



Residential Pools, Spas, and Hot Tubs ePlan Review Checklist

Version 2021-07-28

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 or BDD@pwcgov.org.*

SUBMISSION REQUIREMENTS:

- ☐ Project meets the occupancy, use group, and criteria in Table 1 and 2 of the [Customer ePlans Guide](#).
- ☐ File names meet the File Naming Convention found in the [Customer ePlans Guide](#).
- ☐ Plans and other required documents meet the credentialing requirements in the [Customer ePlans Guide](#).
- ☐ Plan set including all trades is in a single PDF file.
- ☐ Files are not locked, or password protected.
- ☐ PDF files do not contain layers or comments.
- ☐ Plan sheets are bookmarked which include the sheet number and page title.
- ☐ Plan set is landscape and pages are aligned.
- ☐ An open 3"x3" space for the County Reviewed stamp is provided in the same location on each sheet.
- ☐ Plans are monochrome, not in color.

GENERAL REQUIREMENTS (applies to all residential pools, spas, and hot tubs per 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)
- ☐ Any natural barrier or topography

Decks (306)

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

General Pool and Spa Design (307 & 308)

- ☐ Glazing in hazardous locations
- ☐ Materials
- ☐ Structural design
- ☐ Roofs or canopies over pools and spas
- ☐ Show floor slopes, wall angles, pool shape, water depth, and waterline
- ☐ Pool surface area, deck areas and dimensions

Suction Entrapment Avoidance (310)

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

Lighting (321)

- ☐ Pool and deck illumination

Ladders (322)

- ☐ Location and wall clearances

Safety (323)

- ☐ Handholds where depth is greater than 42" and less than 12" above waterline
- ☐ Any other obstructions, protrusions or entrapments



IN-GROUND SWIMMING POOLS (Chapter 8)

New, Modification or Repair

- ☐ Construction tolerances
- ☐ Diving water envelopes per the applicable ISPSC
- ☐ Walls, offset ledges and pool floors

Manufactured and Fabricated Diving Equipment (808)

- ☐ Other features outside of minimum diving zone
- ☐ Location, Elevation and minimum water envelope
- ☐ Platform or diving equipment height above waterline

Special Features (809)

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

Rope and Float (811)

- ☐ Location and anchoring

PERMANENT SPAS AND PERMANENT EXERCISE SPAS

Structure and Design (503)

- ☐ Water depth
- ☐ Seating
- ☐ Floor slope

PORTABLE SPAS AND PORTABLE EXERCISE SPAS (1001)

- ☐ Manufacturer's installation instructions
- ☐ Instructions/User's Guide and safety signs

PLUMBING

Circulation Systems

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

Designer: Name/Signature _____
☐ By checking this box, I agree to digitally signing this form.

Telephone: _____ Date: _____

To ensure the County has proper contact information to facilitate timely communication, you must also submit the Contact Information Form which can be found at www.pwcva.gov/BDForms