



# Swimming Pools & Spas

## Permit Application and Submittal Checklist

**\* Required**

\*Property Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

\*Pool Surface Area: \_\_\_\_\_ Spa Surface Area: \_\_\_\_\_

Recorded Plat Name or Legal Description: \_\_\_\_\_

Linear Feet of Fence: \_\_\_\_\_ Linear Feet of Retaining Walls: \_\_\_\_\_

Fence Height: \_\_\_\_\_ Retaining Wall Height: \_\_\_\_\_

Gas Required: Yes No

\*Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

ROC #: \_\_\_\_\_ Scotts.License #: \_\_\_\_\_

Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

*If sending an agent to obtain the permit, owner/builder must submit written authorization for an agent to sign permit on their behalf.  
(<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Building/Owner+Builder+Statement.pdf>)*

### Plans Submittal Requirements

- 1 copy of the city approved site plan,
  - 3 copies of a new site plan ([http://www.scottsdaleaz.gov/Assets/Public Website/bldgresources/PoolSitePlans.pdf](http://www.scottsdaleaz.gov/Assets/Public%20Website/bldgresources/PoolSitePlans.pdf))
  - 3 copies of new engineered pool plans (if applicable), 2 copies of design calcs
- or**
- 2 wet sealed authorization letters from pool design engineer

Plan Review Times	
OVER THE COUNTER*	SUBMITTAL REQUIRED
<ul style="list-style-type: none"> <li>City approved site plan shows pool &amp; site walls</li> <li>City approved site plan shows all site walls. Pool to be inside walls.</li> </ul>	<ul style="list-style-type: none"> <li>No city approved site plan available</li> <li>City approved site plan shows no site walls or pool.</li> <li>City approved site plan to be revised to accommodate pool</li> </ul>

**\* LIMIT 3 PERMITS PER VISIT**

\*Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Planning and Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7800



## Arizona Revised Statutes Notice

### **§9-834. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages, and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

### **Planning and Development Services Department**

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088