



## **CITY OF CHELAN**

**P.O. BOX 1669**

**135 E. JOHNSON ST.**

**CHELAN, WA 98816**

**(509)682-8017**

**(509)682-8050 (FAX)**

# ***POOL/SPA PERMIT APPLICATION***

**I**n order to process and review permit applications in a timely fashion, the documents and document descriptions listed on the following sheets are the minimum requirements necessary for permit submittal and review. The more information that is supplied, the easier it will be to review the project. *Failure to submit the required information will cause undue delay in the permit review process and, failure to include any of the documents or information listed will result in the City's being unable to accept the Building Permit Application.* If you should have any questions regarding the minimum requirements of submittal, please call the Building Department at (509)682-8017 prior to bringing the submittal package to the City.

CITY OF CHELAN

SUBMITTAL REQUIREMENTS  
SWIMMING POOL/SPA BUILDING PERMIT

The following items must be provided in order to properly apply for a building permit. **Plans and application must be returned to applicant if information is incomplete.** The applicable department director may require additional information or materials when necessary to augment a permit application.

**Please submit one (1) complete electronic sets of plans, AND one (1) site plans to [llwilliams@cityofchelan.us](mailto:llwilliams@cityofchelan.us).**

Please place check marks by completed items and write N/A by those that do not apply.

**I. DOCUMENTS AND/OR INFORMATION:**

- \_\_\_\_\_ Building Permit Application Form
- \_\_\_\_\_ Copy of deed with legal description of property
- \_\_\_\_\_ Completed Ownership Certification Form
- \_\_\_\_\_ Copy of Washington State Contractor's Registration
- \_\_\_\_\_ Environmental Checklist: (Required if site contains a wetland, floodplain, lake, or other resource).
- \_\_\_\_\_ Critical Areas special studies may be required for any/all of the following:
  1. Flood hazards.
  2. Landslide hazards
  3. Steep slope hazards
  4. Wetlands

**II. PLANS AND DRAWINGS:**

- \_\_\_\_\_ **Format** - All drawings submitted, except site plans, shall conform to the following requirements:
  - \_\_\_\_\_ Sheet size - 11"x17" or 18"x24" or 24"x36" or 30"x42"
  - \_\_\_\_\_ Scale:
    1. Unless site size dictates a different scale, site plan drawings shall be 1"=20' or 1"=30'.
    2. Architectural plans shall be 1/4"=1' unless impractical.
  - \_\_\_\_\_ North arrow - all drawings shall include a north arrow

**III. DESCRIPTION OF SUBMITTAL DRAWINGS**

- \_\_\_\_\_ Site Plan (**1 SET**)
  - \_\_\_\_\_ Indicate scale by bar graph.
  - \_\_\_\_\_ Property lines: Show the location and dimensions.
  - \_\_\_\_\_ Streets and alleys: Show location and name of all streets and alleys adjacent to the site.
  - \_\_\_\_\_ Easements: Show the location for all existing and proposed utility, drainage, native growth protection and access easements and/or private roads; draw to scale and accurately dimension.
  - \_\_\_\_\_ Existing and proposed structures: Show location, dimension and use of all existing and proposed buildings and structures on the site; show distances to property lines.
  - \_\_\_\_\_ Land use code setbacks: Show front, side, rear and street setbacks (if applicable). Designate which are the front, side and rear property lines.
  - \_\_\_\_\_ Walls and fences: Indicate location, length and height.

\_\_\_\_\_ Indicate all existing and proposed retaining structures and/or rockeries. Show maximum heights.

\_\_\_\_\_ Dark Sky Ordinance: Indicate arrangement of outdoor lighting fixtures and accent lighting and the aiming of lights downward onto the ground surface.

### Elevations

\_\_\_\_\_ Show elevations from north, south, east and west; provide finished floor level for each floor; show existing and proposed grades; show maximum building height; show maximum site slope.

