

*Stock Plans for Swimming Pools, Water Tanks, Accessory Structures*

**PURPOSE**

Permit processing using “standard” or “stock” plans for the construction of swimming pools, water tanks, and accessory structures was implemented in February 1992 to facilitate the plan check portion of the building permit process. This policy will outline the procedures required to implement the building permit application and issuance.

**GENERAL**

This policy will supercede the February 28, 1992 Memorandum entitled, *Stock Plan Renewal*. This policy is applicable to permit applications for the plan check of stock plans and applications for permits against the stock plan plan check for the construction of multiple identical “structures.” The permits will be processed in the following manner where no plan changes or significant code revisions have occurred.

**PROCEDURE**

**A. Original Stock Plan Approval**

1. The original plan check of a stock plan and approval for swimming pools, water tanks, and accessory structures will be performed in the normal procedure with a minimum of two (2) sets of plans submitted with the appropriate plan check fees.
2. A stock plan number will be assigned to the particular plan. The stock plan number, the dimensions, the volume of the pool or tank if applicable, will be entered into Permits Plus (PP) with the approval date and the plans examiner’s clearance.
3. One set of plans and calculations will be labeled with the stock plan number and maintained in the file for reference. One set of approved plans and calculations if applicable, will be given to the applicant.
4. The plan check approval is valid for one year from the date of application.

**B. Building Permit Application with **Swimming Pool** Stock Plans**

1. Two (2) complete sets of plans (engineer-signed and stamped), four (4) sets of site plans, a written contract valuation cost of construction, and a completed permit application form will be required. **Note:** Plans with proposed pool houses or similar structures should be separated from the pool stock plan and a separate building permit application form completed for the pool house. If the site has an on-site sewage disposal system, two (2) sets of floor plans would be required for Well & Septic review.
  - a. The permit application form should indicate the stock plan number and the appropriate dimensions and volumes for swimming pools.
  - b. The site plans should indicate the stock plan number and show the building outlines, property lines, over-head utility lines in the proposed pool area, slopes, existing

structures, retaining walls and other characteristics.

2. The engineered plans shall show:
    - a. The type of construction: gunite, poured concrete, prefabrication or others.
    - b. The dimensions including the depth and cross sections drawn to scale.
    - c. The proposed reinforcing and steel details.
    - d. Interior finish details, pool edge details, etc.
    - e. Compliance with the mechanical, plumbing, and electric codes as they pertain to the type and size of the proposed pool. Compliance with the State of California energy efficiency requirements for swimming pools and spas heating systems must also be shown.
    - f. Compliance with Sonoma County Ordinance 5102 which incorporates the California Swimming Pool Safety Act (Health and Safety Code commencing with section 115920) with some more restrictive provisions. Ordinance 5102 is outlined in Section 7-15 of the Sonoma County Code.
  3. A site evaluation will be charged unless an evaluation has been done within the past year.
  4. The applicant should be asked about the estimated amount of soil to be removed for the excavation of the swimming pool. All excavations shall be considered to have expansive soils. If over 50 cubic yards of soil is cut, a grading permit is required and five (5) additional sets of site plans and two (2) copies of soils or geotechnical reports are needed for the grading review.
  5. The applicant shall obtain the appropriate section approvals on the permit application form.
  6. The plans and the permit application package will be verified by the Permit Specialist (PS) against the stock plan information in PP under that particular stock plan number and make the appropriate entries in the *Electric 1, Plumbing, Mechanical, and Approval* screens in PP.
  7. Swimming pool plans and the permit application package will be routed to the cashier for payment of fees and then to staff for a site evaluation and plan check.
  8. The Plans Examiner will conduct a plan check review as well as a review of the site evaluation and site-specific information. The Plans Examiner will assess an hourly plan check fee based on the time spent for their review.
  9. Upon plan check approval, the permit specialist will ensure that appropriate approvals and proof of payment for mitigation fees are received and compute the building fees.
  10. The cashier will receive the appropriate fees and issue the building permit.
- C. Building Permit Application with **Water Tanks and Accessory Structures** Stock Plans
1. Two (2) complete sets of plans, four (4) sets of site plans, and a completed permit application will be required. If the site has an on-site sewage disposal system, two (2) sets of floor plans will also be required for accessory structures.
    - a. The permit application should indicate the stock plan number and the appropriate

- dimensions and volumes for water tanks.
- b. The site plans should indicate the stock plan number and show the building outlines, property lines, over-head utility lines in the proposed area, slopes, existing structures, retaining walls and other characteristics.
  2. A site evaluation will be charged unless an evaluation has been done within the past year. The site for water tanks may be evaluated at first inspection pursuant to the policy entitled, "Site Evaluation at First Inspection."
  3. The applicant should be asked if soil will be excavated and if so, the estimated amount of soil to be removed for the excavation of the water tank. All excavations shall be considered to have expansive soils. If over 50 cubic yards of soil is cut, a grading permit is required and five (5) additional sets of site plans and two (2) copies of soils or geotechnical reports are needed for the grading review.
  4. The applicant shall obtain the appropriate section approvals on the permit application.
  5. The plans and the permit application package will be verified by the PS against the stock plan information in PP under that particular stock plan number and make the appropriate entries in the *Electric 1, Plumbing, Mechanical, and Approval* screens in PP.
  6. The plans and the permit application package will be routed to the cashier for payment of fees and then to staff for a site evaluation and plan check.
  7. The Plans Examiner will conduct their plan check review as well as a review of the site evaluation and site-specific information. The Plans Examiner will assess an hourly plan check fee based on the time spent for their review.
  8. Upon plan check approval, the PS will ensure that appropriate approvals and proof of payment for mitigation fees are received and compute the building fees.
  9. The cashier will receive the appropriate fees and issue the building permit.

**D. Renewal of Stock Plan Approval**

1. An application with two (2) copies of the original approved stock plan shall be submitted with 25% of the plan check fee if there are no changes to the plans and the Code has not changed. Note the stock plan can only be renewed once and must be renewed prior to close of business on the expiration date. If the expiration date falls on a weekend or holiday, then renewal must be done prior to close of business on the day before the weekend or holiday.
2. The Plans Examiner will review the plans to ensure that they are the same plans and they comply with the current standards.
3. The Plans Examiner will enter the current approval and expiration dates for the appropriate stock plan number in PP.

**E. Revisions to Approved Stock Plan**

1. If revisions have occurred to the stock plan, the plan check and approval of swimming pools, water tanks, and accessory structures will be performed in the normal procedure with the appropriate plan check fees charged.
2. If the revisions are minor, the Plans Examiner at the Plan Check cube will determine the appropriate review and plan check fees charged.

**ATTACHMENTS**

None

**Approved by:**

/s/ Pete Parkinson

**Pete Parkinson, Director**

Lead Author: Rebecca Ng

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