



Building Division | City of Glendora

116 E. Foothill Blvd., Glendora, CA 91741

Building Division tel.: (626) 914-8222

www.cityofglendora.org

PRIVATE POOL & SPA SUBMITTAL CHECKLIST

- Format** – Plan submittals must be in **pdf** electronic format.
- Scale** – Plans must be drawn to scale and fully dimensioned.
- Sheet size**
 - Typical plans should be designed for reproduction on 24" x 36" paper.
 - Smaller projects may be designed for reproduction on a minimum of 11" x 17" paper.
- Address** – Include the address of the subject property on each sheet.
- Codes** – On the first sheet, list applicable codes.
 - 2019 California Building Code (CBC)
 - 2019 California Residential Code. (CRC)
 - 2019 California Electrical Code (CEC)
 - 2019 California Mechanical Code (CMC)
 - 2019 California Plumbing Code (CPC)
 - 2019 California Energy Code (CEnC)
 - Glendora Municipal Code (GMC)
- Site plan** – Include a site plan containing all of the following information:
 - Property lines and dimensions
 - Easements – show, dimension, and identify
 - Drainage flow – Provide arrows on the site plan to indicate drainage pattern.
 - Location and sizes of existing and proposed structures.
 - Setbacks from existing and proposed structures
 - Topographic information for hillside areas
 - Covered parking areas such as garages and carports
 - Locations of overhead electrical conductors. Show required clearances.
- Stamps and signatures**
 - Plans and calculations prepared by a registered design professional (i.e., licensed architect or engineer) must bear the registered design professional's seal and signature.
- Hillside** – For pools constructed in hillside areas, please indicate all grading and retaining walls proposed. Additional requirements may apply.
- Soils Report** – Required for locations in hillside areas, locations with questionable soil characteristics, expansive soil, earthquake fault zones, liquefaction zones, landslide zones, or as required by the Building Official.
- Accessory features**
 - Show pool slides, grottos, or other pool accessory features. Such structures are limited to 15 feet, in height, and must be at least 3' from property lines (GMC Section 21.04.010(D)(2)).
 - Accessory features may not exceed limits for detached accessory structures on a property (i.e., no more than two, and no more than 900 square feet total).
- Setbacks/clearances**
 - Provide a minimum 6' setback from the property line to the proposed pool, per the GMC Section 21.03.010.
 - The pool equipment must be located a minimum of 3' from the property line per the GMC Section 21.03.010 D (f).
 - The pool heater vent must terminate a minimum of 4' below or 4' horizontally from any door or openable window into a building (CMC Chapter 8).
 - The pool heater vent must terminate a minimum of 4' from the property line.

- Energy**
 - Provide a cover for outdoor pools and outdoor spas that have a heater (CEnC 110.4 (b)).
 - Provide a minimum 36" length of plumbing between the filter and fossil fuel heater to allow for the addition of future solar heating equipment (CEnC 110.4 (b)).
- Structural**
 - On the structural plan, highlight the proposed steel reinforcement schedule.
 - **Structural Calculations** – When required.
- Mechanical, Electrical, Plumbing**
 - Size the gas system per CPC Section 1215. Provide total BTU's, size of the gas line and distance to the most remote outlet.
 - Provide a GFCI protected outlet a minimum of 6' from and not more than 20' from the inside wall of the pool per CEC 680.22 (A)(1). Notate location and distance to water's edge.
 - All metallic parts of the pool structure, pool equipment, and all fixed metal parts within 5' of the pool must be bonded per CEC 680.26 (B).
- Enclosure**
 - Provide a pool enclosure conforming to the requirements of CBC 3109.2.
 - Driveway gates are not allowed for a pool enclosure (GMC 9.32.020)
- Safety glazing** – Provide safety glazing per CRC, R308.4.5 for glazing in walls enclosing the pool within 5' of the pool and less than 60" above the pool deck.
- Entrapment Avoidance** – Provide entrapment avoidance per CBC 3109.2 to protect bathers from physical entrapment and suction hazard.
- Fire Department** – Los Angeles County Fire Department (LACFD) review and approval is required for projects located in a Very High Fire Hazard Severity Zone. Please contact the Building Division if clarification is needed.
- Engineering Division**– Engineering Division review and approval is required for construction that creates an interruption of the drainage pattern on the site or requires grading of more than 50 cubic yards of earthwork. *For clarification, please contact the Engineering Division.*
- Waste Management Plan (WMP)** – California State law requires demolition and construction materials to be recycled. Prior to issuance of any permits, a Waste Management Plan application and fees, if applicable, shall be submitted to Environmental Services.
- Water Efficient Landscaping** – A Water Efficient Landscaping Application is required to be submitted to the Planning Division for review and approval prior to the issuance of permits

CONTACT INFORMATION:

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