



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 2018 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](http://www.pwcva.gov/BDForms) which can be found at www.pwcva.gov/BDForms