Pool / Spa Demolition submittal requirements:
A building permit is required for the removal of all swimming pools.

The purpose of this guideline is to clarify the minimum requirements to allow for the removal of an existing residential swimming pool/spa, that is in a level area, not adjacent to a slope. This handout is designed for the average submittal. Each project is individual, additional submittal requirements and or information might be necessary based on the actual scope of the project.

Pools / spa on slopes greater than 20% or wear it is in proximity of a structure that could pose a hazard (within angle of repose of the structures foundation, 1 to 1 of the foundation, providing support for the structure or within 10 feet of the structure), will require recommendations from a soils engineer.

☐ Provide a completed Building Permit Application: Available on line
on_for_building_permit_7_12.pdf

- Provide two (2) sets (on minimum 11x17) completely dimensioned site plan showing all property lines, all existing structures, location of existing swimming pool, and setback dimensions from the pool to the existing structures and the two closest property lines.
- Site plan shall show all existing and proposed utilities, located in the area of work, (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers).
- Site plan shall show existing trees in the area of work, including diameter, location, species, existing grade at base and driplines. Provide a tree protection plan.
- Construction staging plan. No materials or containers (including debris boxes) are allowed to be stored in the public right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department.
- The plan shall be site specific and have the property on the plan

☐ IF THE POOL SHELL IS TO REMAIN: Non-Buildable area

- Provide a minimum of one (1) 60”x60” diameter hole / opening at deepest part of pool.
- Remove top 36” of pool.
- Backfill the remaining pool shell with ¾” maximum size crushed rock from the bottom of the pool to within 24” of finish grade. Gravel shall be packed into place. Clean fill may be added beyond the initial crushed rock backfill.
- OR filter fabric with clear fill compacted to 90%, ATSM D 1557.
- Backfill shall be moistened and tractor rolled or tamped with a wacker compacting plate into place.
- CANNOT use spoils (concrete) for fill – remove to offsite and dispose of appropriately.
- Two inspections are required. The initial inspection is to verify the required drain hole at the bottom of the pool with filter fabric installed. The last and final inspection shall be scheduled after all the work is complete.
- No materials or containers (including debris boxes) are allowed to be stored in
the public right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department.
- Owner agrees the backfill over the existing swimming pool shell may have differential settlement and agree to use the area for landscape purposes only and not use the area for any structural or floor slab support until the pool shell is removed in its entirety and the backfill is certified with 90% compaction.
- Provide a description of what will go in the area of the pool once removed and backfilled, lawn, mulch, patio, etc.

☐ IF THE POOL SHELL IS TO BE REMOVED

- All of the plan requirements are the same as above except for,
- At time of permit submittal, provide a letter from a licensed soils engineer describing the backfill requirements for the pool.
- After permit issuance, the soils engineer shall provide a backfill observation letter and demonstrate that it is accordance with their guidelines and recommendations, that were submitted with permit.
- All of the pool / Spa shall be removed offsite and dispose of appropriately.