



CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4567

POOL, SPA, & HOT TUB CHECKLIST

ABOUT THE POOL, SPA, & HOT TUB CHECKLIST:

This submittal checklist identifies minimum application elements for the City to accept an application. A permit is **required** for any recreational bathing structure that contains water over 24" deep (Prefabricated swimming pools accessory to a single-family residence, that are less than 24-inches deep, do not exceed 5,000 gallons, and are installed entirely above ground, are exempt per IRC R105.2(7)). This includes in-ground and above ground swimming pools, hot tubs, portable and non-portable spas and fixed-in-place wading pools.

Applications must be completed entirely at time of submittal. Refer to the checklist below to ensure all details are included in your application.

The permit card and approved plans, if applicable, must be on the site at the time of the required inspection.

SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Building Division Master Application form
2. ☐ Contractor's License number and expiration or Owner Affidavit in Lieu of Contractor Registration
3. ☐ Site Plan, including:
 - a. List the property address, lot number, and assessor parcel number
 - b. Label and provide all property line dimensions
 - c. Show and label distance to water's edge from all property lines
 - d. Indicate pool dimensions (width, length, and maximum depth)
 - e. Indicate all structures, existing and new. Include gas lines and connections to pool and pool equipment – decking and/or slab placement (if any)
 - f. Specify the location of construction access
 - g. Details of approved fence/gate structure per IRC
4. ☐ Construction plans and calculations:
 - a. Plans and structural calculations shall be prepared by a licensed engineer and must be stamped and sealed with original signature
 - b. Electrical Plans
 - c. Location of all electrical equipment associated with the pool/spa installation
 - d. Location of the panel board (at the residence) from which the pool/spa equipment will receive its power
 - e. Size, gauge and burial depth of conduits and conductors
 - f. Ratings of all over-current devices
 - g. Ratings and locations of all ground-fault protection devices and disconnecting means
 - h. Electrical load calculations for the residence which include the loads for the proposed pool/spa and associated heaters, water features, etc.

Code References

Black Diamond Municipal Code
2018 IRC
2018 IBC

Resources

Building Division
Permit Center
Permit Status

Questions?

Permit Technician:
360-851-4567

Submittal

Email to:
permits@blackdiamondwa.gov

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