\_\_\_\_\_ Decks and porches: Indicate height of guardrails and spacing of intermediate railing. Show rise/run of stairs with handrail grasp dimension and height above nosing of stair tread.

\_\_\_\_\_ Dark Sky Ordinance: Indicate arrangement of outdoor lighting fixtures and accent lighting and the aiming of lights downward onto the ground surface.

### Foundation

\_\_\_\_\_ Foundation Wall: Show foundation plan, shape, all dimensions; include maximum wall height(s) and all connections. Provide typical foundation sections at various points around the foundation system.

\_\_\_\_\_ Posts and Footings: Show location and size of posts and footings.

\_\_\_\_\_ Retaining Walls: Retaining structures in excess of 4' in height require engineered design with calculations.

\_\_\_\_\_ Engineered Foundation: Stamped engineered plans with calculations are required for non-conventional foundation systems and/or sites with special soil conditions.

### Dark Sky

Demonstrate compliance with the dark sky ordinance with no light trespass.

Quartz and vapor lamps are prohibited. See elevation drawings and site plan requirements.

### Setbacks

All swimming pools must be located behind the front yard setback line and the yard or area around them must be enclosed by a fence of not less than five feet in height. At least a five-foot (5) setback from all side and rear property lines must be maintained.

Residential Single Family Zone:

Front-yard: 25 feet; rear-yard: 20 feet; side yards: 5 feet

Multi-Family Residential Zone:

Front-yard: 20 feet; rear-yard: 20 feet; side yards: 5 feet

### Design Minimums

Roof Snow Load - 35 lb. PSF

Ground Snow Load – 45 lb. PSF

Wind speed - 85 M.P.H,

Exposure “C” Typical

Seismic Zone - C

Climate Zone - 2

Frost Line - 18 Inches

**PLEASE REFER TO THE 'INTERNATIONAL RESIDENTIAL CODE, CURRENT EDITION AND CITY OF CHELAN ORDINANCES FOR CODE REQUIREMENTS.'**

"

**NOTE:** Garages and accessory buildings require the same design information requested on pages 1-4.

**PLUMBING PERMIT** is required for:

All fixtures (sink, toilet, shower, bathtub, etc.)

Water heater

Hose Bibbs (lawn and garden hose attachment)

Automatic lawn sprinkler systems (vacuum breaker information needed, double check valves are not currently allowed)

If applicable, please show their location on the building floor plans.

**MECHANICAL PERMITS** are required for:

Furnace

Heat pumps

Fireplace inserts/wood stoves (certified units allowed only)

Gas Piping

Exhaust Fans

Dryer vents (location of dryers limited to 14' maximum length of duct)

**ELECTRICAL PERMITS** are issued by the Washington State Department of Labor and Industries.

Please call (509) 886-6500.

**HEALTH DEPARTMENT SEPTIC APPROVAL** must be provided if you are not hooking up to a sewer system. Please call (509) 886-6450.

**CRITICAL AREAS** such as wetlands, shoreline and lots with steep slopes may require an Engineer's report to be submitted at the time you generate your application. A counter permit technician will help you determine if this applies to your project.

**EMERGENCY VEHICLE ACCESS (EV ACCESS)** is required when any exterior wall of the first floor is more than 150 feet from the road providing access to your property. In addition, a turn around area may be required for Fire Department vehicles as well as a paved surface for access grades greater than 12%.

