



Residential Swimming Pool, Hot Tub, or Spa Submittal Requirements

- ☐ **Address and Parcel number**
Plans will need to be updated to reflect property address
- ☐ **Site Plan** - Showing all setbacks including well, septic tank and leach field (if applicable) Must also include the following...
 - Dimensions of the structure and setbacks to existing buildings and the distance to property lines.
 - Location of electrical panel/sub panel
 - Location of fence and/or barrier
 - Location of structure being built to house the pool equipment (if applicable)
 - Location of pool equipment
- ☐ **Complete Plans and Details**
 - Engineered plans required for site built or concrete swimming pools and spas OR if a pool, spa, or hot tub is installed on a deck
 - Plans for in-ground swimming pool, hot tub, and/or spa must reference and show compliance with the 2018 ISPSC, 2018 IPC, 2018 IFGC, 2018 IECC, and 2017 NEC
 - Barrier requirements- Type of materials being used, how the fence will be attached to grade. Barrier requirements must meet section 305.2 thru 305.7 of the 2018 ISPSC. *Per Adams County planning ordinances, a fence is required regardless of an automatic cover installed.
 - Type of deck around pool and details to show how deck will be attached to pool or pool foundation
 - Pool equipment manufacturers specs for lights, pumps, motors, safety cover, drains, heater, filters, pool shell, spa, and/or hot tub.
 - Documentation that shows automatic pool cover and/or lockable safety covers for spas/hot tubs are in compliance with ASTM F1346. * If the pool is being heated a vapor retardant cover is required per the 2018 IECC and must meet APSP 15.
- ☐ **Complete Electrical plans and details**
 - Complete One line diagram
 - Location of lights, switches, and disconnect.
- ☐ **Complete Plumbing plans and details**
 - Manufacturers specs for plumbing.
 - A detail is required for plumbing that is being added for mod-pools or pool shells without integral plumbing.
 - Details for connections to the sewer or water for the dwelling. Wastewater discharge must be clearly indicated on the plans.
 - Location of and materials being used for underground plumbing.
 - Location of cleanouts and main drains
- ☐ **Gas Fired Appliances** Must reference and show compliance with the 2018 IFGC
 - A gas line iso is required for any new gas line OR alterations to an existing gas line. Here is a link to a gas pipe diagram to assist you. <https://epermits.adcogov.org/submittal-checklists>

FEES REQUIRED AT TIME OF SUBMITTAL

- ☐ **Plan Review fee based on 65% of listed valuation at time of submittal by applicant.** ([fee schedule](#))
Note: During review of the plans, the valuation will be verified according to the Building Safety Journal Data (Aug. 2014) price per square foot and may be adjusted resulting in adjustment of the plan review fee and additional charge for the difference or a credit towards total permit fees.
- ☐ Development Review fees upon each submittal: Residential **\$40.00**.
- ☐ **Traffic Impact Fees** ([fee schedule](#))
Traffic Impact Fees based on use and square footage of building. The TIF will be calculated during the review of the plans. For questions regarding calculating this fee or an estimate prior to submitting, please contact **720.523.6800**. The TIF will be required to be paid prior to issuance of the building permit.

CONTRACTOR'S LICENSING

A General Contractor and Subcontractor(s) must be identified prior to issuance of permits. If the contractors are not registered, they must do so on the [E-Permit Center](#). Please see below for our requirements. Once the contractor is approved, Adams County requires the General Contractor to notify One-Stop at epermitcenter@adcogov.org. Any transfers will require written documentation between the new and old General Contractor and approval from the Adams County Building Safety Division

- **Class A:** Erect, add to, alter, or repair any building or structure, in all occupancy groups.
- **Class B:** Erect, add to, alter, or repair any building or structure not over two (2) stories in height, in group B, F, M, S, R, and U occupancies.
- **Class C:** Erect, add to, alter, or repair any building or structure of a non-structural nature, in group M and R occupancies
- **Class D:** Any specialty contractor including, but not limited to, plumbing, electrical, siding, fences, glass and glazing, insulation, and heating.

Adams County Building Safety requires the following documents to be successfully registered:

- Driver's License of Authorized Person(s)
- General Liability Insurance - [Requirements](#)
- Contractor license from any Colorado municipality OR ICC Certification
- Colorado State Contractor/Colorado Master License (Electrical and Plumbing Contractors ONLY)

APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance¹ = **10 business days**²
- Second review and onwards = **5 business days**

ADDITIONAL REVIEW TIMELINE (revisions after permit issuance)³

- Initial review timeframe from application acceptance = **10 business days**
- Second review and onwards = **5 business days**
- Plans will be charged a **\$100.00/hour** additional plan review fee

¹ Application acceptance means it has been processed through One-Stop and is not from receipt of plan check fee(s).

² The Adams County Buildings are closed on Mondays. On the event a holiday falls on a Monday, the Tuesday after will be closed too.

³ An Additional Plan Review must be requested through One-Stop to start a new workflow. **720.523.6800**; epermitcenter@adcogov.org

INSPECTIONS

Once a permit has been issued, it is the responsibility of the applicant to schedule inspections. Please view our [Building Inspection Procedures](#). Inspections must be scheduled **48 hours in advance** online through the E-Permit Center or through the IVR phone system **720.523.6320**