



PRINCE WILLIAM COUNTY  
Department of Development Services – Building Development Division

**RESIDENTIAL POOLS, SPAS, AND HOT TUBS  
PLAN REVIEW CHECKLIST**

Version 2017\_0227

**Checklist for Plan Preparation:** *This Checklist is to be completed and signed on last page by the designer/contractor who prepared and compiled the plans. Submit the Checklist and completed [Residential Pool and Spa Circulation Design Form](#) with the plans. Please address any questions to the Building Plan Review staff at 703-792-6930.*

**GENERAL REQUIREMENTS** (applies to all residential pools, spas, and hot tubs per 2012 ISPSC)

**Barriers (305)**

- Barrier Requirements Details (ex. height, openings, material and methods, etc.)
- Structure walls as a barrier (alarms, safety covers and other approved protection) (305.4)
- Any natural barrier or topography (305.6; 305.7)

**Decks (306)**

- Identify permit and zoning requirements (for size, location, and type of construction, framed or manufactured).
- Stair treads and risers (306.3)

**General Pool and Spa Design (307 & 308)**

- Glazing in hazardous locations (307.2)
- Materials (307.3)
- Structural design (307.4)
- Roofs or canopies over pools and spas (307.8)
- Show floor slopes, wall angles, pool shape, water depth, and waterline (308)
- Pool surface area, deck areas and dimensions (308.3)

**Suction Entrapment Avoidance (310)**

- Provided in accordance with APSP 7 (provide circulation design form).

**Lighting (321)**

- Pool and deck illumination (321.4)

**Ladders (322)**

- Location and wall clearances (322.3)

**Safety (323)**

- Handholds where depth is greater than 42” and less than 12” above waterline (323.1)
- Any other obstructions, protrusions or entrapments (323.3)

**IN-GROUND SWIMMING POOLS (Chapter 8)**

**New, Modification or Repair**

- Construction tolerances (803.1)
- Diving water envelopes per the applicable ISPSC (804)
- Walls, offset ledges and pool floors (806)

**Manufactured and Fabricated Diving Equipment (808)**

- Other features outside of minimum diving zone (808.7)
- Location, Elevation and minimum water envelope (808.10)
- Platform or diving equipment height above waterline (808.12)

**Special Features (809)**

- Slides (809.1)
- Entry and exit and secondary entries and exits (over 30’ in width) (809.2)
- Beach or Step and sloping entries (809.6)
- Other Architectural features horizontal slope (809.8)
- Underwater benches, seats or swim outs below design waterline (809.9)

**Rope and Float**

- Location and anchoring (811.1)

**PERMANENT SPAS AND PERMANENT EXERCISE SPAS**

**Structure and Design**

- Water depth (503.1)
- Seating (503.2)
- Floor slope (503.3)

**PORTABLE SPAS AND PORTABLE EXERCISE SPAS**

- Manufacturer’s installation instructions (1001.5)
- Instructions/User’s Guide and safety signs (1001.7)

**PLUMBING**

**Circulation Systems**

- System design (311)
- Draining, backwashing and winterizing method
- Pool filling method (backflow protection) (302.5)

Designer: Name/Signature\_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

*To ensure the County has proper contact information to facilitate timely communication, you must also submit the [Contact Information Form](http://www.pwcgov.org/BDForms) which can be found at [www.pwcgov.org/BDForms](http://www.pwcgov.org/BDForms)*