



# Swimming Pool/Spa Permit Submittal Checklist

02/16/2021 V1

**City of Boulder City  
Community Development Dept  
Building and Safety Division**

401 California Avenue  
Boulder City, NV 89005  
Main Line: (702) 293-9282  
Email: [buildingpermits@bcnv.org](mailto:buildingpermits@bcnv.org)

This checklist is provided for the convenience of our customers. Complete and accurate plan submittals help speed the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions by City staff. Please use the checklist to ensure your application includes all information necessary for a timely review of your plans.

The timeframe for permit issuance will be affected by how well and quickly an applicant responds to any corrections required as a result of the first review. The timeframe for permit issuance may also be affected if review or approval is required by the Historic Preservation Committee, Planning Commission or other City entity.

**The plan review timeframe for a first review of this project type is  
2 – 3 weeks**

**Part. 1  
Applicant's Responsibility**

**Applicants are responsible for submitting complete applications.**

Incomplete applications will not be reviewed until all plans/documents have been submitted.

Checklists are required to be filled out prior to submittal. A blank checklist will be considered an incomplete submittal and will not be reviewed.

A plan review deposit is required for this project type and an invoice will be emailed to the applicant. **The plan review fee must be paid prior to staff reviewing any plans/documents.**

**Part. 2  
Applicable Codes**

The project must meet the requirements of the City's adopted codes, ordinances, and regulations, as follows:

2018 International Building Code, with Southern Nevada Building Code Amendments  
2018 International Swimming Pool and Spa Code, with Southern Nevada Building Code Amendments

2018 Uniform Mechanical Code, with Southern Nevada Building Code Amendments  
2018 Uniform Plumbing Code, with Southern Nevada Building Code Amendments  
2017 National Electrical Code, with Southern Nevada Building Code Amendments  
Title 11, Zoning and Subdivisions (view at [municode.com](http://municode.com))

**Part. 3  
Submittal Package**

**All submittals are to be emailed to [buildingpermits@bcnv.org](mailto:buildingpermits@bcnv.org)**

**Including key words in the subject line such as "Initial Submittal – [provide address]"; "Revision – [provide application #]", etc., will assist in faster processing**

We have a 20MB per email limit, so you may need to submit multiple emails or share your documents via Dropbox, OneDrive or other file-sharing site.

**All documents must be digitally stamped/signed**

Please provide the following items in your permit application package:

- Completed Building Permit Application**  
*Must include the property owner's email address*
- Completed Owner Builder Affidavit of Exemption** (when permit is pulled by Owner/Builder) (this does not apply to commercial properties)
- Swimming Pool/Spa Acknowledgement of Owner Responsibility form completed by the property owner**
- A copy of the signed contract between the pool contractor and buyer (when permit is pulled by contractor)**  
**OR**  
**Copies of all invoices/receipts for labor and materials (when permit is pulled by Owner/Builder)**

*If the above documentation is not provided, the City will calculate a project valuation on your behalf using the currently-adopted valuation found in the Administrative Code*

**Plans**

*Include a page index*

*Include a dimensioned site plan*

*Indicate North arrow*

*Indicate property address*

*Indicate location of proposed pools, spas and water features, as well as their equipment and fuel source*

*Indicate square foot area of pool, spa and water feature*

*Indicate existing structures on the same site as the proposed pool, spa or water feature*

*Indicate property lines, existing utilities (including overhead power lines) and other easements*

*Indicate location of decking, steps, ladders, handrails, handholds and lighting*

*Indicate location(s), type of material and height of access barriers*

*Indicate drainage inflow and outflow locations and specification of areas required to be maintained for drainage purposes*

*Indicate location of glazing within the prescribed distance from the pool and declare the means for code compliance of glazing*

*Indicate water and electrical points of connection*

*Indicate water and electrical service routes from existing point of connection*

**Backup Documentation (structural calculations prepared by a Nevada-registered professional, civil or structural engineer)**

*Indicate soil bearing capacity and landfill characteristics*

*Indicate concrete specifications and strength*

*Indicate reinforcing steel placement, steel diameter, steel specifications and steel strength*

**If installation is of a pre-manufactured pool / spa:**

*Indicate make*

*Indicate model number*

*Include manufacturer's installation instructions*

*Indicate ICC/IBO approval number for pools*

*Indicate LAPMO approval number for spas*

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**Part. 4**

**Other Information**

**HOA Approval**

- Not required for a permit, unless per exception herein.** As a general rule, the City of Boulder City does not enforce private CC&R's associated with Homeowners Associations (HOA's). However, applicants are advised to seek approval of any applicable HOA in advance of submitting plans to the City. **EXCEPTION: Any construction on land or airspace owned by the HOA requires submission of approval from the HOA**



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 401 California Avenue  
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# Application For Building Permit