**ADDITIONAL INFORMATION** may be required if there are any other special conditions that apply to your building site.



**CITY OF CHELAN**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
 135 E JOHNSON AVENUE, CHELAN WA 98816  
 TELEPHONE: (509) 682-8017 FAX: (509) 682-8050

**SWIMMING POOL/SPA PERMIT APPLICATION**

**Parcel Number (APN):** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_ (Acres)  
**Parcel Address:** \_\_\_\_\_ **City/Zip:** \_\_\_\_\_  
**Abbreviated Legal Description:** \_\_\_\_\_  
**Property Owner(s):** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  **Copy of Recorded Deed is required as an attachment.**

**Applicant:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Contractor's Name:** \_\_\_\_\_  
**Contractor's License Number:** \_\_\_\_\_ **City Business License No.** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Application For:**  Residential  Commercial  Pool  Spa **Dimensions & Depth:** \_\_\_\_\_  
**Type of Pool/Spa:** \_\_\_\_\_ **Engineering:**  Yes \*  No \*  
*\* NOTE: Engineering required for concrete/shotcrete. Bracing specs required for vinyl / fiberglass.*  
**DEFINITION:** Section 3109, IBC, defines swimming pool as: any structure intended for swimming, recreational bathing or wading that contains water over 24 inches deep, including in-ground, above-ground, and on-ground pools, hot tubs, spas and fixed-in-place wading pools.  
**REQUIREMENTS:** International Swimming Pool and Spa Code. **Swimming pools and/or spas shall not be located within a front-yard setback and shall be enclosed with a minimum five (5) foot fence**, measured from bottom of footing to top of fence, wall, building wall, or combination thereof that completely surrounds the swimming pool and restricts access to the pool/spa.  
 Per ISPCS 305.4 where a wall of a dwelling serves as part of the barrier, doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. IRC requirements may apply, as per outlined in this section.  
**NOTE:** Per IRC 308.4, Tempered glazing is required in walls and fences, where the bottom edge is less than 60 inches (five feet) above walking surface and within 60 inches (five feet) horizontally of the waters edge.

List all Easements, Deed Restriction, or other Encumbrances restricting the use of the property (Refer to your subdivision, deed and/or Title Report). List auditor's files number (AFN) and identify easement type.  Label on Site Plan:

\_\_\_\_\_  
 \_\_\_\_\_

**Ⓞ FOR OFFICIAL USE ONLY Ⓞ**

Received By & Date:	Zoning Approval & Date:	Building Approval & Date:	Intake Fees Paid:	Final Fees Paid: \$
Plans: Electronic		Zoning:	Fence Height:	

**SITE PLAN CHECKLIST:**  All site plans must be drawn to a standard engineering scale not to exceed 1" = 100'

**Indicate scale used, north arrow, AND include the following:**

- Length of all property line boundaries.
- Land features, such as slopes, ravines, wetlands, streams/lakes/rivers, ordinary high water mark of shorelines areas, floodplain.
- Location of proposed pool to show distance from deep end of pool to foundation. *(i.e., a pool 6 feet at deep end must be a minimum of 6 feet from a foundation).*
- Location of fencing required to surround and restrict access to pool.
- Location of all existing structures. *(Including decks/porches/patios, retaining walls, landings stairs).*
- Distance between property lines and existing/proposed buildings and between buildings.
- Location, name and width of roadway and/or easements *(list type of easement)* bordering property.
- Location of water lines, well and control radius of well.

**ACKNOWLEDGEMENT**

- The information, plans, maps, and other materials submitted with this application are, to the best of my/our knowledge, a true and accurate representation of this proposal.
- It shall be the responsibility of the property owner(s)/applicant to notify the Department of any changes and update information on the building permit application until the project has been issued a certificate of occupancy/final inspection.
- The City of Chelan does not guarantee success of this permit application, and/or the issuance of a building permit.
- All persons executing this acknowledgement shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application.
- If the property owner(s)/applicant fail to respond to the Department's request for additional information, orally or in writing, further processing shall be suspended or postponed.

