



COUNTY OF MARIN ♦ ENVIRONMENTAL HEALTH SERVICES ♦ POOL PROGRAM

3501 Civic Center Drive, Room 236 · San Rafael, CA 94903 · 415 473 6907 T · 415 473 4120 F · 415 473 2255 TTY

www.marincounty.org/ehs

POOL PLAN SUBMISSION CHECKLIST

Complete the appropriate section of the submission checklist below for the proposed project.

This checklist is required with submission of plans, along with an application, completed data sheet(s) and fee. On the lines to the left, check if complete. Enter the page number(s) where the requested information is found in the plans. Mark “N/A” only if items are not applicable. If the checklist below is incomplete, the plans will not be accepted by EHS.

Refer to the [California Pool Code](#) for detailed code requirements. A copy of the most recent Pool Code can be found on the Marin EHS website.

_____ Submit one set of scaled plans/drawings, including, as needed, complete recirculation system, solar system and fill system. Plans shall be submitted to a minimum scale of 1/4 inch to one foot. For new/reconstructed pools,

_____ Include manufacturers’ specification sheets for all new equipment. Indicate the specific make and model number on spec sheets when multiple model numbers are listed. For pumps, provide the brochure showing the pump curve.

The following equipment must meet ANSI standards:

- pumps
- filters
- disinfection units,
- chemical controllers and injectors
- anti-entrapment covers
- flow meters

_____ Provide manufacturer’s specifications for pool finish material if pebble or tile is proposed.

_____ Submit the *appropriate data sheet* that is included in the application packet; one for **EACH** pool or spa or facility. Complete all fields on data sheets. If a field is not applicable, mark NA.

NOTE: The *Data Sheets* referred to in the checklist are included with this application/checklist packet. For ALL projects proposing replacement of anti-entrapment (VGB) covers, a *VGB Data Sheet* must be completed. For all other scopes of work, a *Pool & Spa Data Sheet* must also be completed.

Page # _____ Site Plan: Plans should include the site name and address. Provide a detailed site plan of the entire pool facility, enclosure, including any residential units and all ancillary areas, (i.e., restrooms, showers, equipment room, filter cleaning area (for cartridge filters), chemical storage area and other storage areas.

Page # _____ Elevations (new/reconstructions only): Submit elevation views showing depths and pool lengths for all slope breaks and include transverse and longitudinal cross-sections of the pool or spa.

Page # _____ Stairs & Depth Markers: Include depth marker and “No Diving” tile locations, dimensions and depths of the pool, dimensions of steps and handrails, trim tile on steps, ladder and stair handrail locations, dimensions of ladders/recessed steps and grab rails, and skimmers.

All County publications are available in alternative formats (Braille, Large Print, or CD), upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice) (415) 473-3232 (TDD/TTY) or by e-mail at disabilityaccess@marincounty.org. Copies of documents are available in alternative formats, upon request.

(Revision 1/2022)

Page # _____ Enclosure: Enclosures include fencing, building structure, and/or retaining walls that enclose the pool area. Specify the following enclosure details on plans :

- height (minimum 5 feet as measured from the outside of the enclosure)
- materials (must be wood, metal, masonry, or other durable materials)
- gaps/spaces in enclosure that are no greater than four inches
- height of self-latching gate hardware (42-44 inches above deck or walkway)
- direction of gate opening

Provide a key note on plans that enclosures shall not be easily climbable and no climbable structures are allowed within five feet on the outside of the fence (this includes landscaping).

For pools with existing enclosures to remain, provide clearly labeled photos showing each section of the enclosure. This must be included with plan submission.

Provide a key note that any residential windows within the enclosure shall be locked in place or open a maximum of four (4) inches.

Page # _____ Equipment List/Schedule: Provide an equipment list and identify existing and equipment on the plans. Include horsepower (hp) for pump motors.

For pools with chemical controllers, show the chemical controller flow switch interlocked with the pool pumps.

Page # _____ Pool plumbing: Submit a plumbing plan identifying suction and return lines. Label diameters, distance between split main drains, sump dimensions, flow directions. Identify existing and new plumbing, hose bibs, mop sink, fill lines, backflow prevention devices, surge tanks, channel drains, hydrostatic relief device. Show that the plumbing is hydraulically balanced.

Main drain lines .
must be on a separate suction line from the skimmers and converge only in pump room.

Page # _____ Bonding: Provide a key note on plans stating that all metal components within five (5) feet of the waters' edge shall be electrically bonded.

Page # _____ Deck: Submit a deck plan for deck replacement or repairs. Provide dimensions of the deck. Show details of the deck within four (4) feet of the pool including the following:

- deck drainage and/or the slope to vegetation
- deck materials (slip resistant)
- location and material of deck spacers.

Page # _____ Equipment room: If the equipment room will be remodeled or newly built, include a detailed plan showing all equipment, chemical storage containers, and floor drains.

Page # _____ Lighting: Provide lighting details for deck areas, as well as the pool. Provide sufficient lighting to illuminate the bottom of the pool. Lights must be on during hours of nighttime operation. All underwater pool lights operating at more than 15 volts must be protected by ground fault circuit interrupters (GCFI) and terminals must be encapsulated. Label GCFI outlets/breakers on the plans.

Page # _____ Ventilation: Provide an exhaust ventilation layout for indoor pools, spas, equipment rooms, locker/shower room, and restrooms. Include the location of ventilation registers and make up air returns. Provide manufacturer specifications for exhaust fans.

Page # _____ Ancillary Facilities Plumbing: Provide a plumbing layout showing floor drains, sewer lines, cleanouts, and direction of flow to sanitary sewer. (Restrooms, Showers, Dressing Rooms).

Page # _____ Ancillary Facilities Room Finishes: Provide a finish schedule on plans. Provide elevations on plans showing installation of flooring, base cove, wall coverings for restrooms, showers and changing areas.

Page # _____ Drinking Fountains: Show location of drinking fountains on the plans or provide a statement that the pool area is within close proximity to living quarters, clubhouse, or recreational facility.