



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

RESIDENTIAL SWIMMING POOL/SPA INTAKE CHECKLIST

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

*Note: Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 92 M.P.H - EXPOSURE ZONE “B” OR “C”

ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2025 CBC - 2025 CRC - 2025 CEC
2025 CPC - 2025 CMC - 2025 CGBC – 2025 CWUI - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE
(TITLE 24)

Note: Prefabricated above ground swimming pools (greater than 24’ deep) require Over-the-Counter Permit Application, site plan including the 2 required safety features (3 sets), and current Over-the-Counter Major fee (cash, cc or check).

Permit Submittal Checklist:

- Complete Building Permit Application: Must be signed by Owner, Agent (with approved written authorization), or Licensed C-53 Swimming Pool Contractor.
- Email permitcenter@atascadero.org prior to schedule intake meeting OR request an upload link to submit digitally.
- Advance Plan Check Fee: Determined at the intake meeting. Additional fees applicable at permit issuance.
- Swimming Pool Plans - 2 Sets: Include all supporting documentation (i.e. engineering, electrical and plumbing schematics). Include 36” piping run for conversion to solar. Drawings shall be to scale and organized into separate sets.
- Soils Report – 2 Sets: Letter from Civil Engineer approving site suitability or full report; full report required on slopes 30% or greater.
- Site Plan – 3 Sets: Site plan shall include: Topography; Drainage; Rear, front and side setbacks; Location of any native trees with dripline within 20’ of any construction activity (include tree protection); Location and size of new underground water, gas and electrical lines; Pool barrier (see attached sheet); Sedimentation and erosion control shall be incorporated into grading-drainage plan and shall be in place during for the duration of construction.
- Trees: A tree protection plan is required for all construction within 20’ of the dripline of any native tree. An arborist report from a certified arborist is required for all construction within the dripline of any native tree. A separate tree removal permit is required if any native tree is proposed for removal. If there are no trees on the site, please note that on the site plan.
- Title Report – Must be current within 6 months.
- Pool Drainage: Show area and methodology for pool drainage (storm drain not allowed).
- Pool Barrier: Required on all in-ground pools, above ground pools and spas. Please identify type of barrier to be used on the site plan, including door alarms.
- California State Energy Standards:
 - If heated, specify the make and model of an Energy Commission approved heater.
 - Specify type of cover if pool is heated.
 - At least 36” of pipe shall be installed between filter and heater for future solar equipment.
 - Provide the required 2025 Energy Documentation.
- Structural Calculations – 2 Sets, as required.

For Above-Ground Spa Installation Only:

- 3 Site plans including electrical layout and spa barrier or cover. Construction drawings are not required.



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Additional Information/ Required Prior to Issuance:

- Grant Deed/ Title Report: Required if applicant name is different than County Assessor's records.

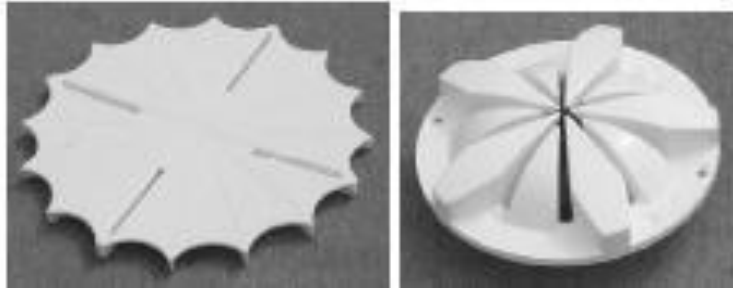
Important Information to Note:

- To Eliminate safety hazards on existing pools and spas, Assembly Bill 2977, effective January 1, 2007, requires the installation of pool anti-entrapment covers whenever a building permit is issued for the remodel or modification of a single-family home.
- The revision to the Health and Safety code reads in part: *Whenever a building permit is issued for the remodel or modification of a single-family home with an existing swimming pool, toddler pool, or spa, the permit shall require that the suction outlet of the existing swimming pool, or spa be upgraded so as to be equipped with an anti-entrapment cover meeting current standards of the American Society for Testing and Materials (ASTM) or the American Society of Mechanical Engineers (ASME).*
- Please be advised that in order to comply with this requirement, any permit applied for after January 1, 2007 for a remodel and/or modification to a single-family home with an existing swimming pool, will be continued to include the required anti-entrapment device prior to permit final. EXCEPTIONS: Electrical, Plumbing and/or Mechanical only permits not associated with a swimming pool, and repairs to the exterior surface of a single family residence.

