



Residential Pool Permit Submittal Requirements Checklist

Each of the following items must be submitted at time of application:

BLD -

- Complete the COK **Building Permit Application** with all information, including project address & parcel number, contact e-mail addresses, applicant signature and submittal date.
- Builder Information Sheet** – all pool/spa projects
 - List the pool contractor and each subcontractor
 - List each contractor's AZ ROC License #
 - List each contractor's COK Business License #
- Provide the GCs **AZ Department of Revenue Bond Exemption Certificate** [Value ≥ \$50,000]
Bond Exemption Certificate may be obtained from the AZ. Dept. of Revenue 602-716-6056
- Provide a **written cost estimate** and a **copy of the contract** for all related work.
- Pay the **Plan Review Fee**.
- Provide a scaled **Site Plan** showing all property corners, dimensioned property lines, existing house, garage, shed and the proposed pool/spa with dimensioned setbacks from other buildings and property.
Include the locations of:
 - Existing Electric Service
 - Existing Gas Meter
 - Existing Water Meter
 - Existing Sewer or Septic
 - Existing Air Conditioning Unit
 - Proposed Pool Equipment
- Provide a **Residential Site Drainage Plan** on 8.5 x 11 inch paper showing building pad elevations, drainage contours elevations at 1 foot intervals and point(s) of discharge.
- Provide **two complete sets of pool structure & installation plans**.
- Provide two copies of the Pool Barrier plan.