



PRIVATE POOL & SPA SUBMITTAL CHECKLIST

Introduction:

This handout is provided to inform homeowners and contractors of the requirements for constructing an in-ground or above-ground pool or spa. A Building Permit is required.

- Format: Plan submittals must be in PDF electronic format.
- Scale: Plans must be drawn to scale and fully dimensioned.
- Size: Typical plans should be designed for reproduction on 24" x 36" sheets. Smaller projects may be designed for reproduction on a minimum of 11" x 17" sheets.
- Plans and calculations prepared by a registered design professional (licensed architect/engineer) must bear the professional's seal and signature.
- On the structural plan, highlight the proposed steel reinforcement schedule. Structural Calculations – When required.
- Title 24 Pool Energy Form: Provide CF2R-PLB-03-E (Pool and Spa Heating Systems) for Title 24 energy compliance.

Applicable codes:

- 2025 California Building Code (CBC) and 2025 California Residential Code (CRC) with local amendments.
- 2025 California Energy Code (CEnC) and CALGreen with local amendments.
- 2025 California Plumbing Code (CPC), Mechanical Code (CMC), and Electrical Code (CEC) with local amendments.
- Glendora Municipal Code (GMC)

Site Plan:

Provide site plan showing property lines/dimensions, easements (label & dimension), drainage flow arrows, existing/proposed structures (size & location), setbacks, hillside topography, covered parking (garage/carport), and overhead electrical conductors with required clearances.

Hillside:

For pools in hillside areas, indicate all proposed grading and retaining walls. Soils report is required for hillside locations, questionable/expansive soils, fault zones, liquefaction zones, landslide zones, or as required by the Building Official (additional requirements may apply).

Setbacks / Clearances:

- Provide a minimum 6' setback from the property line to the proposed pool, per the GMC Section 21.03.010.(D)(e).
- The pool equipment must be located a minimum of 3' from the property line per the GMC Section 21.03.010 (D)(g).
- The pool heater vent must terminate a minimum of 4' below or 4' horizontally from any door or openable window into a building (CMC Chapter 8).
- The pool heater vent must terminate a minimum of 4' from the property line.

Accessory features

- Show pool slides, grottos, or other pool accessory features. Such structures are limited to 15 feet, in height, and must be at least 3' from property lines (GMC Section 21.04.010(D)(2)).
- Accessory features may not exceed limits for detached accessory structures on a property (i.e., no more than two, and no more than 900 square feet total).



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Mechanical, Electrical, Plumbing

- Size the gas system per CPC Section 1215. Provide total BTU's, size of the gas line and distance to the most remote outlet.
- Provide a GFCI protected outlet a minimum of 6' from and not more than 20' from the inside wall of the pool per CEC 680.22 (A)(1). Notate location and distance to water's edge.
- All metallic parts of the pool structure, pool equipment, and all fixed metal parts within 5' of the pool must be bonded per CEC 680.26 (B).

Enclosure

- Provide a pool enclosure conforming to the requirements of CBC 3109.2.
- Driveway gates are not allowed for a pool enclosure (GMC 9.32.020)

Energy

- Provide a cover for outdoor pools and outdoor spas that have a heater. (CEnc110.4 (b)).
- provide a minimum 18 inches of horizontal or vertical piping between the filter and the heater (or provide dedicated suction/return lines or built-in/built-up connections) to allow for the future addition of solar heating equipment. (CEnc 110.4 (b)(2)).

Safety glazing

Provide safety glazing per CRC, R308.4.5 for glazing in walls enclosing the pool within 5' of the pool and less than 60" above the pool deck.

Entrapment Avoidance

Provide entrapment avoidance per CBC 3109.2 to protect bathers from physical entrapment and suction hazard.

Engineering Division

Engineering Division review and approval is required for construction that creates an interruption of the drainage pattern on the site or requires grading of more than 50 cubic yards of earthwork. For clarification, *please contact the Engineering Division*.

Water Efficient Landscaping

A Water Efficient Landscaping Application is required to be submitted to the Planning Division for review and approval prior to the issuance of permits.

CONTACT INFORMATION:

Building Division	626-914-8222
Planning Division	626-914-8214
Engineering Division	626-914-8246
Water Division	626-852-4838