



City of Orem  
COMMUNITY DEVELOPMENT

56 North State St. 2nd Floor, Orem, UT 84057  
801-229-7060 [www.orem.gov](http://www.orem.gov)

## Swimming Pool Plans Submittal Checklist

Review your plans and verify that each of the following details have been included. When each of the items has been verified, you are ready to submit your application and plans for a building permit. We do not accept mirrored image plans for review. **Plans cannot be reviewed without the following information.** All submittals are on-line through our building permit portal which can be found here: [www.orem.gov/buildingpermits/](http://www.orem.gov/buildingpermits/)

Current codes are 2021 IBC, 2021 IMC, 2021 IPC, 2021 ISPSC, 2023 NEC, 2021 IECC, 2021 IFGC, 2009 ANSI and current Utah State Amendments

1. **BUILDING PERMIT APPLICATION** must be completely filled out, including:
  - a. Contactor's name, phone number, address, email and Utah State contractor's license number.
  - b. Owner's name, address, phone number and email address.
  - c. Architect's name and contact information
  - d. Structural engineer's name and contact information.
  - e. Project address
  - f. Legal description – i.e. Subdivision, Plat and Lot or Tax ID number if Lot of Record.
2. **SITE PLAN:**
  - a. Topographical plat plan for sloped lots.
  - b. North arrow
  - c. Lot dimensions drawn to scale
  - d. Easements
  - e. Show location of pool including distance from house, all structures and property lines.
  - f. Show location of any and all retaining walls (four feet or higher walls require separate permits).
  - g. Show location of pool heater and equipment.
  - h. Show location of switch for pool cover, it must be in full view of the pool.
  - i. Show pool depth, if deep end is greater than 5' show secondary entry/exit.
  - j. All accessories including but not limited to water features, diving boards, slides and rock features must be drawn on the site plan and include engineering if required.
  - k. Provide information on what type of pool is being installed, pre-manufactured, or cast in place. IF it is cast in place, provide all the information about how the pool is to be constructed, including engineer's approval.

3. **POOL PLAN:**

- a. Provide Manufacturer's installation instructions (NOT Brochures) for all pool equipment including controls, lights, chlorinators, filters, pumps, pool heating equipment, etc.
- b. Provide the Manufacturer's installation instructions (NOT brochures) and listing of the proposed pool cover or covers.
- c. Show the location of return and suction lines.
- d. Show location of skimmer (if pool is over 800sqft or if spa is over 150sqft, show the location of additional skimmers required).
- e. Show the location of the entry steps.
- f. Fiberglass pre-manufactured pools shall meet IAPMO Z124.7 standard. Provide manufacturers listing and installation instructions showing that fiberglass shell meets and is listed to the appropriate standard.

4. **STRUCTURAL PLAN:**

- a. Details of the reinforcing steel.
- b. Rebar and shotcrete schedule table.
- c. Pool depths and details for coping, niches, etc.
- d. Additional site-specific items may be required for lots with slopes of poor soil.

5. **GAS LINE DRAWING:**

- a. BTU/CFH of each appliance both new and existing.
- b. The size of line to each appliance both new and existing.
- c. Length of the line from the meter to the farthest appliance.
- d. Pressure the meter supplies. (4oz or 2lb)

6. **STORM WATER POLLUTION PREVENTION/EROSION CONTROL PLAN ([SWPPP](#)):** (see Land Use Disturbance Application for details that need to be shown on the site drawings). Required on all new construction if footprint of added area of structure is 500 sqft or greater. Please use the **SWPPP Preconstruction Submittal and review Checklist** in preparation for your application and submittal.