*For additional information please visit

<http://www.cdph.ca.gov/HealthInfo/injviosaf/Pages/DrowningPrevention.aspx>

Examples of anti-entrapment drain cover devices for existing pools:



Note: Some device installations may require the pool to be empty



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Residential swimming pools and spas shall be completely enclosed by a barrier meeting Building, Health and Safety Code and Internal Pool and Spa Code requirements. Exception: A swimming pool with a power safety cover or a spa with a safety cover complying with ASTM F1346 need not have a barrier. Error on the side of caution.

- Barriers:
 - Minimum height of 60 inches.
 - Maximum vertical distance from ground to bottom of enclosure of 2 inches.
 - May increase to 4 inches if grade is a solid surface such as concrete or asphalt.
 - When barrier has horizontal members spaced less than 45" apart, horizontal members shall be installed on the pool side of the barrier and the spacing between vertical members shall not exceed 1 $\frac{3}{4}$ ". When horizontal members are greater than 45" apart, spacing between vertical members shall not exceed 4" and be "free of cavities/protrusions/other features that would enable a child <5yo to climb".
 - Decorative design work shall be placed on the pool side of the barrier and shall be "free of cavities/protrusions/other features that would enable a child <5yo to climb".
 - Chain link fences shall not have openings more than 1 $\frac{3}{4}$ ".
 - Where a wall of a dwelling serves as part of a barrier doors and operable windows having a sill height of less than 48" with direct access to the pool through the wall shall be equipped with UL 2017 listed alarms with the deactivation switch located 54" or more above the finished or an approved means of protection such as self-closing doors with self-latching devices 54" or more above the finished floor is provided.
- Gates:
 - Gates shall comply with barrier requirements.
 - Gates shall have a self-closing, self-latching device. Where the release mechanism is located less than 54" from the bottom of the gate, the release mechanism shall be located on the pool side of the gate, at least 3 inches from below the top of the gate, and the gate and barrier shall have no openings greater than $\frac{1}{2}$ inch within 18 inches of the release mechanism.
 - Pedestrian gates shall swing away from pool.
 - Gates other than pedestrian gates shall be equipped with lockable hardware or padlocks and shall remain locked at all times when not in use.

Above Ground Pools:

- Shall comply with all barrier requirements.
- If pool structure is used as barrier, or if barrier is located on top of pool structure, and the means of access is a ladder or steps, then:
 - The ladder or steps shall be capable of being secured, locked or removed to prevent access;
OR
 - The ladder or steps shall be surrounded by a barrier that meets the barrier requirements listed above.

Residential swimming pools and spas shall also be equipped with two of the following seven drowning prevention measures:

- The pool shall *be isolated from access to a home* by an enclosure that meets the requirement of Section 3109.4.4.3. A barrier that uses the wall of dwelling as a part of the enclosure does not qualify as a drowning prevention measure.
- The pool shall incorporate removable mesh pool fencing that meets American Society for Testing and Materials (ASTM) Specifications F2286 standards in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device.
- The pool shall be equipped with an approved safety pool cover that meets all requirements of the ASTM Specifications F1346.



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- The residence shall be equipped with exit alarms on those doors providing direct access to the pool.
- All doors providing direct access from the home to the swimming pool shall be equipped with a self-closing, self-latching device with a release mechanism placed no lower than 54 inches above the floor.
- Swimming pool alarms that, when placed in pools, will sound upon detection of accidental or unauthorized entrance into the water. These pools alarms shall meet and be independently certified to the ASTM Standard F 2208 "Standards Specification for Pool Alarms" which includes surface motion, pressure, sonar, laser and infrared type alarms. For purposes of this article, "swimming pool alarms" shall not include swimming protection alarm devices designed for individual use. Such as an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water.
- Other means of protection, if the degree of protection afforded is equal to or greater than that afforded by any of the devices set forth in items 1-4 and have been independently verified by an approved testing laboratory as meeting standards for those devices established by the ASTM or the American Society of Testing Mechanical Engineers (ASTM).

REV AUG 2026