



Swimming Pools & Spas

Permit Application and Submittal Checklist

*** Required**

*Property Address: _____ Lot Number: _____

*Pool Surface Area: _____ Spa Surface Area: _____

Recorded Plat Name or Legal Description: _____

Linear Feet of Fence: _____ Linear Feet of Retaining Walls: _____

Fence Height: _____ Retaining Wall Height: _____

Gas Required: Yes No

*Owner: _____

Address: _____

Phone: _____

*Email: _____

*Contractor: _____

Address: _____

ROC #: _____ Scotts.License #: _____

Phone: _____

*Email: _____

*If sending an agent to obtain the permit, owner/builder must submit written authorization for an agent to sign permit on their behalf.
(<http://www.scottsdaleaz.gov/Assets/documents/bldgresources/OwnerBuilderStatement.pdf>)*

Plans Submittal Requirements

- 1 copy of the city approved site plan,
 - 3 copies of a new site plan (<http://www.scottsdaleaz.gov/Assets/documents/bldgresources/PoolSitePlans.pdf>),
 - 3 copies of new engineered pool plans (if applicable), 2 copies of design calcs
- or**
- 2 wet sealed authorization letters from pool design engineer

Plan Review Times	
OVER THE COUNTER*	WITHIN 7 DAYS
<ul style="list-style-type: none"> • City approved site plan shows pool & site walls • City approved site plan shows all site walls. Pool to be inside walls. 	<ul style="list-style-type: none"> • No city approved site plan available • City approved site plan shows no site walls or pool. • City approved site plan to be revised to accommodate pool

*** LIMIT 3 PERMITS PER VISIT**

*Applicant Signature: _____ Date: _____

Planning, Neighborhood & Transportation Division

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