

# Building Permit Plan Check Process For Pools / Spas

To ensure that construction complies with building regulations and standards, the County requires building permits to be obtained before construction or change in occupancy can begin. Building plans are required for permit issuance.

Plans submitted for building permits are reviewed for compliance with County Building Ordinances (Building, Plumbing, Mechanical and Electrical Codes) and State building regulation such as Energy Conservation Regulations and Handicapped Accessibility Standards.

The plan check process is summarized below to help you get acquainted with the building permit and plan check process:

1. Applicant submits Building Permit Application and Pool/Spa Questionnaire at <https://myOCeservices.ocgov.com/>
2. Applicant submits plans in pdf format which consist of the following:
  - Site plan showing all existing and new structures with set-back dimensions and proposed pool safety fencing. Site plan must be reviewed and approved by the pool/spa design engineer.
  - Cross-section in both directions to 5' (minimum) beyond property lines including all existing slopes and retaining wall, if any.
  - Pool/ Spa plan including structural details and material specifications.
  - Structural Calculations if non-standard plan used.
  - Soil Report is required for all pools located in Ladera Ranch and Rancho Mission Viejo.
  - For other locations, a Soil Report required if the pool is located less than 15' from the top of a slope or 8' from the toe of a slope where the slope is steeper than one unit vertical in three units horizontal (1 to 3).  
**Exception:** Soil report is not required if complying with all of the following applicable items:
    1. Pool is located at the top of slope with deepened foundation (e.g. keyway) daylight set back of H/3 or greater (minimum 15' and maximum 40').
    2. Pool is located at the bottom of slope with setback of H/2 or greater from the toe of slope (maximum 8').
    3. Plumbing pipes and joints must accommodate the potential soil movement.
3. Planning approval is required prior to permit issuance.
4. Pay Plan Check Fee.
5. Typical 1<sup>st</sup> Plan Check will be completed in approximately 5 working days if the **County of Orange approved standard pool plans** are used. For non-standard plans, 1<sup>st</sup> Plan Check will be completed in approximately 15 working days.
6. Typical 1<sup>st</sup> Plan **Re-Check** will be completed in approximately 5 working days if the **County of Orange approved standard pool plans** are used. For non-standard plans, 1<sup>st</sup> Plan Re-Check will be completed in approximately 10 working days.
7. After plans are approved and all clearances are obtained, permit issuance will be processed:
  - Building permit issuance requires Workmen Compensation Insurance
  - Building permit issuance required California licensed contractor ID.
  - Building permit issuance may be issued as Owner-Builder.
8. Applicant will schedule inspection at <https://myOCeservices.ocgov.com/>.