for submittal):

- Plan drawings shall be drawn to scale, with a graphic scale bar on every page.
- A 3" x 3" square shall be provided in the lower right corner of the first sheet for the city's approval stamp.
- All sheets shall be the same size (oriented so that north is up) throughout the entire plan set, and of adequate size to clearly convey all information.
  - ☐ Architectural Plans (must be stamped by a license architect)
    - o Site Plan
    - o Pool / Spa Plan
  - ☐ Electrical Plans
  - ☐ Structural Drawings
  - ☐ 2020 City of Boulder Energy Conservation Code (COBECC) (integrated into plan set)
    - o *Mandatory Measures Checklist* (required for heated pools and spas)

MAY BE REQUIRED:

The following permits, approvals and supplemental information may be required based on scope of the project and/or the location and development constraints of the property:

☐ *Historic Approval* (*Demolition Review* of buildings more than 50 years of age when the work meets the definition of demolition in *B.R.C. (1981) Section 9-16* or *Landmark Alteration Certificate* required for exterior alterations in a *Historic Preservation District or for Individual Landmarks*)

☐ *Floodplain Development Permit* (required for structures located in a *regulatory floodplain*)

☐ *Stream, Wetland and Water Body Permit* (required for structures located in a *regulatory wetland*)

☐ Grading and Drainage Plan (required for structures located on a steep slope or *area of mass movement*)

☐ Soils Report (required for structures located in an area of a steep slope or *area of mass movement*)

☐ *Wildland-Urban Interface Code* compliance information (required for structures located in the *urban interface zone*)

☐ Previous Approvals (Notice of Disposition and a copy of any city-stamped approval(s) required prior to the review and approval of this application, such as a Variance, Minor Modification or Site Review)

☐ Separate Permit Application (required for any framed deck or pergola)

  - o For decks attached to a multi-family, commercial, non-residential or mixed-use building
    - *Addition and Remodel* to a multi-family building
    - *Addition and Remodel* to a commercial or non-residential building
    - *Addition and Remodel* to a mixed-use building
  - o For free standing decks or pergolas, Accessory

MAY BE REQUIRED - CONSTRUCTION PLAN SET

- ☐ Rope and float (required in pools with varying depths)
    - o At the point that the first slope break occurs, a rope and float assembly shall be installed across the width of the pool. The rope assembly shall be located not less than 1 foot and not greater than 2 feet towards the shallow side of the slope break.
- ☐ Vapor-retardant cover (required for heated pools and spas where 75 percent or less of the energy for heating, is from a heat pump or an on-site renewable energy system COBECC R403.10.3)
- ☐ Hydrostatic relief valve (required if soils report indicates groundwater within pool extents).
- ☐ Height Information (required for an above-ground pools)
- ☐ Landscape and Street Tree Plan (required where the value of work exceeds 100% of the existing structure value)