Permitting Guide for Residential & Commercial Pools, Spas, and Water Features

Use this guide to obtain necessary permits and inspections for residential and commercial construction of pools, spas, and water features (the term "pool" as used in this guide includes any or all of these items).

NOTE: This guide will walk you through the permitting process for pools only. If you are constructing a fence and/or a cabana, pool house or other accessory structure, additional permits may be required. Visit www.DenverGov.org/DS for information.

Residential Single-family/Duplex Projects Contact Info
residentialpermits@denvergov.org
720.865.2710
201 West Colfax Ave., 2nd floor Dept. 205 Denver, CO 80202

Public Health & Environment Contact Info
DPHEPlanReview@devergov.org
720.865.2832
201 West Colfax Ave., 8th floor
Denver, CO 80202

Commercial (Townhomes, Multi-family apartments/condos, Hotels, etc.) Projects Contact Info
Architectural/Structural:
Archstruc.review@denvergov.org

Mechanical/Plumbing:
MechPlumb.review@denvergov.org

Electrical:
Electrical.review@denvergov.org

Energy:
Energy.review@denvergov.org

720.865.2700
201 West Colfax Ave., 2nd floor Dept. 205 Denver, CO 80202

Sewer Use and Drainage Permits Contact Info
wastewaterpermits@denvergov.org
720.865.3060
201 West Colfax Ave., 2nd floor Dept. 203
Denver, CO 80202

Standards That Apply	Approvals & Permits Required	Step in guide
Existing Site Development Plan	Zoning Permit	1
Landmark Ordinance, DRMC, Chapter 30	Landmark approval is required if property is located within a local historic district or contains a locally designated landmark structure.	2A
Denver Zoning Code or Former Chapter 59	Zoning Permit (construction, fence/wall, equipment)	2B
Department of Transportation and Infrastructure	Sewer Use and Drainage Permit (SUDP)	2C
Denver Building and Fire Code **Helpful Tip**: A Licensed Contractor is required and Licensed Design Professional may be required and is highly recommended.	Building Permit(s) may be required: Construction/Structural Permit - COMMCON/RESCON Excavation/Shoring Permit - COMMCON/RESCON Plumbing Permit - PLUMB Mechanical Permit - MECH/BOILER & AC Electrical Permit - ELEC	2D
Public Health & Environment, DRMC, Chapter 51	Plan Review	2D

STEP-BY-STEP GUIDE

1. Getting Started – Property Research

- Use the DevelopDENVER Map at www.DenverGov.org/DS to find your zone district, landmark or historic district status and other property information that may affect what reviews/permits you need.
- Pool projects in single-family/duplex properties begin with Step 2.A below.
- **Pool projects in commercial/multi-family properties** that are part of a previously approved site development plan that already has landmark and zoning approval, proceed to Step 2.C and Step 2.D of this guide to start permit application. All others begin with Step 2.A below.

2. Learn Which Permits and Approvals are Required

STEP 2.A – Landmark Review

Is your project associated with a locally designated landmark building or in a locally designated historic district?

- IF YES, Landmark design review is required if your project involves an in-ground pool or modifications to the exterior of a structure to accommodate an interior pool. An above-ground pool or other pool project that does not include any exterior (outdoor) modifications will not require Landmark review. See landmark and contact the landmark team (landmark@denvergov.org) for complete information. Zoning and building permits will not be issued without Landmark approval.
- IF NO, proceed to Zoning Permits, Step 2.B.

STEP 2.B - Zoning Permits

Visit www.DenverGov.org/Zoning to view the zoning code. Compliance with zoning regulations is required for all projects. A zoning permit is required for all outdoor pools, barriers and fences, and the installation of pool-related mechanical equipment.

STEP 2.C - Sewer Use and Drainage Permits

Visit www.DenverGov.org/SUDP for complete information. Building permits will not be issued without SUDP approval.

STEP 2.D - Building Permits and Plan Review

Visit www.DenverGov.org/buildingcode to view the building code.

Single-family and duplex projects - The following permits may be required:

- General construction building permit (RESCON) – required for an interior or in-ground exterior pool.
- Excavation or shoring permit (RESCON) if required by Denver Building Code policy ADMIN 130.2A
- Electrical permit – required for all electrical work.
  - NOTE: Electrical work where the utility service is rated for more than 200 amps will require an electrical plan review.
- Plumbing permit – required for pool heater/boiler, gas piping, and pool recirculation piping.
- Mechanical or Boiler/AC permit – required for an indoor pool heaters/boilers and gas piping.

Commercial/multi-family projects – The following permits and reviews are required for all projects.

