

Millcreek City Council  
Jeff Silvestrini, Mayor  
Silvia Catten, District 1  
F. Dwight Marchant, District 2  
Cheri Jackson, District 3  
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## Residential Pool/Spa Building Permit Submittal Checklist

- Scope of Work:
  - An itemized list of what you are proposing to do
- Contractor Information Sheet or Owner Builder Certification:
  - Names and contact info of who is doing the work
- Site Plan:
  - Location of property lines, existing structures, sidewalks, driveways, streets, sidewalk, curb, utility poles
  - Proposed construction
  - Setback/property line dimensions
  - Site drainage
  - Address
  - North arrow
- Proposed Pool Plans:
  - Clear plans showing proposed area
  - Dimensions of pool
  - Square footage of pool area
  - Code version (2015 IRC)
  - General notes and details of scope
  - Stair, ladder, bench details
  - Location of diving board, ladders, water features, slides
  - Pool safety cover manufacturer information and details
  - Diving envelope dimensions
  - Pool barrier location and details
- Structural Plans:
  - Pool wall sizes and schedules
  - Structural calculations
  - General notes and details
- Electrical Plans:
  - Location of lights, switches, outlets
  - Note GFCI on required outlets
  - Grounding and bonding plans
- Plumbing Plans:
  - Location of pool heater.
  - Location of all plumbing lines
- Gas Line Diagram:
  - A complete drawing including pipe size, length, BTU's of each appliance on gas line and Meter size

Note: Not all will apply to your project. Only provide the required information that pertains to your specific project.