



SWIMMING POOL & SPA

SUBMITTAL CHECKLIST

SWIMMING POOL/SPA SUBMITTAL CHECKLIST

Job Address: _____ BP #: _____

Applicant's Initials	Documents Required for Building Permit Submittal
	Building Permit Application
	Project Contact Information Sheet
	Owner-Builder Form if Applicable (sub-contractor for gunite required)
	Pool Excavation Disposal, Grading, Erosion & Sedimentation Control Statement
	Pool Equipment Information Form
	CF2R-PLB-03-E Energy Form (2 sets)
	Electric Load Worksheet
	Pool plans (3 sets) Drawn to scale, includes property line dimensions, dimensions to other existing/proposed structures, north arrow & pool plan preparer's signature.
	Steel schedule/stock plans (2 Sets min 18"x24" plans to be clear and legible) <i>(Signed and highlighted by Engineer Including Supporting Structural Calculations)</i>
	Erosion & Sediment Control Plan or notes added to the pool plans
	Encroachment Permit
Applicant's Initials	Items to be Shown on Pool Plan
	Point of access for pool construction equipment
	Slopes: Indicate all existing and proposed side and rear yard slopes. Grading plan may be required on hillside lots.
	New gas lines/electrical conduit shall not be mounted on the front or street side elevations of the house and shall be painted to match the existing wall color.
	Property line dimensions and easements
	Reverse corner lot/corner lot
	Fill areas addressed with engineering documents
	Drainage: Indicate drainage pattern using arrows or include location and details for subsurface drainage systems. All new yard drain pipe shall be SDR35 or stronger. Flex pipe is not permitted.
	Fencing: Show perimeter fence material & height at all sides (5' minimum height) with self-closing, self-latching gates to swing away from pool.
	Retaining walls: Indicate existing/proposed retaining walls (Include height, type of material and distance to pool structure (Retaining wall calculations may be required)
	Pools/spas cannot encroach into front or street side setbacks
	Pool barrier method-Must comply with 2 required safety features
	Pool/spa setbacks to property lines /Pool equipment setbacks to property line

Applicant's Initials	Items to be Shown on Pool Plan
	Glazing requirement: Indicate glazing requirements (Safety glazing is required if water's edge is closer than 5' to glazing)
	Solar stubbing or solar panels: Indicate solar stubbing or submit solar panel certification and specs, if applicable.
	Decking: Show and label any proposed pool decking, including material of decking and method of bonding (Decking within 3' of pool requires bonding.)
	Gas or electric runs: Indicate gas or electric runs for pool equipment and other fuel burning elements (BBQ, fire pits, fireplaces, future spas, etc.)
	Gas runs: Provide run, material, size and equipment BTUs. Gas lines are required to be sleeved through concrete. Electric runs: Provide electric run, conductor type and size and conduit type/size. Metal to be bonded within 5' of pool Location of electric service panel and gas meter shown on pool plan
	Means of egress for sleeping rooms are not obstructed by pool equipment.
	Review CF2R-PLB-03-E energy form
	Review steel schedule/stock plan & structural calculations
	Review Electric Load Worksheet (if electric service panel is less than 200 amps)

I hereby acknowledge that the above-mentioned plan requirements are hereby submitted with my building permit application. I fully understand that if the minimum requirements, documents and plans have not been met, the review, processing and issuing of my pool permit may take additional time.

Print Name: _____

Signature: _____ Date: _____

(Contractor, Authorized Agent or Owner/Builder)

SWIMMING POOL/SPA SUBMITTAL CHECKLIST

PROJECT CONTACT INFORMATION

In order to assure project correspondence is transmitted to the appropriate person(s), all comments or questions will be forwarded to the contact person(s) designated below. Please contact the Building Division if the contact person(s) changes.

