



COMMERCIAL SWIMMING POOLS, SPAS, AND HOT TUBS eCHECKLIST Version 2023-0213

PROJECT NAME _____

This Checklist is to be completed and signed on Page 4 by the Designer who prepared and compiled the plans. Submit this Checklist with the plans. Please address any questions to the Building Plan Review staff at 703-792-6930.

Staff Use Only
BLD _____ - _____

This basic Checklist lists the minimum essential building code information required on plans prior to submitting them as part of the building permit application package. Providing all the information listed will expedite the overall review process and increase the likelihood that plans will be approved on the first submission.

Complete all plans in accordance with the VUSBC, IMC, IPC, NEC, ISPC with current amendments to all codes, and the ICC/ANSI A117.1 for accessibility guidelines. On the Coversheet, list the codes used for project design. *Please see the [VUSBC webpage](#) to determine the codes and code year applicable to your project.*

ADDRESS VALIDATION

- ☐ Address Validation/Assignment Approval shall be issued by GTS prior to acceptance by the Building Development Division. Address validations are processed online, via email only. Please contact 703-792-6840 or PWCMaps@pwcgov.org. Find more information [here](#).

ADDRESSING FOR ARCHITECTURAL REVIEW

- ☐ Show the complete address and suite numbers (if applicable) on the Cover Page and in the Title Blocks of the "A" sheets of the Architectural Plans (if applicable). The complete address should include address number, street name, street type, city, state, zip code and any suite or unit numbers associated with the building(s). You may contact the GTS Office Staff at 703-792-6840 to verify the correct information before adding it to your plan.
- ☐ If you have a multi-tenant commercial space such as apartments or condos, it is very important to show all of the unit numbers that are assigned by the PWC DOIT GTS Division. You may have **one page** of the Architectural Plan showing the typical addressing diagram and building address table for the apartments, sprinkler rooms, electrical rooms, garages, maintenance shed and the clubhouse.

GENERAL REQUIREMENTS

- ☐ The full name and complete address of the proposed project.
- ☐ Completed [Building Permit Application](#) for each structure, including retaining walls, dumpster enclosures, etc.
- ☐ Filing Fee = 35% of Building Permit Fee*. *Building Permit Fee is based on the Gross Floor Area of the approved [Building Development Fee Schedule](#).* (Structures other than Buildings**)
- ☐ Submit plan in one pdf file for Building Development Review.
- ☐ Completed [Commercial Pool and Spa Circulation Design Form](#).
- ☐ The current civil site plan as submitted to [Land Development Division](#) of the [Department of Development Services](#) showing all utilities; dimensioned distances to public way, property lines and adjacent buildings; building height and area, use group/construction type; fire walls; # stories or mezzanine; finish floor elevation; exits.

* Effective July 1, 2007, the Filing Fee is no longer credited to the Building Permit.

** See www.pwcgov.org/BDDFeeSchedule: item II, C.



Virginia Statewide building code requires that each sheet of A,S,M,E,P drawing is signed and dated by the designer licensed in Virginia, responsible for the drawings.

- Architects or Engineers ORIGINAL professional seal, signed and dated within the seal:
- Contractors as permitted by section 54.1-402 of the code of VA, list license number, occupation, name, address, phone number: ORIGINAL signature and date on each sheet.
- Seals should meet the credentialing requirements including signature and date as outlined below.

SUBMISSION REQUIREMENTS:

- ☐ 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.

All egress requirements shall comply with Chapter 10 of Virginia Construction Code (VCC)

All reference sections below are from 2015 ISPSC.

GENERAL REQUIREMENTS (Chapter 3 shall apply)

Barriers (305)

- ☐ Barrier Requirements Details (e.g., height, openings, material and methods, etc.)
- ☐ Gates (pedestrian, service, utility and multiple) (305.3)
- ☐ Structure walls as a barrier (alarms, safety covers and other approved protection) (305.4)
- ☐ Pool structure as a barrier (305.5)
- ☐ Any natural barrier or topography (305.6; 305.7)

Decks (306)

- ☐ Materials, slopes, gaps, joints and edges (306.2; 306.5; 306.6; 306.7)
- ☐ Stair treads and risers (306.3)

General Pool and Spa Design (307 & 308)

- ☐ Pool surface area, deck areas and dimensions (308.3)
- ☐ Glazing in hazardous locations (307.2)
- ☐ Materials (307.3)
- ☐ Show floor slopes, wall angles, pool shape, water depth and waterline (308.4)
- ☐ Structural design (307.4)
- ☐ Roofs or canopies over pools and spas (307.8)
- ☐ Accessibility (307.9)

Suction Entrapment Avoidance (310)

- ☐ Provided in accordance with APSP 7

Lighting (321)

- ☐ Pool and deck illumination (321.2; 321.3)