**I hereby certify that I will pay all fees as required by law. I also hereby certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.**

**Owner(s)/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Print Owner/Applicant Name:** \_\_\_\_\_  
**Place Where Signed:** \_\_\_\_\_, WA

# OWNERSHIP CERTIFICATION

I, \_\_\_\_\_, hereby certify that I am the major property owner(s) or officer of the corporation owning the property described in the attached application. I also hereby certify under penalty of perjury under the laws of the State of Washington that this application and that the statements, answers, and information are in all respects true and correct to the best of my knowledge and belief. I have also familiarized myself with the rules and regulations of the City of Chelan

Property Address: \_\_\_\_\_ Project Desc.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For: \_\_\_\_\_ Parcel No.: \_\_\_\_\_  
(Corporation or company name)

## ACKNOWLEDGMENT

State of Washington )  
 )  
 County of Chelan )

On this day personally appeared before me \_\_\_\_\_ to be known to be the individual described in and who executed the within and foregoing instrument and acknowledge to me that (*he, she, they*) signed the same as (*his, her, their*) free and voluntary act and deed for the uses and purposes therein mentioned.

\_\_\_\_\_  
 NOTARY PUBLIC in and for the State of Washington  
 Printed Name: \_\_\_\_\_  
 Commission Expires: \_\_\_\_\_

Residing in: \_\_\_\_\_  
 Date: \_\_\_\_\_

Other property owners included in this application must be listed below: (attach additional sheet if necessary)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_



# CITY OF CHELAN

## Cross Connection Control Survey

### FOR NEW CONSTRUCTION OR PLUMBING PERMIT APPLICATIONS ONLY

1. What is the site address? \_\_\_\_\_
2. Your water meter serves how many homes? \_\_\_\_\_ How many buildings? \_\_\_\_\_
3. Do you have any of the following?
  - a. Swamp cooler connected to piping Yes  No
  - b. Hot tub (fills with a hose or automatic filler) Yes  No
  - c. Swimming pool Yes  No
  - d. Underground sprinkler system Yes  No
  - e. Drip irrigation system Yes  No
  - f. Greenhouse Yes  No
  - g. Solar water heating system Yes  No
  - h. Water makeup lines (boiler, hydronic heating) Yes  No
  - i. Utility sink with threaded faucet (hose attachment) Yes  No
  - j. Fire sprinkler system Yes  No
  - k. Unknown, unidentifiable or complicated piping Yes  No
4. Do you use:
  - a. Antifreeze flush kits with your automobile Yes  No
  - b. Insecticide sprayers (that attach to a garden hose) Yes  No
  - c. Darkroom or photo developing equipment Yes  No
  - d. Fill adapters for waterbed, fish tank or other Yes  No
5. Does anyone on the premise use a portable dialysis machine? Yes  No
6. Do you have a bathtub/Jacuzzi that fills from the bottom *or* does not have an overflow drain *or* the fill spout is not above the tub rim? Yes  No
7. Do you have a water softener or any other water treatment system connected to your drinking water supply? Yes  No
8. Do you have auxiliary water supply (i.e. well, pond) on your premises? Yes  No
9. Do you have livestock (i.e., horses, cows, etc.) that use a water trough? Yes  No
10. Is the water piping that enters your home more than 10 feet above your water meter? Yes  No
11. Does a creek, river, or spring run near your property?
  - a. Do you pump or draw water from this source? Yes  No
12. Do you have a booster pump, well pump, or any other type of water pump? Yes  No



13. Do you receive irrigation water from a different source? Yes  No
14. Do you have a backflow preventer on your property now? Yes  No   
If yes, where? \_\_\_\_\_
15. Do you have any situation that you are aware of that could create a connection between your drinking water and any other substance? Yes  No
16. Do you have any other water using equipment on your property not mentioned above? Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please notify the City of Chelan if any of the above conditions change on your property such as remodeling, changes or additions to your water piping system.

\_\_\_\_\_  
Signature of Water Customer/ Owner

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
Best time to call or alternate contact

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Your mailing address:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physical address of property (if different):  
\_\_\_\_\_  
\_\_\_\_\_

Please answer all of the above questions and return it to the City of Chelan Planning Department. This form will be kept on file at the City of Chelan. If you have any questions please call us at (509) 682-5919 or Lee Reynolds at (509) 630-0921