



CITY OF PALM DESERT

Building and Safety Division

73510 Fred Waring Dr, Palm Desert, CA 92260

Phone (760)776-6435 • Email permitcenter@palmdesert.gov

Website: <https://www.palmdesert.gov>

SWIMMING POOL AND SPA PERMIT CHECKLIST #BLDG-CKL-23-0005

As of January 1, 2022, Building and Safety permits require digital submissions of construction plans and documents. Digital submission can be completed at: [The Permit Center](#)

For permit fees, questions, or estimates please email: permitcenter@palmdesert.gov

[Planning Department](#) and [Land Development](#) reviews are required and routed internally during the review. However, if you have questions regarding setbacks, drainage, or zoning please contact the Planning Division at (760) 776-6483.

[Riverside County Health Department](#). *[For Commercial Only]* Provide written evidence from the Riverside County Health Department, approving the swimming pool and/or spa construction or alteration for this project before permit issuance. Contact the Health Department directly at (760) 863-7000.

[Building and Safety](#). A Building and Safety plan review is required for all commercial pools and custom-designed swimming pools and spas (as needed). For standard residential pools, an expedited review will occur through the City's Permit Center with a checklist to be verified through the inspection process.

Applicants shall follow the City's Electronic Construction Plan Format and Online Submittal Bulletin when creating or drafting the project. The bulletin is available: [Here](#)

MINIMUM REQUIREMENTS (Including Fire Pit, BBQs, and Accessory Structures)

The construction plans shall include the following, when applicable, or required by the plan review team. Missing any items below may result in the submittal being rejected.

Residential Swimming Pools and Spas

- Completed Building Permit Application
- Title Sheet / Site Plan
 - o Dimensions
 - o Property lines
 - o Adjacent streets
 - o New and Existing structures
 - o North Arrow
 - o Scale
 - o Setbacks from edge of water to property line
 - o Pool equipment location
 - o Identify existing and proposed walls/fences/gates
- Safety Barrier Information and Design
- Pool Engineering Plan Sheet
- The City of Palm Desert's Swimming Pool Summary of requirements incorporated within the plan set.

Commercial Swimming Pools and Spas:

- Completed Building Permit Application
- Title Sheet / Site Plan
- Site Plan (REQUIRED)
 - o Dimensions
 - o Property lines

SUMMARY OF REQUIREMENTS

- Adjacent streets
- New and Existing structures
- North Arrow
- Scale
- Setbacks from edge of water to property line
- Pool equipment location
- Identify existing and proposed walls/fences/gates
- Accessibility Plan and Details
- Egress and Barrier Plans and Details
- Pool Engineering Plan Sheet
- Setbacks from edge of water to property line
- Pool equipment location
- Identify existing and proposed walls/fences
- The City of Palm Desert's Swimming Pool Summary of requirements incorporated within the plan set.

SUMMARY OF REQUIREMENTS

Residential Swimming Pools: Please review the summary of requirements for residential swimming pools. It is intended to expedite permit issuance without the need for additional plan reviews.

Commercial Swimming Pools - This checklist serves as the minimum information for the initial plan review and/or issuance. Additional or supplemental information may be required during the review process.

Title Sheet – Site Plan

- Plan Format

- Plan sheet size format shall minimum of 11" x 17" minimum and landscaped orientation.
- Plan sheets must be oriented with the top of the page always at the top left of the monitor.
- Plans without a scale must be fully dimensioned and flattened.
- Hand-drawn or scanned plans will not be accepted unless the clarity is equal to the clarity of a digital format. These documents must be viewable in an electronic format as if printed.
- All colors must be removed from all plans and documents (except for grey or hatched shading). Licensed design professionals may use colors within their approved signature and stamps.

NOTE: *Plan sets with various or mixed orientations may be rejected at submittal.*

- Plan Information

- The owner's name, address, and telephone number(s).
- A legal address of the location of the project.
- The name, signature, and license number of the plan preparer.
- Provide a footprint of the pool and spa.
- Identify all features (shelves, benches, etc....) and identify depths of the pool interior.
- Dimension all structures from the pool edge, property lines, etc...
- Pool Specifications (i.e., gallons, surface area, equipment.)