Project Name: _____

Project Location/Address: _____

Project Description: _____

Project Contact Information:

Contact Name: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____

Contact's Relationship to Project:

- ☐ Applicant
☐ Contractor
☐ Engineer/Architect/Designer
☐ Property Owner
☐ Other: _____

If the Project Contact above is not the Property or Business Owner, please complete the information below:

Property/Business Owner Information:

Property/Business Owner Name: _____

Business Name (if applicable): _____

Phone: _____

E-mail: _____

OFFICE USE ONLY

Building Permit # _____ Application Date: _____

Pool Company Name <i>(if applicable)</i>	Contractor's State License #
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SWIMMING POOL/SPA SUBMITTAL CHECKLIST

Pool Equipment Information

Job Address: _____ BP #: _____

TYPE OF SPECIFICATION	POOL	SPA
Depths		
Surface Area		
Capacity in Gallons		
Turnover time in Hours (must be minimum of 6 hours)		
Returns		
Number		
Pipe Diameter (in inches)		
Main Drains		
Number		
Size		
Distance Between Drains		
Suction Pipe		
Diameter (in inches)		
Skimmers		
Number		
Size		
Gas Line		
Pipe Diameter/Material		
Length (in linear feet)		
Number of Jets		
Filter		
Make		
Model		
Type		
Size		
Pump		
Make		
Model Number		
Horsepower or RPM		
Type		
Min/Max Flow (in gallons per minute)		
Performance Curve with Head Pressure		
Heater		
Make		
BTUs		
Underwater Lights		
Number		
Type		



CERTIFICATE OF INSTALLATION

Field Name	Entry	Field Name	Entry
Project Name:		Enforcement Agency:	
Dwelling Address:		Permit Number:	
City and Zip Code:		Permit Application Date:	

A. Pool and Spa System Type

Field	Field Name	Data Entry
01	Pool and Spa System Type	Pool Spa Pool and Spa

B. Pool and Spa Systems and Equipment Requirements (Section 110.4(a) and 110.5)

Field	Field Name
01	A pool or spa heating system or equipment subject to State or federal appliance efficiency standards shall comply with the applicable provisions of Section 110.1A.
02	A readily accessible on-off switch is mounted on the outside of the heater, which allows the heater to be shut off without the user adjusting the thermostat setting.
03	A weatherproof plate or card providing the energy efficiency rating and instructions for the energy-efficient operation of the pool and/or spa heater is permanently mounted and easily readable.
04	Heating system has no pilot light.

The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.

C. Pool and Spa System Installation Requirements (Section 110.4(b))

Field	Field Name
01	Equipment installed to heat water for pools and/or spas shall be selected from equipment meeting the standards shown in Table 110.4-A.
02	At least 18 inches of horizontal or vertical pipe shall be installed between the filter and the heater or dedicated suction and return lines, or built-in or built-up connections shall be installed to allow for future solar heating equipment are provided.
03	Outdoor pools and/or spas with electric or gas heating equipment shall be installed with a pool cover.
04	Pool system has directional inlets to adequately mix the pool water.
05	Pool system has a permanent time switch that allows all pumps to be set or programmed to run during off-peak periods only, and for the minimum time necessary to maintain the water in the condition required by applicable public health standards

The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.

**D. Pool and Spa System Heating Source Sizing Requirements (Section 110.4(c))**

Field	Field Name	Data Entry
01	Total Pool or Spa surface area (ft ²)	
02	Method of Compliance	
03	Qualifying Exceptions to Section 110.4(c)	A pool and/or spa that is heated solely by a solar pool heating system
04	Additional Requirement	
04a	Minimum solar collector surface area	

E. Controls for Heat Pump Pool Heaters with Supplementary Heating Requirements (Section 110.4(c))

Field	Field Name
01	Supplementary heater shall not operate when the heating load can be met by the heat pump pool heater alone; and
02	The cut-on temperature for heat pump heating is higher than the cut-on temperature for supplementary heating, and the cut-off temperature for heat pump heating is higher than the cut-off temperature for supplementary heating

The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met

**F. Pool Pump Sizing and Flow Rate Specification (Section 150.0(p))**

Field	Field Name
01	The pool pump that subject to State or federal appliance efficiency standards is listed in the CEC's directory of certified equipment.
02	The pool pump flow rate shall not exceed the maximum pump flow rate calculated based on pool sizing in the table below. The return pipe diameter, suction pipe diameter, and filter area shall be at least as large as the required minimums shown in the table. Alternatively, a flow calculation or flow test result shall be provided to demonstrate that the pump flow rate is less than 6-hour filtration turnover, and the return pipe flow rate does not exceed 8 fps and that the suction pipe flow rate does not exceed 6 fps.