**Main Line:** (702) 293-9282

**Building and Safety Division Email:** buildingpermits@bcnv.org

**Inspection Scheduling Hotline:** (702) 293-9327

**Inspection Scheduling Email:** buildinginspections@bcnv.org

**Website:** www.bcnv.org/156/Community-Development

## Project and Property Ownership Information

Section 1

Project Address Boulder City NV 89005 Parcel Number  
City State Zip Code

Use Zone: \_\_\_\_\_ Project Type:  Residential  Commercial / Industrial Project Valuation: \$ \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Are you applying as an Owner / Builder? (Check one)  
 Yes  No

Property Owner Name

Address Where You Currently Reside ( Owner / Builder ONLY) City State Zip Code

Property Owner Phone Number Property Owner Email Address

## Permit Applicant Information

Section 2

Indicate Type of Contractor (Owner / Builder may select multiple)

General Contractor  Mechanical Contractor  
 Plumbing Contractor  Electrical Contractor

Company Name (if Owner / Builder, enter "O/B")

Street Address City State Zip Code

Company Email Address (required) Contact Person Phone Number

BC Business License No. State Contractor's License No. Additional State Contractor's License Nos. (if applicable)

## Subcontractor Information (applicable only to General Contractors)

Check all subs that apply to your project:  Mechanical  Plumbing  Electrical

| <i>Staff Use Only</i>                       |       |
|---|-------|
| Subcontractor Registration Form received on | _____ |
| Subcontractor Registration Form received on | _____ |
| Subcontractor Registration Form received on | _____ |

## Signature of Applicant

Section 3

I hereby certify that the information provided above and as included with this application to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction.

Applicant Signature Applicant Name (please print) Date

**INFORMATION ON THIS PAGE TO BE COMPLETED BY COBC STAFF ONLY**

Application Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_ Routed by: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_ Issued by: \_\_\_\_\_

|                  |                       |                         |                     |
|------------------|-----------------------|-------------------------|---------------------|
| <b>Section 4</b> | <b>Code Analysis</b>  |                         |                     |
|                  | Occupancy Type _____  | Construction Type _____ | Occupant Load _____ |
|                  | Code Edition(s) _____ |                         |                     |

|                  |                            |                         |
|------------------|----------------------------|-------------------------|
| <b>Section 5</b> | <b>Structure Details</b>   |                         |
|                  | Total Area (sq. ft.) _____ | Building Height _____   |
|                  | Living _____               | Number of Stories _____ |
|                  | Accessory _____            | Number of Exits _____   |
|                  | Patio/Porch _____          | Fire Sprinklers _____   |

|  |                          |          |
|--|--------------------------|----------|
| <b>Section 6</b>   | <b>Valuation</b>         |          |
|  | Project Valuation        | \$ _____ |
|  | Breakdown (if necessary) | \$ _____ |
|  |                          | \$ _____ |
|  |                          | \$ _____ |
|  |                          | \$ _____ |
| * Incidental grading only (< 100 CY); if grading activities are > 100 CY, a separate grading permit is required<br>** Fees collected on behalf of Clark County |                          |          |

| <b>Fees</b>          |                                  |            |
|----------------------|----------------------------------|------------|
| <b>Fee Breakdown</b> |                                  |            |
| Code                 | Fee Type                         | Fee Amount |
| BLDPER               | Issuance                         | \$ _____   |
| BLDPER               | Building Permit                  | \$ _____   |
| PLNCK                | Plan Review                      | \$ _____   |
| PLUPER               | Plumbing Permit                  | \$ _____   |
| MECPER               | Mechanical Permit                | \$ _____   |
| ELEPER               | Electrical Permit                | \$ _____   |
| BLDPER *             | BC Land Disturbance Fee          | \$ _____   |
| TORLND **            | Tortoise (CC Land Disturbance)   | \$ _____   |
| TORTSE **            | Tortoise (CC Land Dist. Admin)   | \$ _____   |
| PRIVTX **            | Privilege Tax                    | \$ _____   |
| RESTX                | Residential Tax                  | \$ _____   |
| WATRHK               | Water Connection (Size_____)     | \$ _____   |
| SEWRHK               | Sewer Connection (Size_____)     | \$ _____   |
| ELECHK               | Electrical Connection (AMP_____) | \$ _____   |
| UFPOOL               | Swimming Pool Utility Fee        | \$ _____   |
| MISBLD               | Miscellaneous - Building Permit  | \$ _____   |
|                      | <b>Total Fees</b>                | \$ _____   |

|                  |                                    |             |
|------------------|------------------------------------|-------------|
| <b>Section 7</b> | <b>Staff Approval</b>              |             |
|                  | Reviewed and/or Approved by: _____ | Date: _____ |

|                  |                               |  |
|------------------|-------------------------------|--|
| <b>Section 7</b> | <b>Conditions of Approval</b> |  |
|                  |                               |  |
|                  |                               |  |
|                  |                               |  |
|                  |                               |  |