



**SWIMMING POOL  
&  
SPA**

**SUBMITTAL  
CHECKLIST**



# SWIMMING POOL/SPA SUBMITTAL CHECKLIST

**City of Lincoln**  
Community Development  
Department  
600 Sixth Street,  
Lincoln California 95648  
(916) 434-2470

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 glass 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)



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## 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: \_\_\_\_\_



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## POOL EXCAVATION, GRADING, EROSION, & SEDIMENTATION FORM

*DIRECTIONS: Please include the job address, read and complete the lower portion of the form.*

Job Address: \_\_\_\_\_

### **Pool Excavation Disposal**

- ◆ The excavated material from the pool construction project at the address referenced above shall be disposed of in compliance with all local, state, and federal laws and regulations.
- ◆ I have contacted the owner of the property on which I intend to dispose of the excavation material and have received valid authorization and permission from the property owner or his or her agent to place the excavation material on that property.
- ◆ I shall place the excavation material on the property in accordance with all applicable requirements, regulations, and standard industry practices governing the placement of fill materials and the instructions of the property owner.
- ◆ I understand that unauthorized dumping of excavation material is a violation of California Penal Code Section 602 and is punishable by a fine or imprisonment or both.

### **Grading and Erosion and Sedimentation Control**

- ◆ The pool construction shall use sediment and erosion control best management practices to prevent contaminants from entering the storms drains and/or creeks.
- ◆ Two sets of Grading, Erosion, and Sedimentation Control plans are incorporated into the construction drawings or attached as a separate document.

**By my signature below, I certify that I am the property owner or authorized to act on the property owner's behalf. I have read this document and the information I have provided is correct.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pool Company Name *(if applicable)*

\_\_\_\_\_  
Contractor's State License #



# SWIMMING POOL/SPA SUBMITTAL CHECKLIST

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## Pool Equipment Information

Job Address: \_\_\_\_\_ BP #: \_\_\_\_\_

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

**POOL AND SPA HEATING SYSTEMS**

CEC-CF2R-PLB-03-E (Revised 01/20)

CALIFORNIA ENERGY COMMISSION



CERTIFICATE OF INSTALLATION		CF2R-PLB-03-E
Pool and Spa Heating Systems - For Non-HERS Registered Projects		(Page 1 of 3)
Project Name:	Enforcement Agency:	Permit Number:
Dwelling Address:	City:	Zip Code:

**A. Pool and Spa System Type**

01	Pool and Spa System Type
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**B. Pool and Spa Systems and Equipment Requirements (Section 110.4(a) and 110.5)**

01	Heater has a thermal efficiency that complies with the Appliance Efficiency Regulations.
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 containing instructions for the energy-efficient operation of the pool or spa heater is permanently mounted.
04	No electric resistance heating except for listed package units that have fully insulated enclosures and tight fitting covers that are insulated to at least R-6. Or if documentation is provided that at least 60% of the annual heating energy is from site solar energy or recovered energy.
05	Heating system has no pilot light.
<b>The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.</b>	

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

01	To allow for the future addition of solar heating equipment, at least 36" of pipe is installed between the filter and heater, or dedicated suction and return lines are installed, or built-in, or built-up, connections for future solar heating are provided.
02	A cover is provided for outdoor pools or spas that have a heat pump or gas heater.
03	Pool system has directional inlets to adequately mix the pool water.
04	Pool system has a time switch that allows the pump to be set or programmed to run during off-peak periods only.
<b>The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.</b>	

**POOL AND SPA HEATING SYSTEMS**

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Project Name:	Enforcement Agency:	Permit Number:
Dwelling Address:	City:	Zip Code:

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

01	The pool pump specified is listed in the CEC database of certified pool pumps.		
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 <input type="radio"/>	No <input type="radio"/>
04	The pump is capable of operating at 2 or more speeds (not applicable if pump is less than 1 horsepower).		
05	Each auxiliary pool load is served by either a separate pump, or the system is served by a multi-speed pump.		
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 <sup>2</sup> )
			08d Required Max Pump Flow (gpm)
09	Return Pipe Diameter (inches)		
10	Suction Pipe Diameter (inches)		
11	Filter Surface Area (ft <sup>2</sup> )		
12	Max Pump Flow Rate (gpm)		
13	Measured Flow Rate Return Line (fps)		
14	Measured Flow Rate Suction Line (fps)		
15	Compliance Statement:		
<b>The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.</b>			

**E. Pool System Piping** (Section 150.0(p)2)

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

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

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



**POOL AND SPA HEATING SYSTEMS**

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CERTIFICATE OF INSTALLATION		CF2R-PLB-03-E
Pool And Spa Heating Systems - For Non-HERS Registered Projects		(Page 3 of 3)
Project Name:	Enforcement Agency:	Permit Number:
Dwelling Address:	City:	Zip Code:

**DOCUMENTATION AUTHOR'S DECLARATION STATEMENT**

1. I certify that this Certificate of Installation documentation is accurate and complete.

Documentation Author Name:	Documentation Author Signature:
Documentation Author Company Name:	Date Signed:
Address:	CEA/HERS Certification Identification (If applicable):
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:

- The information provided on this Certificate of Installation is true and correct.
- 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.
- 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.
- I will ensure that a registered copy of this Certificate of Installation shall be posted or made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections. I understand that a registered copy of this Certificate of Installation is required to be included with the documentation the builder provides to the building owner at occupancy.

Responsible Builder/Installer Name:	Responsible Builder/Installer Signature:	
Company Name: (Installing Subcontractor or General Contractor or Builder/Owner)	Position With Company (Title):	
Address:	CSLB License:	
City/State/Zip:	Phone:	Date Signed:

**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