03	An alternative compliance calculation or a flow test result is provided for this pool or spa use (must attach flow calculation or flow test result to this form)	yes No
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04	Dedicated-purpose pool pumps with more than one speed shall have controls which default to the filtration flow rate when no auxiliary pool loads are operating.
05	For dedicated-purpose pool multispeed pumps with more than one speed, the controls shall default to the filtration flow rate setting within 24 hours and shall have an override capability for servicing.

06	Volume of Pool (gallons) _____
07	Filter Type (Cartridge, Sand, DE)

08a Required Min Return Pipe Diameter (inches)	08b Required Min Suction Pipe Diameter(inches)	08c Required Min Filter Area (ft ²)	08d Required Max Pump Flow (gpm)

09	Return Pipe Diameter (inches)	
10	Suction Pipe Diameter (inches)	
11	Filter Surface Area (ft ²)	
12	Max Pump Flow Rate (gpm)	
13	Measured Flow Rate Return Line (fps)	
14	Measured Flow Rate Suction Line (fps)	
15	Compliance Statement:	

The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.

**G. Pool System Piping** (Section 150.0{p}2)

Field	Field Name
01	The suction side pipe is straight for at least 4 pipe diameters before entering the pump {See table below for the required straight run lengths for various pipe sizes}.
02	All elbows are sweep elbows, or an elbow type that has a pressure drop that is less than the pressure drop of a straight pipe with a length of 30 pipe diameters.

The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.

H. Pool Filters and Valves {Section 150.0{p}3 and4)

Field	Field Name
01	If a filter is used in a pool intended for public use: The size of the filter is at least the size specified in NSF/ANSI 50 .
02	If a backwash valve is used: The diameter of the backwash valve is at least 2 inches, or the diameter of the return pipe, whichever is greater.

The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.

PRESCRIPTIVE RESIDENTIAL ADDITIONS THAT DO NOT REQUIRE ECC FIELD VERIFICATION



CALIFORNIA ENERGY COMMISSION

CEC-CF2R-PLB-03-E

Documentation Author's Declaration Statement 1. I certify that this Certificate of Installation documentation is accurate and complete.	Author Name Author Signature Date Signed Company Name CEA/AEA/ECC Certification ID Address City/State/Zip Phone
RESPONSIBLE PERSON'S DECLARATION STATEMENT I certify the following under penalty of perjury, under the laws of the State of California: 1. The information provided on this Certificate of Installation is true and correct. 2. I am either: a) a responsible person eligible under Division 3 of the Business and Professions Code in the applicable classification to accept responsibility for the system design, construction, or installation of features, materials, components, or manufactured devices for the scope of work identified on this Certificate of Installation, and attest to the declarations in this statement, or b) I am an authorized representative of the responsible person and attest to the declarations in this statement on the responsible person's behalf. 3. The constructed or installed features, materials, components or manufactured devices (the installation) identified on this Certificate of Installation conforms to all applicable codes and regulations and the installation conforms to the requirements given on the Certificate of Compliance, plans, and specifications approved by the enforcement agency. 4. I understand that a completed signed copy of this Certificate of Installation shall be posted or made available with the building permit(s) issued for the building and shall be made available to the enforcement agency for all applicable inspections. I will take the necessary steps to fulfill this requirement. 5. I understand that a completed signed copy of this Certificate of Installation is required to be included with the documentation the builder provides to the building owner at occupancy. I will take the necessary steps to fulfill this requirement.	Responsible Name Responsible Signature Date Signed Company Name Title CSLB License Address City/State/Zip Phone

For assistance or questions regarding the Energy Standards, contact the Energy Hotline at: 1-800-772-3300.

CF2R-PLB-03-E User Instructions

A. Pool and Spa System Type

Pick from Pool only, Spa only, or Pool and Spa certificate

B. Pool and Spa Systems and Equipment Requirements {Section 110.4(a) and 110.5}

Before any pool or spa heating system or equipment may be installed, the manufacturer must certify to the Energy Commission that the system or equipment complies with §110.4 and §110.5. The requirements include minimum heating efficiency according to Appliance Efficiency Regulations, an on-off switch outside the heater, permanent and weatherproof operating instructions, no continuous pilot light.

