



# POOL AND SPA INSTALLATION

THESE REQUIREMENTS ARE FOR PERMITS ISSUED ON OR AFTER JANUARY 1, 2008

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## BUILDING DIVISION REQUIREMENTS

A building permit is required for all portable and in-ground pool and spa installations. The permit shall be obtained prior to start of the installation.

Following is a listing of the general requirements for permit applications based on the 2007 California Building Code, 2007 California Electrical Code, and the East Palo Alto Municipal Code.

- All properties with a pool, spa, or other body of water greater than 18" in depth shall provide a fence that meets the following criteria (EPAMC 15.36.010):
  - A minimum height of 60".
  - Any gates shall be self-closing with a self-latching device placed no lower than 60" above the ground.
  - A maximum vertical clearance from the ground to the bottom of the fence of 2".
  - Any gaps or voids to be less than 4".
  - An outside surface free of protrusions, cavities, or other physical characteristics that would serve as handholds or footholds that could enable a child below the age of 5 years to climb over.
- The electrical portion of the pool and/or spa installation shall comply with the following requirements:
  - All metallic structural components, underwater lighting, metal fittings, electrical equipment, etc. within 5' of the inside of the pool wall shall be bonded to the equipment grid with a #8AWG copper conductor. (CEC 680.26)
  - At least one GFCI receptacle shall be located at least 10' and not more than 20' from the inside wall of the pool. (CEC 680.22)
  - Lighting and fixtures within 5' horizontally of the pool shall be installed at a height of not less than 12'; lighting fixtures installed between 5' and 10' from the pool or fixtures less than 5' in height shall be GFCI protected. (CEC 680.22) A minimum height of 60".
- All new and remodeled pools and spas shall have all suction outlets shall be provided with an anti-entrapment cover meeting current standards of the American Society for Testing and Materials (ASTM) or the American Society of Mechanical Engineers (ASME). (California Health and Safety Code 115922)

Building permit review, issuance, and inspection information is provided on the reverse side of this handout.

## PERMIT PROCESS

1. Prior to submittal for a building permit, contact the Planning Division to determine if a separate permit is required.

### Building Permit Review

2. Building permits for most above ground/portable spas are available at the Building Services Department. Permits can also be obtained at the Building Services Department between the hours of 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m., Monday through Thursday, and 9:00 a.m. to 12:00 noon.

### Inspections

3. Portable, above ground spas require a rough electrical and a final inspection.
4. For in-ground pools and spas, the first inspection is for the steel and the following inspections are based on how the in-group pool or spa is to be constructed. Consult with the Building Division for further specific information.

### Building Permit Application Requirements (3 copies of each item)

- An approval letter from the Homeowner's Association (if applicable).
- A completed Building Permit Worksheet application (available at the Building Services Department).
- Site plan showing the existing house and all other structures, proposed location of the pool/spa and all equipment, and setback distances from all property lines. The site plan must be reviewed and approved by PG&E before a permit can be issued. PG&E is located at 1970 Industrial Way, CA 94002 and they can be reached at (800) 743-5000.
- On the site plan, include details of all decking, utility lines, and easements.
- An electrical plan showing all equipment and wiring to pool or spa.
- Structural details and calculations stamped and signed by the engineer (built-in pools/spas) or UL listing with installation requirements (for spas)
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