



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

In 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.

SWIMMING POOL/SPA PERMIT SUBMITTAL CHECKLIST

THIS IS NOT A REVIEW. This list is used to assure that your submittal includes at least the minimum information needed to start the zoning/building review process. **Building permit applications will not be accepted until ALL requirements have been satisfied.**

Please submit one complete electronic set of plans and supporting documents.

(The electronic version of plans may be submitted with the application forms on a disc, flash drive or emailed to lwilliams@cityofchelan.us and cdebruin@cityofchelan.us)

APPLICANT SUBMITTAL ITEMS			
	YES	N/A	
			Complete Application Ownership Certification Form, signed and notarized Have Easements Been Disclosed? Deed / Legal Description (<i>Attached</i>) Have Subdivision Notes and Conditions of Approval Been Achieved? (Refer to Respective Recorded Plat) Geotechnical Analysis required for slopes greater than 30% Pool Engineering (<i>stamp required if engineered</i>) Mechanical and Plumbing shown on plans Cross Connection Control Survey Site Plan (Please refer to site plan checklist) Submittal Fees Paid
<p>APPLICATIONS ARE REVIEWED FOR ZONING, SETBACKS AND BUILDING PLAN COMPLIANCE. THE DEPARTMENT WILL NOTIFY THE APPLICANT ONCE THE APPLICATION IS READY FOR ISSUANCE.</p>			



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/streams, 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

