



CITY OF CALABASAS
Building and Safety
Permit Center

Permits for swimming pool and/or spa construction, renovation, and demolition require applications and plans of sufficient clarity to indicate the location, nature, and extent of the work proposed. The documents must show in detail that the work will conform to the provisions of the applicable codes, City, and State laws.

In most cases, a Zoning Clearance must be issued by the Planning Department before submitting plans for Building and Safety review. Planning applications are submitted electronically through the portal.

This Checklist includes detailed information specific to the Building and Safety permit application and Code requirements.

This checklist must be completed, signed, and submitted with your applications, plans, and soils report (if required).

Applications submitted without required construction documents will be denied and returned to the applicant.

Building and Safety
City of Calabasas
100 Civic Center Way
Calabasas, CA 91302
Building & Safety Website
(818)224-1600

RESIDENTIAL SWIMMING POOL APPLICATION
SUBMITTAL CHECKLIST

Property Address:

Applicant Name:

CONSTRUCTION SCOPE (check all applicable boxes)

- New Pool New Spa
- Existing Pool Existing Spa
- Remodel (re-plaster, lighting, split main drain, replace equipment)
- Existing Pool Demolition / Abandonment

APPLICATIONS

- Building Permit Application
- Building Project Identification Form

POOL PLANS / REPORTS

- Site Plan
- Pool Plans
- Drainage Plan
- Demolition Plan
- Soils Report

ADDITIONAL REQUIREMENTS (to be completed prior to permit issuance)

- Zoning Clearance issued by the Planning Department
(Required before submitting to Building & Safety)
- Pool Drainage Plan and Certification
- Storm Water Pollution Prevention Plan (SWIPP)
- Encroachment Permit issued by the Public Works Department
pwpermits@cityofcalabasas.com

CERTIFICATION

I certify that I have read and acknowledged all of the Code requirements specified in this document. I accept full responsibility for complying with all of the requirements, as applicable to my project. I further agree that if I fail to comply with the Code requirements, due to error or omission, I will correct all deficiencies before final inspection.

Signature

Date

SWIMMING POOL CONSTRUCTION & REMODEL REQUIREMENTS

The first step in submitting applications and plans for construction of a new swimming pool and/or spa is to secure a Zoning Clearance from the Planning Department. Zoning Clearance Applications are submitted electronically on the City of Calabasas Portal at <https://ci-calabasas-ca.smartgovcommunity.com/Public/Home> . If your scope includes remodeling an existing pool and/or spa, a Zoning Clearance may be required. Please contact the Planning Department to determine if your project will require a Zoning Clearance before submitting to Building and Safety.

Building and Safety accepts applications, plans, and design documents in PDF formats for all submittals. Permits and approved plans will be issued electronically for the applicant to print and have hard copies available at the job site. Please refer to the [Electronic Plan Review Form](#) for detailed information specific to file submittal requirements.

Once you are ready to submit to Building and Safety, you may [apply online](#) on the Portal. The Swimming Pool Permit Application is appropriate for new construction and remodels. Please upload your applications, plans, and additional documentation specified in **the POOL PLANS / REPORTS** section of the Checklist on page 1 of this document. If your scope is for a remodel and/or you unsure about what additional documentation is required, please contact Building and Safety at BuildingSafetyInfo@CityofCalabasas.com for assistance.


A detailed explanation of each the plan and report requirements follows. **Please keep in mind that an application is not considered complete until all requirements have been uploaded and accepted for plan review.** Incomplete applications will be denied plan review until all items have been uploaded to the Portal.

SITE PLAN

A site plan is required for all Swimming Pool Permit Applications and must be prepared by a person qualified to prepare plans for construction purposes. **The plans must include the following details:**

- a. Site address, tract, and lot number
- b. The Owner's name(s), contractor's name, and the engineer's name, license number, and contact information
- c. Project Building Data including applicable Codes; 2022 California Residential, Building, Plumbing, Mechanical, Electrical, and Energy Codes
- d. Project site boundaries (property lines) and pool/spa setback to the property line(s)
- e. Existing structures
- f. Detail all easements, restricted uses, and/or common areas. Show bearing and distances of easements which may be affected by the construction of the pool and/or spa
- f. Show the location and dimensions of the pool/spa and specify the square footage
- g. Pool setback to the main residence (*Planning Department requires a minimum of 5 ft.*)
- h. **All ascending and/or descending slopes contiguous to the site;** locate and dimension the distance between the top/toe of slopes and the pool/spa
If no slopes are present, please note "No 3:1 or steeper slopes are within 20 ft. of proposed pool/spa"
- i. Indicate or note which site improvements shall be under separate permit / plan check or intended future work

