

Please use this checklist and the supporting detail to assure that your permit submittal includes all the information necessary for a timely review of your plans. All applications for permits **must** be submitted electronically through the DSC Online Portal (dsconline.cityofhenderson.com).

Please apply using:

[Pool & Spa Commercial](#)

[Pool & Spa – Residential – Custom](#)

[Pool & Spa – Residential - Prefabricated](#)

PDF Standards for Electronic Plan Submittals

Submittal Package:

The following documentation must be included when submitting your pool project for review.

_____ **Completed [Building Permit Application](#)**

_____ **Completed [Acknowledgement of Owner Responsibility](#)**

- This acknowledgement needs to be completed and signed by the legal property owner and acknowledges their responsibility to ensure that pool construction includes construction of walls, gates, and doors in compliance with the current adopted swimming pool and spa code.

_____ **Completed [Owner Builder Affidavit of Exemption](#) [if applicable]**

_____ **Access Letter**

- Required if access will require use of others property.
 - If accessing through City of Henderson property letter must be obtained from Public Works Department.
 - If accessing through common element letter must be obtained from Homeowners' Association.

_____ **Complete Plan Set (signed and sealed by the registered design professional)**

Plan Contents – General Information

Plans must contain the following minimum content requirements. This list is not intended to be all inclusive of every detail required on a set of Pool and Spa plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.

Cover Sheet

Include general project information, such as: address, location map, and square footage of the pool and spa structures. Also include a complete code analysis of the proposed pool and spa. All applicable building codes must be included on the plans. Cover sheet must have a legend of symbols and abbreviations used throughout the plan set.

The plan set must be signed and sealed by the registered design professional.

Plan Contents - Structural

Structural plans shall be digitally stamped and signed.

Structural Notes

Material specifications and requirements for all structural elements and assemblies, including design requirements, special inspection requirements, and structural observation.

Structural Calculations

- The structural calculations and details must be signed and sealed by a Nevada civil or structural engineer and shall be digitally stamped and signed.

Plan Contents – Site Plan

Site plan must include:

- Must be signed by the designer.
- Dimension and size of the pool and spa.
- Diving boards, slides (diving boards and slides shall be designed according to Chapter 8 of the ISPSC), hand holds, ladders, stairs, deck seats.
- Lighting
- Property lines and any existing construction.
- Glazing within 60” of water’s edge shall be shown as tempered.
- Primary and secondary access barrier material and height.
- Safety device type and location.
- Pool equipment location and fuel source.
- Site drainage.
- Sewer Clean out location shall be shown on the site plan.
- Pools longer than 30’ and or deeper than 5’ shall require a second means of egress from the deep end.
- Plans must show the pool setback from the property line and adjacent structures. Pools closer than 5’ to other structures will require engineering showing the pool and structural surcharge.
- Plans shall include and **show calculations showing the aggregate surface area** of all pools, spas, and hot tubs on the lot.
 - Calculations must include square footage for the following areas:
 - Swimming pool
 - Spa
 - Waterfall & Spillway
 - Negative edge and trough
 - Sheer descents (horizontal and/or vertical)

- Provide the following statement on the plans **“I certify that the surface area calculation is in compliance with the requirements of HMC 14.14.”** followed by the signature of the design professional, owner/builder or contractor preparing the calculation. Submittals prepared under the owner/builder or contractor exemption shall be attested to accordingly on the drawings in accordance with NRS 623.035(1)(d) and 623A.070(1)(c).

Cross sections of pool

- Property line to property line showing grade elevations on both sides of property line walls.
- Property line to house showing grade elevations on both sides of property line walls.
- Show dimensions from property lines and house to water’s edge.

Plan Contents - Electrical

Electrical drawings if completed by a Nevada Licensed Engineer shall be digitally stamped and signed.

Electrical Load Calculations

- Must be signed by preparer using the City of Henderson form or designer’s form.
- Required when utilizing three or more pump motors or one 5 horsepower or greater pump.

Electrical Plans

- Show the size and location of the main electrical service equipment and all sub-panels. Show the location of all outlets, switches, light fixtures (exterior and site), and special outlets. Identify the locations of all required GFCI and AFCI protected outlets and light fixtures. This should be shown on the plans if applicable.

Plan Contents - Plumbing

Plumbing drawings if completed by a Nevada Licensed Engineer shall be digitally stamped and signed.

Water and Wastewater Plumbing Plans

- Show all points of connection to water and sewer lines, with call outs identifying each plumbing fixture.
- Pool cleanout requirement: must show an onsite sewer lateral cleanout on the plans and that cleanout must be constructed.

Gas Plan [if applicable]

- Provide gas demand schedule showing individual and total appliance BTU/CFH demands. Provide plan view or isometric drawing showing gas pipe type, size, and length.
- Gas piping including BTUs of appliances served – show location, size, and type of material and total developed length of gas line. If connecting to an existing gas line, a complete gas plan for the entire gas system shall be required.

Gas Calculations [if applicable]

If medium pressure gas is used, a letter from Southwest Gas indicating availability is required.

Commercial pool plans must be stamped by the Southern Nevada Health District (SNHD)

Active Septic System Information:

If a flag for an Active Septic system is located on a parcel number attached to the address entered during the application process for a Pool or Spa permit the message shown below will appear.

LOCATIONS

Please list the address where the pool and/or spa will be installed or remodeled.

Type: Situs
1273 ANAMARIE LN.
HENDERSON, NV 89002

Main Address ☒

Parcel Number
17932802018

Main Parcel ☒

Remove

Situs

Add Location

+

The following information is relevant to your application:

- Active septic system detected on parcel. Please contact Utility Services Plans Check at 702-267-3670 to obtain a Septic Tank Authorization Letter that you will need to submit with your plans to the Southern Nevada Health District (SNHD). Once obtained, you are required to have your plans stamped by the SNHD. You may continue with the submission of this application; however, the permit will not be issued until plans with the SNHD stamp have been received. Please contact Utility Services Plans Check with any questions.
 - Parcel Number: 17932802018

Active septic system detected on parcel. Please contact Utility Services Plans Check at 702-267-3670 to obtain a Septic Tank Authorization Letter that you will need to submit with your plans to the Southern Nevada Health District (SNHD). Once obtained, you are required to have your plans stamped by the SNHD. You may continue with the submission of this application; however, the permit will not be issued until plans with the SNHD stamp have been received. Please contact Utility Services Plans Check with any questions.

- Parcel Number: 1111111111 (parcel number from the address example entered above)

Link to [Standard Designs for Swimming Pools and Spas](#)

[B-110](#) Swimming Pool

Setbacks and details.

[B-109](#) Windows at Pools

Outlines the requirements for safety glazing near a pool.

[BSF-5](#) Swimming Pool Safety Barrier

Swimming pool safety barrier and details.

[Pool Handout](#)

Guideline for application for pool permit and inspections requirements.

Pool and Spa Area Amenities:

Link to Submittal Checklist for [Residential Exterior Fire Features](#)