

# Guidelines for Pool Designers

## Plan Submittal Procedures

August 26, 1998 (Updated November 14, 2002)

State of Oregon  
Department of Human Services

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In an effort to provide you with the best service and turn-around on pool and spa plans, we are revising submittal procedures to gather the information in a more usable format that will expedite the review procedure. This revised procedure may cause you some extra preparation time, but will speed the review process.

Please use the enclosed plan review application starting immediately. Some counties do their own plan review, and charge fees that are different than state fees. See the attached list, and contact the county program where applicable.

The state does reviews and construction inspections for pool in the other areas.

There are several steps in a public pool project.

1. Submittal of plans and specifications to the reviewing agency with fees
2. Review and approval of the submitted plans.
3. Review and approval/rejection of any variance requests (by Department only).
4. Issuance of a construction permit by the reviewing agency.
5. Review by any other agencies - building/plumbing/electrical (**not part of process handled by the health review staff**).
6. Construction of pool.
7. Interim Inspections as required by reviewing agency.
8. Final construction inspection when the pool is complete and operational. If ready, released to be licensed for operation.
9. Fees paid, application completed, operational license issued.

The enclosed licensing list shows the local health departments that would license the pool for operation. Pools in any counties not listed, are licensed for operation by state inspection staff.

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## **Plan Submittal**

A well-designed and detailed pool plan will help immensely in the review process. If the plan is incomplete or doesn't show sufficient detail, we may require additional information be submitted, slowing the process. Often details that are not shown clearly, are missed by the installation crew, causing annoying and sometimes expensive fixes. Listed below are some suggestions for detail and drawings to include with your plan submittal.

1. Complete an application form for **each pool basin** submitted, don't try to do two pools on one sheet. Make sure that all the information is provided.
2. Have complete plans showing:
  - A. Location Plat - with geographic information so we can locate the facility.
  - B. Site Plan - Elevations, storm and sanitary sewers, potable water supplies, appurtenances, associated building structures, landscaping if applicable, etc.
  - C. Overall view of the pool basin, equipment room, bathhouse or toilet facilities, deck equipment locations, deck drains, food service areas, bleachers, etc. Don't forget the GFI protection !
  - D. Longitudinal Section - through the pool showing slope, depths, wall construction, deck surfaces, etc.
  - E. Cross Sections - through the pool at the main drains, and through steps or ladder detail.
  - F. Equipment Room Detail - view showing the size and layout of the room.
  - G. Equipment and Piping Schematic - showing equipment, valving, pipe sizes, inlets, main drains, skimmers, vacuum fittings.
  - H. Cross-connection - detail drawings are helpful, showing the air-gap connections to the potable water supply or equivalent protection, and the waste water system.
  - I. Information or drawings showing the enclosure, gates and latches, hardware installation elevations and window stops on appropriate windows.

Our goal for the public pool program is to protect the operator and the public by providing the pool operator with an easy to operate, durable and safe pool. Plan review helps assure the operator of a quality product. The review can protect the installer by requiring properly designed equipment and by previewing the project before problems are set in concrete. A good plan is simple, easily understood by all, and uncluttered. We want to be sure the installer uses the plan, and that the features we require are clear and understandable to all contractors on a project. We want to work with you to make the review and construction go as smoothly as possible.

Please call Steve Keifer at (503) 872-6771 or e-mail at [stephen.b.keifer@state.or.us](mailto:stephen.b.keifer@state.or.us), if you have any questions.