



**SWIMMING POOL &
SPA
Submittal Packet**

EST. 1955

SPRING VALLEY

VILLAGE



Plan Submittal Requirements

The City of Spring Valley Village **REQUIRES** all plan submissions to be digitally sent for Swimming Pool & Spa projects. The City is always willing to meet with any contractor, builder, or homeowner prior to submittal to do a pre-submittal review of plans and documents at no cost.

Plans will NOT be accepted by partial submittal of individual sheets. A complete set of plans is required to ensure that both the field drawing set and City's record set remain current and identical throughout the whole plan review process. Due to the nature of how Spring Valley Village will conduct a review of plans, the plans should be submitted in two different packages, but can be submitted in one email or on one flash drive. Each plan set shall indicate the submittal or most recent revision date on all sheets. The plans shall be sent in the following manner:

Upload plans to the SmartGov portal. If this is your first time to use the portal, please send a copy of your General Liability to permits@springvalleytx.com. We will set your company up and send a code to use when you first create your account in SmartGov. **Plans will NOT be accepted as CAD Files.**

- 1st package – Building and Architectural Drawings
 - All sheets combined in one file, excluding drainage for the project
 - Submitted with the title: **New Swimming Pool for Address**
 - Example:
 - **New Swimming Pool for 1025 Campbell Road**
- 2nd package – Drainage Plan
 - All associated drainage plan sheets combined as one file
 - If a drainage plan is being used from a recent build, please make sure the plan includes the updated impervious coverage and tie ins.
 - Submitted with the title: **New Swimming Pool Drainage Plan for Address**
 - Example:
 - **New Swimming Pool Drainage Plan for 1025 Campbell Road**



Swimming Pool & Spa Submittal Checklist

The following is a checklist of items required to be identified on all Swimming Pool and Spa plans. The list is not an all-exhaustive list and does not take the place of the City of Spring Valley Village Code of Ordinances or the Adopted International Codes. This is simply a guideline for base information to be submitted for plan review. It is not a substitute for, nor does it include everything to be indicated on a complete plan submittal package. **All items listed below MUST be provided unless otherwise approved by the Director of Community Development. Submissions consisting of multiple individual pages of plans will NOT be accepted and will returned back to applicant at the time of submission, please review the submittal guidelines page of this packet.**

PROJECT INFORMATION	
Address:	
Contractor:	Date:
Email Address:	

SWIMMING POOL & SPA PLAN SUBMITTAL CHECKLIST		
1.	<input type="checkbox"/>	Provide a complete and accurate Swimming Pool & Spa permit application
2.	<input type="checkbox"/>	Tree disposition plan (Chap. 3 Sec. 3:1002)
3.	<input type="checkbox"/>	Survey furnished (Registered professional land surveyor of the State of Texas)
4.	<input type="checkbox"/>	Provide pool, deck, and equipment specifications
5.	<input type="checkbox"/>	Site Plan of property showing pool location and all structures
6.	<input type="checkbox"/>	Provide pool enclosure details including location of gates with self-closing & self-latching devices
7.	<input type="checkbox"/>	All pools shall have a backwash line and P-trap installed, cartridge or non-cartridge filter and must have a cap on P-trap to prevent rain water and objects from entering the sanitary sewer
8.	<input type="checkbox"/>	Engineered Drainage Plan (Refer to Drainage Plan Submittal Checklist)

The following is a list of important information that should be noted on the plan set submitted for review. If these things are not indicated, it may result in plans having to be resubmitted causing delays in your project.

IMPORTANT INFORMATION TO BE NOTED ON PLANS	
1.	Provide elevation of highest portion of the pool
2.	Lot Coverage shall not exceed 60% behind buildable area/behind building setback line (Chap. 12 Sec. 05:02.08)
3.	Show distance to rear property line (Minimum 10 ft.; not to encroach into any easements including deck)
4.	Show distance from side property line (Minimum of 8 ft. from side property line and Pool equipment shall be 4 ft. or more from property line) (Chap. 12 Sec. 05:02.13)
5.	Show distance from residence or building (Minimum of 5 feet or meet angle of repose)
6.	Must show 10 foot horizontal or 22.5 foot diagonal distance from power lines to water's edge, provide pool and deck design drawings showing: size, shape, profile, location of equipment and grounding. (2 sets)
7.	All swimming pools must have dual main drain outlets to protect against entrapment



SPRING VALLEY
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SWIMMING POOL & SPA PERMIT APPLICATION

PROPERTY/OWNER INFORMATION

Project Address:				
Owner Name:		Phone#:		
Owner Address:				
Legal Description:		Lot#:	Block#:	Tract#:

CONTRACTOR INFORMATION

Contractor Name:		Phone#:	
Contractor Address:			
Email:		License#:	

PROJECT INFORMATION

Class of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair			
Flood Zone: <input type="checkbox"/> AE (100-Year) <input type="checkbox"/> Floodway <input type="checkbox"/> X-Shaded (500-Year) <input type="checkbox"/> X (No Flood Zone)			
Describe Work:			
Square Footage of Pool:		Square Footage of Decking:	
* Any accessory construction (i.e. Patio Covers, Pergolas, Outdoor Kitchens) will require separate permit			

PROPERTY OWNER/AGENT AUTHORIZATION

Homeowners Association: If the property is located in a subdivision with an active Homeowners Association (HOA), please indicate whether approval has been obtained for any of the work being completed as a part of this application. YES NO N/A

Property Owner Consent/Agent Authorization: By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City’s fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Spring Valley Village officials to enter the property on official business as part of the application process. Separate applications need to be made and permits required for driveway, electrical, ventilating or air conditioning work.

Signature of Contractor/Authorized Agent	Printed Name	Application Date
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FOR OFFICE USE ONLY

Building Permit Number: _____	Date Submitted: _____
Approved By: _____	Date Approved: _____

NOTE: Only complete applications will be accepted and payment for plan review (\$1000.00) received at time of submission.