C. Pool and Spa System Installation Requirements {Section 110.4(b)}

A permanent time switch or similar control mechanism must be installed as part of the pool water circulation control system that will allow all pumps to be set or programmed to run only during the off-peak electric demand period and for the minimum time necessary to maintain the water in the condition required by applicable public health standards.

D. Pool and Spa System Heating Source Sizing Requirements (Section 110.4(c))

This table lists the requirements for Pool and Spa System Heating Source Sizing. Pick from Method of Compliance list and Qualifying Exceptions to Section 110.4(c) list.

E. Controls for Heat Pump Pool Heaters with Supplementary Heating Requirements (Section 110.4(d))

This table lists the requirements for Controls for Heat Pump Pool Heaters with Supplementary Heating. Installer must ensure all the requirements on this table are met.

F. Pool Pump Sizing and Flow Rate Specification (Section 150.0(p))

The pool filtration flow rate may not be greater than the rate needed to turn over the pool water volume in 6 hours or 36 gpm, whichever is greater. Calculate Max Flow Rate using the following equation:

$$\text{Max Flow Rate (gpm)} = \frac{\text{Pool Volume (gallons)}}{360\text{min.}}$$

Pool piping must be sized according to the maximum flow rate needed for all auxiliary loads. Show work to calculate return and suction line flow rate, minimum filter area, and the maximum pump flow rate correspond to the pool volume in accordance to section 150.0(p), or refer to Table C below for the prescriptive values. The maximum velocity allowed is 8 fps in the return line and 6 fps in the suction line, and the maximum pump flow rate is less than 6-hour filtration turnover.

3. Select whether the alternative calculation is used.
6. Enter the Pool Volume (gal).
7. Enter Filter Type {Cartridge, Sand, DE}.
- 8a Enter the Required Minimum Return Pipe Diameter (inches).
- 8b Enter the Required Minimum Suction Pipe Diameter (inches).
- 8c Enter the Required Minimum Filter Area, {ft²}.
- 8d Enter the Required Maximum Pump Flow (gpm).
9. Enter Return Pipe Diameter (inches).
10. Enter Suction Pipe Diameter (inches).

11. Enter Filter Surface Area (ft²).
12. Enter the Maximum Pump Flow Rate (gpm).
13. Enter the Measured Flow Rate of the Return Line in fps. This is only used if the alternative calculation is used.
14. Enter the Measured Flow Rate of the Return Line in fps. This is only used if the alternative calculation is used.
15. Automatically completed Compliance Statement.

G. Pool System Piping (Section 150.0(p)2)

There must be a length of straight pipe that is greater than or equal to at least 4 inches pipe diameters installed before the pump. Refer to Table D below for the required pipe length. Traditional hard 90° elbows are not allowed. All elbows must be sweep elbows or a type of elbow that has a pressure drop less than the pressure drop of straight pipe with a length of 30 pipe diameters.

H. Pool Filters and Valves (Section 150.0(p)3 and 4)

Backwash valves must be sized to the diameter of the return pipe or 2 inches, whichever is greater. Multiport backwash valves have a high pressure drop and are discouraged.

Table C

Pool sizing (Values are based on a maximum allowable turnover rate of 6- hours)

Note: For pumps greater than 1 hp. The maximum Pump Flow is the lowest speed default filtration

Max Pool Volume (gallons)	Min Pipe D or Greater (inches)		Min Filter Area or more (square feet)			Max Pump Flow (gpm)
	Return	Suction	Cartridge	Sand	DE	
13,000	1.5	1.5	100	2.4	20	36
17,000	1.5	2	130	3.1	25	47
21,000	2	2	160	3.9	30	58
28,000	2	2.5	210	5.2	40	78
42,000	2.5	3	320	7.8	60	117
48,000	3	3	360	8.9	70	133

Table D

Pipe Diameter/Pipe Length

Pipe Diameter (inch)	Required Pipe Length leading into pump (inch)
1.5	6
2	8
2.5	10
3	12