- General construction building permit (COMMCON)
- Excavation or shoring permit (COMMCON) if required by Denver Building Code policy ADMIN 130.2A
- Mechanical/Plumbing plan review and Plumbing permit, Mechanical permit, and BoilerAC permit (if pool heater capacity exceeds 199 MBH)
- Electrical plan review and permit
- Public Health & Environment plan review (application attached)
- Fire plan review
- Energy plan review

Note: If a pool cover is proposed for installation, it shall be an approved safety cover that is certified, listed and labeled to ASTM F1346-91 by an ANSI-accredited certification organization.

3. Prepare Application Package and Submittal

STEP 3.A - What to Prepare and Submit

Prepare the application package by gathering all items listed below as applicable to your project. Incomplete applications will not be accepted and may delay your project.

- Site plan, drawn to scale, indicating required zoning setback lines, existing structures, proposed pool dimensions, fences/barriers, Energy Code compliance via pool cover or other method, and all related equipment.
- Boundary survey, if any of the equipment or pool is within 3 feet of the property line.
- Drawings outlining all electrical and mechanical equipment including (but not limited to) size, type, power requirements, pool heater controls, filtration system, chemicals, location, and maintenance access area.
- Excavation and shoring submittal requirements, described in Denver Building Code policy ADMIN 130.2A, if your project requires shoring.
- Landmark submittal, if applicable.

In addition to the above, commercial projects must also submit:

- Structural calculations
- Engineered electrical drawing that includes the information required by DCBA 133.2:10(A) through (E), where applicable
- Mechanical and plumbing drawings prepared by an engineer that include information required DBCA 133.2.1 #6 &#7 and must include coordination of pool equipment connections with building systems.
- Public Health & Environment plan review application (attached) along with equipment specifications for all pool equipment.
- An inventory of pool chemicals to be stored on site and location of storage; indicate location and type of fire extinguishers, type of pool alarm and whether it will be connected to the fire alarm system.
- Energy compliance documentation

STEP 3.B - How to Submit

Single-family and duplex projects

Submit each application package via ePermits. First-time e-permits users will need to create an online account. Once signed into e-permits, go to "Apply for a Permit" under "Development Services."

- Submit one application package for Landmark Approval, Zoning Permits, Sewer Use and Drainage Permits, General Construction Building Permits, and Excavation/Shoring Building Permits:
  - When prompted to select a permit type, select "building log."
  - On the project details page of the application, under project information, select the following:
    - Project Classification: Single Family/Duplex Residential
    - Project Scope: New Accessory Structure

- If required, submit one application package for Electrical Plan Review and Permits:
  - When prompted to select a permit type, select "building log."
  - On the project details page of the application, under project information, select the following:
    - Project Classification: ?
    - Project Scope: ?
- Submit quick permits application for trade permits (electrical, mechanical, plumbing, boiler/AC) once the building permit has been approved.
  - When prompted, select the appropriate permit type under "Quick Permits" and follow the prompts.

Commercial/multi-family projects

- Submit the application package via ePermits.
  - Select "Apply for a permit"
  - Select "Building Log"
  - If a deferred submittal, then enter the Commercial Construction permit number (COMMCON) for the building.
  - For further assistance submitting your project, please see our Epermit FAQs or contact the Intake staff at planreview@denvergov.org.
- Incomplete applications will not be accepted and may delay your project.

4. **Application Intake**

Intake staff will review your application for completeness and minimum submittal requirements. Intake staff may ask you to submit additional materials or correct submitted documents. Once the completeness review is approved, the project is routed to multiple plan review workgroups to be reviewed for compliance.

5. **Staff Review and Customer Re-Submittal, as Required**

Staff will review your application for compliance. Staff will send a plan review notice if corrections or additional information is required. Then, the customer submits the requested corrections or materials. Steps 4-5 are repeated until all plan review groups approve the project.

6. **Approval and Next Steps**

- Once approved, the customer will receive notifications to add and verify the contractor that will be performing the work, and information on how to pay fees. Permits will be issued after fees are paid. For information on permit fees, visit www.DenverGov.org/dsfees.
- All work must be done by a licensed contractor. Homeowners can apply for building permits without a contractor, but will need to meet specific eligibility criteria. Review the homeowner permits page for more information.

7. **Inspections**

- All building and SUDP permits as outlined above require inspection and approvals for each component of the pool. Visit www.DenverGov.org/DS for information on how to request an inspection.
- For Public Health & Environment inspections information, contact Public Health & Environment using the information on Page 1 of this guide.