Ladders (322)

- ☐ Location and wall clearances (322.2; 322.3.1)
- ☐ Ladder treads detail (322.3)
- ☐ Handrails and handholds (322.3.2)



Recessed Treads (322)

- ☐ Tread depth, width and vertical distance at the coping (322.4)
- ☐ Treads vertical spacing (322.4.1)
- ☐ Handrails and grab rails (322.4.3)

Safety (323)

- ☐ Handholds where depth is greater than 42" and less than 12" above waterline (323.1)
- ☐ Type of handholds and spacing (323.1.2)
- ☐ Handrails (323.2)
- ☐ Any other obstructions, protrusions or entrapments (323.3)

PUBLIC SWIMMING POOLS

General (401)

- ☐ Demonstrate the Class of the pool {A, B, C, or E} (401.1)
- ☐ Demonstrate the Type of pool {VI, VII, VIII, IX or O} (402.1)
- ☐ Pools shall also comply with Chapter 3 of the ISPSC (401.3 & 501.2)
- ☐ Identify all floor slopes and points of change of floor slopes (401.5)
- ☐ Provide the design and construction dimensions as determined by the governing/sanctioning authority for a Class A pools (401.6)

Diving (402)

- ☐ Show all manufactured and fabricated diving equipment and locations (402.2)
- ☐ Provide the manufacturer's installation and specification for the diving equipment (402.3 & 402.4)
- ☐ Identify the location of Point A for diving pools (402.5)
- ☐ Show the location of pool features in a diving pool (402.6)
- ☐ Identify & locate any stationary diving platforms or diving rocks (402.7)
- ☐ Provide diving equipment with ladders (402.13)

Bather Load (403)

- ☐ Demonstrate the maximum bather load (403.1)

Rest Ledges (404)

- ☐ Show the location of any or all rest ledges (404.1)

Wading Pools (405)

- ☐ Wading pools have independent circulation systems (405.1)
- ☐ Demonstrate any or all of the following: nonentry areas, floor slope, maximum depth, distance from deck to the waterline and suction entrapment avoidance (405.2 – 405.6)

Deck and Deck Equipment (406)

- ☐ Pool perimeter access (406.2)
- ☐ Distances above diving board per supplied manufacturer's specifications (406.6)
- ☐ Manufacturer's specification or design by authority that govern diving equipment greater than 39" in height (406.7)
- ☐ Identify any starting blocks, swimming pool slides and/or play and water activity equipment (406.9)

Safety Features (409)

- ☐ Depth markers, locations and lettering (409.2)
- ☐ No diving signage for pool depths < 5' (409.3)
- ☐ Lifesaving equipment i.e. accessory pole, throwing rope and first aid kit (409.4)

Dressing and Sanitary Facilities (410)

- ☐ Class A & B pools designed based on Virginia Construction Code and the International Plumbing Code. (410.1)
- ☐ Class A & B pool deck hand showers or shower spray (410.2 as modified by Section 3109 of the VCC)

Special Features (411)

- ☐ Exits and entries locations (411.1)
- ☐ Pool stair(s) design and construction (411.2)
- ☐ Location and designs of underwater seats, benches and swimouts (411.5)

Signage (412)

- ☐ Diving into shallow water and the pump emergency shutoff switch (412.1; 412.4)
- ☐ Emergency telephone sign (412.2)



PUBLIC SPAS & EXERCISE SPAS

Materials (502)

- ☐ Pumps and motors listed and labeled for spa use (502.1)

Structure and Design (503)

- ☐ Water depth(s) (503.1)
☐ Location of multi-level seating (503.2)
☐ Floor slope (503.3)
☐ Identify depth changes and floor slopes (503.3)

Pumps and Motors (504)

- ☐ Location of the emergency shutoff switch (504.1)
☐ Audible alarm for emergency shutoff switch (504.1.1)

Fittings (505)

- ☐ Location of all return and suction fittings (505)
☐ Fittings listed and labeled per APSP 16 (505.2.1)
☐ Fittings sized and installed per manufacturer's installation guide (505.2.2)
☐ Suction entrapment avoidance per APSP 7 (Section 310)
☐ Suction outlets (505.2.3)
☐ Submerged vacuum fittings (505.2.4)

Heat and Temperature (507; 508)

- ☐ Fuel-fired or electric appliance for heating spa water (506)
☐ Temperature of make-up water (507.1)
☐ Listed and labeled sanitizing, oxidation equipment and chemical feeders (508.1)

Safety Features (509)

- ☐ Spa instructions and safety signs (509.1)
☐ Operational signs and locations (509.2)
☐ Depth markers numbers, spacing and marking (509.3)
☐ Clock provided (509.4)

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.pwcgov.org/BDDForms) which can be found at www.pwcgov.org/BDDForms