SITE PLAN (continued)

- j. Show location of street adjacent to home
- k. Show location of the pool equipment and proposed masonry/wall construction (surrounding pool equipment)
- l. Show an arrow denoting North: 
- m. Provide site-specific **Cross-Section(s)** to verify the required **slope setback** distance from top and/or toe of slope. Elevation data (height of slope), gradient, and slope configuration shall be included [CBC 1808.73]

- **Ascending Slope:** Required Setback = height of slope / 4 (H/4); (1.5 ft. min & 7.5 ft. max)*
- **Descending Slope:** Required Setback = height of slope / 6 (H/6); (2.5 ft. min & 20 ft. max)*

If the setback measured from the pool wall to the top of the slope is < 7 ft., the pool wall shall be designed as “free-standing”

** If the result calculated from the equations above is not within the limits, the required setback is either the minimum or maximum. Example: if the calculation is 1 ft. for the ascending slope, the setback must be at least 1.5 ft. If the calculation is 50 ft. for the descending slope, the setback must be at least 20 ft.*

- n. Show the location of, or provide sufficient notes/details for a “Swimming Pool Barrier” that complies with the City of Calabasas Municipal Code Section 15.04.355
 - The plans must include the notation **“Pool barrier shall be installed and approved prior to plastering”**
 - The top of the barrier shall be at least 60” above grade on the outside of the barrier
 - The maximum vertical clearance between grade and the bottom of the barrier (horizontal member) shall be 2”

The maximum vertical clearance may be increased to 4” when the grade is a solid surface such as concrete deck or when the barrier is mounted on top of the above-ground pool structure
 - Any decorative design work on the outside of the barrier which renders the barrier climbable is prohibited
 - Openings in the barrier shall not allow passage of a 1 ¾” diameter sphere except when the vertical spacing between such openings is 48” or more; the opening size may be increased such that the passage of a 4” diameter sphere is not allowed
- o. Provide one of the following two additional drowning safety prevention features per CRC AV100.2, call out proposed method of compliance on the plans:
 - Safety pool cover complying with ASTM Standard F1346-91
 - An alarm which detects accidental or unauthorized entrance into the water

SITE PLAN – FENCE & GATE

- a. For fencing composed of vertical and horizontal members:
 - When the horizontal members are spaced less than 45” apart, the members shall be placed on the pool side of the barrier
 - When the horizontal members are spaced 48” or more, the spacing between the vertical members may be increased up to 4”
- b. New chain link fences are **not** permitted to be used as a barrier

SITE PLAN – FENCE & GATE (continued)

- c. Existing chain link fences may be used as a barrier only under the following circumstances:
 - The fencing material must be at least 11 gauge
 - Have slats of wood or UV resistant plastic interwoven
 - Comply with Land Use and Development Code
- d. Access gates must meet the following requirements:
 - Self-closing and latching
 - Swing outward away from the pool
 - Located on the pool side of the barrier
- e. Structural walls that serve as a barrier may have either self-closing and latching doors or doors equipped with alarms complying with UL 2017

ENERGY

California's Title 24 Energy Efficiency Standards for swimming pools include requirements for heating efficiency, pumps, and water circulation control systems. The plans submitted must include the following information:

- a. Note on plans: **"The CF2R-PLB-03-E Form (Certificate of Installation: Pool and Spa Heating) shall be submitted to the building inspector prior to final inspection of the pool equipment installation."**
- b. The following energy requirements per Section 110.4 of the 2022 California Energy Code shall be **noted on the plans** for pool/spa heating equipment:
 - **Heater must have a thermal efficiency that meets the Appliance Efficiency Regulations**
 - **Readily accessible "on/off" switch on the outside of the heater**
 - **Permanently mounted weatherproof plate with instructions for energy efficient operation**
 - **At least 36" of pipe between the filter and the heater**
 - **Provide a cover for outdoor pool/spa**
 - **Multi-directional inlets for recirculated water**
 - **Time clock for circulation pump**
 - **Heater pilot lights are prohibited [EnC 110.5]**
- c. The following energy requirements for the filtration system shall be **noted on the plans** for pool/spa heating equipment: [EnC 150(p)]

Pipe Sizing and Flow Rate:

- All pumps and pump motors must be certified by the CEC and shall comply with the Appliance Efficiency Regulations
- Based on the volume (gallon) of the pool, the pump flow rate, pipe sizes, and filter size shall be determined by the Pool Sizing Table on the CF2R-OLB-03-E form
- Pump motors used for filtration with a capacity of 1 hp or more shall be multi-speed. The pumps must have the default setting at the lowest speed for filtration
- Each auxiliary pool load shall be served by either separate pumps or the system is served by a multi-speed pump

ENERGY (continued)**System Piping:**

- The suction side pipe must be straight for at least 4 pipe diameters before installing into the pump
- All elbows shall be sweep elbows OR elbow-type that has a pressure drop of less than the pressure drop of straight pipe with a length of 30 pipe diameters
- Reduced friction sweep PVC 90 shall be used and shall be Schedule 80 pressure- rated fittings. No PVC drainage non-pressure-rated-type fitting shall be used

Valves:

- If a backwash valve is used, then the minimum diameter of the valve shall be 2" or the same size as the return pipe, whichever is greater

DRAINAGE

California has several drainage requirements for swimming pools, including safety features for public pools and proper draining procedures which must be noted on the plans as follows:

- a. Show the proposed site drainage patterns with flow lines about the pool/spa taken to the street or other existing and approved drainage system
 - Do not direct lot drainage over a fill slope or onto the adjacent properties
 - Area drains are required on all sides of pools
- b. Show the locations of the new area drains and indicate the direction of flow on the sub- grade drainage system
- c. Provide a legend to identify all symbols used or indicate/note the following features: Catch basins, area drains, direction of sub-grade drainage flow, flow lines, etc.
- d. Identify the size and material type (PVC, ABS, PSM, or SDR) of the proposed sub-grade drainage pipe on the plan
- e. Clearly distinguish between the existing and proposed drainage systems by using different distinct symbols. Identify the symbols on the plan
 - Locate where the proposed drainage system shall be tied into the existing system or the curb drain on the plan
 - If a curb drain is proposed, indicate that the drain shall be constructed per City standard Note on the plan: **"Separate permit is required for work in the Public Right of Way"**
- f. Lot/pool drainage system sub-grade piping must have a minimum of 1% slope and 4" ground cover. Show or note on plan
- g. Show or note on plan a minimum surface drainage slope grade for landscape and asphalt concrete (AC) pavement of 1.0% and concrete pavement of 0.5% percent
- h. Place the following notes on plan:
 - **"Provisions shall be made for contributory drainage at all times"**
 - **"Secure permission from City Engineer for construction and/or discharge of drainage within street right-of-way"**
- i. If a pool sub drain is recommended in the soils report, then provide a detail for the
 - Locate the discharge point and detail a velocity reducer; do NOT drain over a fill slope

STRUCTURAL & GEOLOGY (SOILS) REPORTS

- a. Design professionals (landscape architect, engineer, etc.) to “wet-stamp” and sign all respective plans
- b. Geotechnical Engineer/Engineering Geologist shall indicate on the plans that the foundations meet the requirements of the project soils/geology report by placing a signature or stamp on the pool foundations plans
- c. Provide structural calculations for:
 - “Free-standing” pool wall design where the setback is less than 7 ft. measured from the pool wall to the top of slope of a descending slope
 - Locate the “free-standing” walls on the pool plan view and cross-reference the applicable detail(s)
- d. Retaining walls and pool walls/conditions not covered by the “Standard Pool Plan”
- e. Submit a site-specific soil report not more than 2 years old; specifically address (with recommendations) the proposed pool/spa construction
- f. Reference on plans the project soils report by Company, project number (if any), and date
- g. Indicate on plan the allowable design “EFP” (equivalent fluid pressure) per the soils report. This may include the inward (retaining) pressure and the outward (freestanding) pressure
- h. Detail or note the requirement of a hydrostatic relief valve and/or sub-drain as recommended in the report
- i. Unless the soils report indicates otherwise, the soils are assumed to be expansive and contain sulfates:
 - All details are to represent the expansive soils alternative. Cross out all details not applicable to the project on the “Standard Pool Plan”
 - Add the following note on the plans: **“Site soils contain sulfates. All structural concrete shall consist of Type V cement with a maximum water/cement ratio of 0.45 and have an f’c of 4500 psi”**
- j. Note on plans: **“Soils Engineer to observe and approve pool excavations prior to City of Calabasas foundation inspection.”**