Wastewater (SUDP) and Public Health & Environment Application

SUBJECT PROPERTY INFORMATION	
Name of Establishment:	Phone:
Property Address:	Cell:
City:	Fax:
State/Zip:	Email:

CONTACT INFORMATION			
Issue Approval Letter to (please check one): Contractor Homeowner Agent			
Property Owner	Name:		Phone:
	Address:		City:
	Email:		ZIP Code:
Applicant Information (If different from owner)	Name:		Phone:
	Company Name:		
	Address:		City:
	Email:		ZIP Code:

PROPOSAL	
Type of Facility: (check one) Residential **(fill out ONLY the relative fields, marked with **)** Public (recreation center, public park - open to the general public) **(*fill out the form in its entirety)** Limited Access (hotel/motel, mobile home park, childcare center, health club/spa - open to members and guests, apartment, condominium, or multi-family complex) **(*fill out the form in its entirety)**	Construction: (check one) New Remodel

**TYPE OF BODY OF WATER AND QUANTITY			
Pool		Fountain	
Spa		Splash Pad	
Cold Plunge		Other (specify)	

	POOL	SPA/HOT TUB	WADING POOL				RECREATION WATER FEATURE
Length						Length	
Width						Width	
Depth, min							
Depth, max							
Surface finish						Surface finish	
Color						Color	
**Capacity, gallons						Capacity of cistern, gallons	
Surface area, sq ft						Location of cistern	
Bather load						Is cistern equipped with an automatic fill device?	

TURNOVER RATES (IN HOURS)

Pool: _____ Spa/Hot Tub: _____ Wading Pool: _____ Recreation Water Feature: _____

**LOCATION

Indoor: Outdoor: Covered***: Uncovered:

DECKS

Size (min 4' clearance from water's edge) _____ Finish _____ Slope of decks _____

Direction of slope of decks (ie. towards drain, towards pool, towards landscaping) _____

Deck drains provided Yes No Type_____ Location (at least every 15') _____

Hose bibs provided for cleaning Yes No

Depth markers provided on wall and deck Yes No Letter size (at least 4") _____

BARRIER / FENCE

Is there an effective fence or barrier surrounding the immediate swim area of the body of water? ☐ Yes No

Height (at least 60") _____ Max. width of fence opening (no more than 4")

Is fence or barrier constructed so that the pool or spa is visible through the barrier? Yes No

Verify gates and doors are self-closing with positive latching closure at a minimum height of 54". Yes No

	POOL	SPA/HOT TUB	WADING POOL				RECREATION WATER FEATURE
Are main drains going to be installed?	Yes No	Yes No	Yes No	Yes No	Yes No	Are main drains going to be installed?	Yes No
Main Drain Number:						Main Drain Number:	
Main Drain Size:						Main Drain Size:	
Main Drain Cover Name:						Main Drain Cover Name:	
Main Drain Cover Model						Main Drain Cover Model	
Explain how suction entrapment prevention practices and devices will be used (ex. VGB Compliant, reverse flow systems, etc.).						Explain how suction entrapment prevention practices and devices will be used (ex. VGB Compliant, reverse flow systems, etc.).	
Number of Skimmers: (one per 400 sq. ft. of surface area with a minimum of two.)						Effective open area in main drain cover (in square inches)	
Overflow gutters (if used):						Maximum Flow Through Cover (gpm)	
Surge tank provided?						Maximum Flow Through Cover Location	
Inlets location:						Will circulation system run 24 hours per day even if spray features are turned off?	
Will circulation system run 24 hours per day?						Is cistern equipped with a turbidimeter?	

***Note: If a pool cover is proposed for installation, it shall be an approved safety cover that is certified, listed and labeled to ASTM F1346-91 by an ANSI-accredited certification organization.

**PUMPS & FILTERS (Include equipment cut sheets)

	POOL	SPA / HOT TUB	WADING POOL	Recreation Water Feature
Pump Make/Model				
Filter Type				
Filter Model				

DISINFECTION SYSTEM

Chlorine _____ Bromine _____ Other _____

Equipment: Make _____ Model _____

Type: Gas ____ Erosion ____ Hypo _____

Hypo systems: Regulator provided _____ Backflow/back siphonage features _____

Location of Injection _____

Automatic Control Device? Yes No Make _____ Model _____

UV System: Make _____ Model _____ Equipped with light intensity meter? Yes No

Other chemical systems:

Description with make and model _____

**DISCHARGE AND DRAINAGE SCHEDULE

Drainage schedule: _____

Backwash schedule: _____

Fixed discharge rate: _____

Additional special information: _____

***The discharge of all waters from this facility shall be permanently controlled to allow no more than 0.5 cubic feet per second or 225 gallons per minute to pass. (Reference – Standard P-4400-502, Disposal of Swimming Waste Waters)

OTHER EQUIPMENT

Water Features: Yes No Type_____ Number _____ Location: _____

Flow meter location: _____

Bather load signs provided and posted: Yes No Location:_____

Ladders provided Yes No Locations _____

Steps: Contrasting color Yes No

Non-slip design Yes No

Handrail Provided Yes No

SIGNATURE REQUIRED

By my signature, I represent that I am the owner of the subject property or am duly authorized by the owner of the subject property to make this application. To the best of my knowledge and belief, I attest that the information stated in this application and in all supporting plans and documents is true and accurate.

Signature of Owner or Authorized Owner Representative _____

Full Name (Print) _____ Date _____