



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/CE/~/PublicWebsite/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/Public Website/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*	SUBMITTAL REQUIRED
<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 and Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7800



Arizona Revised Statutes Notice

§9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages, and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Planning and Development Services Department

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