- **Incorporated onto the first sheet of project plans (Copy and Paste)**

*2022 California Building Code (CBC)
2022 California Electrical Code (CEC)
2022 California Plumbing Code (CPC)
2022 California Mechanical
2022 California Energy Code (CEC)
Palm Desert Municipal Code*

- **Provide the following information on the cover sheet (Copy and Paste)**

SUMMARY OF REQUIREMENTS

Palm Desert Municipal Code requirements:	
A. Approved temporary sanitary facilities are required (H&S 5416) B. Contractor and/or owner shall provide a trash bin (PDMC 8.16) C. Building Materials or Debris Storage shall be on property of permit. (PDMC 8.70) D. The public right-of-way shall always be maintained in a clear condition. (PDMC 8.20) E. Address numerals shall comply with PDMC 15.28. F. Construction Hours (PDMC 9.24):	
OCTOBER 1 st THRU APRIL 30 th	MAY 1 st THRU SEPTEMBER 30 th
Monday – Friday: 7:00 a.m. - 5:30 p.m.	Monday – Friday: 5:30 a.m. - 7:00 p.m.
Saturday - 8:00 a.m. - 5:00 p.m.	Saturday 8:00 a.m. - 5:00 p.m.
Sunday - NOT ALLOWED	Sunday - NOT ALLOWED
Government Code Holidays - NOT ALLOWED	
***Violation of the above work hours is a citable offense under PDMC 9.24.070.	

Pool Structural Engineering:

(Unlicensed individuals are prohibited from designing pools/spas and associated systems. (Business and Professions Code §5537))

- A comprehensive structural plan and construction details from a licensed design professional.
- All pool engineering shall have the appropriate stamp and signature from a California-licensed architect or engineer for structural elements/other systems and/or contractor's license number and signature for non-structural pool/spa systems.
- The licensed design professional and/or Contractor is required to strike out all engineering details and tables not applicable to this project.

Note: Any structural detail not included in the "boilerplate" engineering sheet must be specifically addressed by the Engineer/Architect of Record.

Above Ground Pool Only:

- Manufacturer's specifications.
- Retractable ladder manufacturer's specifications when available.

Electrical Requirements:

- Identify and demonstrate all outlets, receptacles, and lighting within the plan set. (CEC 680.22)
- Identify and demonstrate all underwater lighting. (CEC 680.23)
- Identify and demonstrate all equipotential bonding. (CEC 680.26)
- Identify all conduit & conductor type/size serving pool/spa equipment.
- Provide location of the existing main service panel, any new sub-panel and/or control panel.
- A single-line diagram is required when adding a sub-panel that combines household loads. (Not required for control/instrument control panel installation.)
- Provide 36" working clearances for the pool equipment disconnect and sub-panel. (CEC 110.26)
- Overhead utility/service lines must comply with California Electrical Code ~ Table 680.8.

Mechanical and Plumbing:

- Provide manufacturer's equipment specifications for all heaters and pumps (Requested As needed).
- Provide gas isometric with the type of material, length of pipe, BTU demand, etc. (CPC Table 1216.2)
- For proposed gas fire pits, identify the location and provide appliance/equipment shutoff valve (CPC 1212.5)
- Please note on the plan, "All equipment shall be seismically anchored."
- Provide the location of anti-entrapment/vortex covers meeting current standards of the ASTM or ASME.

SUMMARY OF REQUIREMENTS

- Identify a minimum 3-foot separation between all drains and note hydraulically balanced.

The Swimming Pool Safety Act

[The Swimming Pool Safety Act](#) (Section 115920 of California Health and Safety Code) requires that new and remodeled residential private swimming pools, toddler pools, and spas be equipped with at least 2 of the 7 specific drowning prevention safety features. Please see Building and Safety Checklist #BLDG-CKL-23-0006.

SUMMARY OF REQUIREMENTS

Accessibility Plan and Details (Commercial Pools)

Swimming pools, wading pools, and spas shall be accessible with the California Building Code Chapter 11B for:

- Paths of Travel and Access Gates
- Pool Lifts
- Entry (Sloped, Stairs, etc.)

Egress and Barrier Plans and Details (Commercial Pools)

- Identify and demonstrate the pool decking occupant load and compliant egress exiting.
- Provide and demonstrate barrier design.

Accessory Structures

Outdoor Kitchens and Barbeques:

- Identify and demonstrate on the Site Plan.
- Provide fuel gas isometrics, including calculations, sizing, and materials.
- Provide plumbing isometrics, including sizing and materials.

Patio Covers

Patio covers requiring a building permit must be constructed by a General B Contractor, A C-5 Framing Contractor, or an owner-builder. A separate permit is required.

Masonry Walls

When masonry construction is incidental to a swimming pool project, a C-53 Swimming Pool Contractor may (swimming pool permit only) construct the pool equipment wall(s) and those sections of any existing wall removed for equipment access only.

