

 BUILDING & SAFETY DIVISION ADMINISTRATIVE POLICIES & PROCEDURES CITY of CALABASAS	EFFECTIVE DATE:	Historic Policy
	REVISIONS DATE:	5.19.2016
	APPROVED BY:	Sparky Cohen BUILDING OFFICIAL
Policy	SUBJECT	PAGE
PRC051816	Streamline Pool Plan Check	1 OF 4

The purpose of the “streamline” procedure is to facilitate the issuance of pool and spa permit for projects without negative drainage, soils or slope setback conditions. A building inspector will verify these conditions during a “Pre-Permit Inspection” prior to permit issuance.

If no unusual conditions are found, the permit may be issued using a standard plan. If conditions are not acceptable or additional investigation is required, then the plan check staff shall review the plans, and additional information/documents may be required prior to permit issuance.

The Permit Center will coordinate the following process:

PERMIT APPLICANTS

To obtain a pool and/or spa permit from the City of Calabasas, approvals from the Planning Department and Building & Safety Department are required.

1. Contact a Planner in the Planning Department to obtain a zoning clearance for the project.
2. A Project Coordinator must be selected to be in charge of managing the project.
3. After receiving the zoning clearance, complete a permit application and submit plans & documents to the Building & Safety Permit Center.
 - a. If the Pre-Permit Inspection determines that the project qualifies to be processed through the new “streamline” procedure, all plans and documents may be reviewed over-the-counter by the inspector or plan checker to formalize a complete application and plan package.
 - b. The approved plans will then be internally routed back to the project Planner to receive a final approval.
 - c. Once the Planning Department approved the project, the Permit Center will issue the permit or direct the applicant to provide any additional information that may be required.

PLANNING DEPARTMENT

1. Once the Planning Department receives a zoning clearance application, the selected Planner shall contact the Building & Safety Department to schedule a co-inspection with a Building Inspector.
 - a. The Project Coordinator must also be notified by city in order to accompany the city staff during the inspection.
2. When the zoning clearance is granted, direct the applicant to contact the Permit Center staff.
3. After Building & Safety Department has approved the project, review the plans to verify if the project still shows compliance for final approval.

- a. If approved, forward the plans and documents back to the Permit Center Staff. Otherwise, inform the applicant and the project Building Inspector or Plan Checker about the non-conforming issue(s) that need to be addressed.

BUILDING INSPECTORS

To determine if the project qualifies for the new “streamline” process, the Building Inspector should adhere to the following:

1. When the Planner contacts the Building & Safety Department, schedule a Pre-Permit Field Inspection with the Planner and the Project Coordinator.
2. Use the Pool Pre-Permit Field Inspection form to document the existing conditions and note any unusual conditions that need further attention. (See attached form.)
 - a. Items to verify during the inspection:
 - i. Check for any 3:1 or steeper slopes contiguous to the site. Estimate the required slope setbacks per Section 1806.5.4 of the CBC.
 - ii. Check for any surcharging conditions such as buildings, block walls, etc. that may impose on the proposed pool and spa.
 - iii. If slopes or other surcharging elements do not encroach into the required setback area, then a pool standard plan may be adequate for an over-the-counter review and permit issuance.
 - iv. If it is determined that the slopes may be prevalent, the inspector should document the conditions. The project will need to proceed through the formal plan check review process and a soils report will be mandatory.
 - v. If there are any oak trees close to the vicinity of the proposed pool and spa.
3. Verify the existing drainage pattern in comparison with the plot plan to determine if typical drainage details and notes are acceptable or a drainage plan/review is required.
4. All standard plans shall assume soils are expansive and contain sulfate; therefore, all details shall indicate the expansive soils alternative and pool shell concrete shall be Type V cement with a maximum water/cement ratio of 0.45 and a minimum concrete strength of 4500 psi. Standard plans shall clearly note these requirements accordingly.
5. Without hesitation, consult with a Plan Checker if there is any questions regarding the need for calculations or a formal plan check review.

PERMIT CENTER STAFF:

1. If the inspector determines a formal plan check is not required, then skip to step 5.
2. If the inspector determines a formal plan check is required, then give a copy of the “Pool Pre-Permit Field Inspection” form to the applicant and keep a copy in the City’s plan check file.
3. When the applicant submits the required plans and documents, give the plan checker a copy of the “Pool Pre-Permit Field Inspection” form along with the plans and documents.
4. Record the log-in/out dates of the submittals (plan checks).

5. When the Building Inspector or Plan Checker approves the plans, direct the applicant to obtain/submit any other required approval/documents for issuance and route the plans back to the project Planner for final approval.
6. Once all the required approval/documents are obtained, the permit may be issued to a licensed Contractor, Home Owner, or Owner Representative (Authorization letter from the owner is required).

PLAN CHECKERS:

1. Verify if the submittal also contains the “Pool Pre-Permit Field Inspection” form.
2. Review the form to know what items are required to be plan checked.
3. All standard plans shall assume soils are expansive and contain sulfate; therefore, all details shall indicate the expansive soils alternative and pool shell concrete shall be Type V cement with a maximum water/cement ratio of 0.45 and a minimum concrete strength of 4500 psi. Standard plans shall clearly note these requirements accordingly.
4. The plot plan shall reference the existing/new drainage patterns with directional arrows.
5. If the project qualifies for the new process and the first 4 steps are satisfied, then approve the plans and return all documents to the Permit Center.
6. If the project does not qualify for the new process:
 - a. Provide a corrections list if the submittal is incomplete or insufficient.
 - b. Request for calculations and custom plans with specific details for the pool walls showing the designed conditions.
 - c. Mandate a soils report.

RESIDENTIAL SWIMMING POOL & SPA
PRE-PERMIT FIELD INSPECTION FORM

Owner: _____

Project Coordinator: _____ Phone: _____

Project Address: _____

Plan Check #: _____

Description of Work: _____

Site Conditions:	Conditions and Comments on Pool Construction or Design
3:1 or steeper slopes:	
<ul style="list-style-type: none"> • Descending or Ascending 	
<ul style="list-style-type: none"> • Height of slopes 	
<ul style="list-style-type: none"> • Required slope setback 	
Surcharges:	
Oak Trees:	
Drainage:	
Soils Report:	
Other:	

INSPECTOR'S NAME (PRINT)

COORDINATOR'S NAME (PRINT)

SIGNATURE

SIGNATURE

DATE

DATE