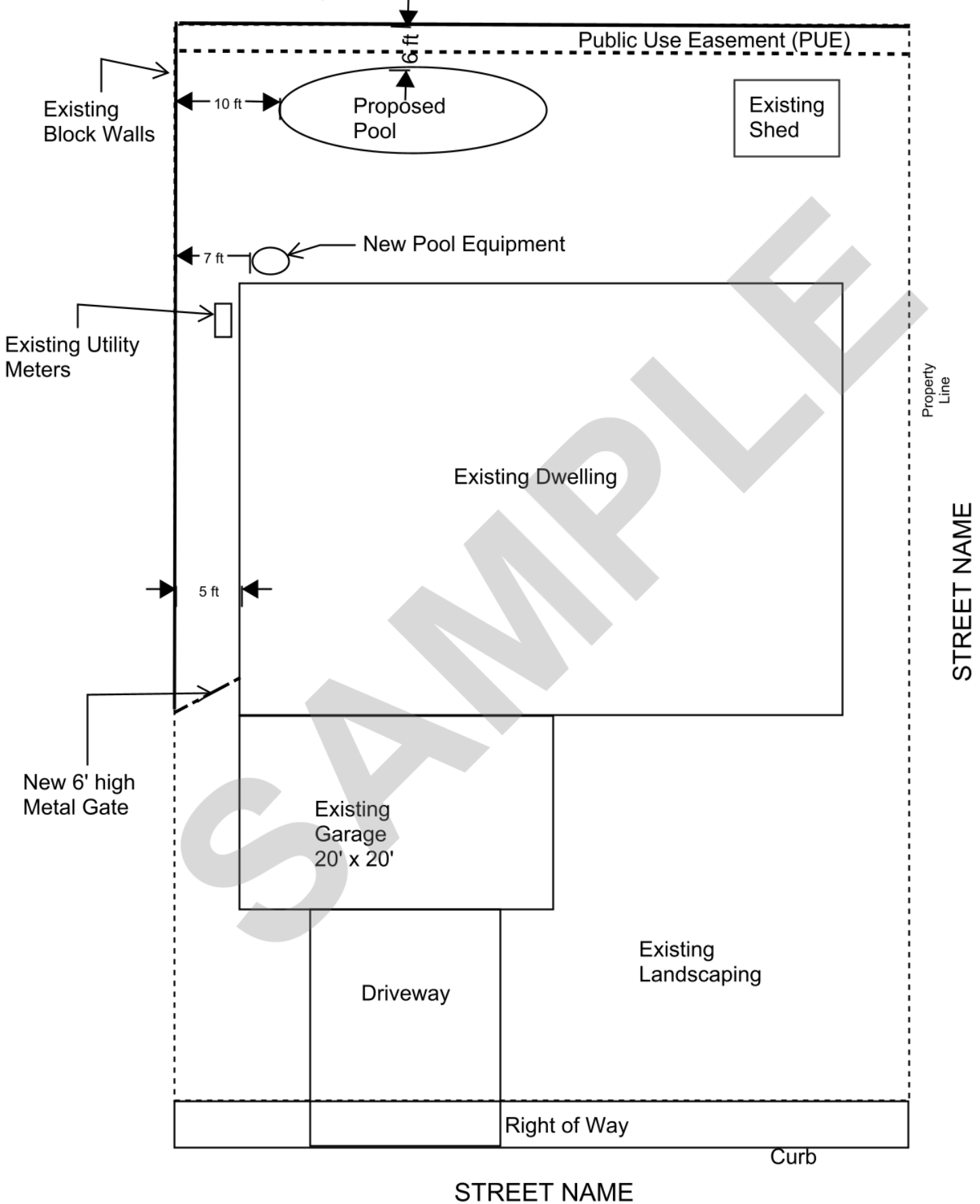
Solar Heating Requirements

Three options to allow for the future addition of solar heating equipment:

1. Provide at least 36 inches of pipe between the filter and the heater to allow for the future addition of solar heating equipment
2. Plumb separate suction and return lines to the pool dedicated to future solar heating
3. Install built-up or built-in connections for future piping to solar water heating.



Sample Residential Site Plan for Pool Permit



1. Property Owner Name
2. Property Address
3. Assessor's Parcel Number
4. Scope of Work

References:
Palm Desert Municipal Code
Section 25.40.060



Scale 1" = 10"
(Example not to scale)