

# Guidelines for Pool Designers

State of Oregon  
Oregon Health Authority

Food, Pool, Lodging - Health & Safety  
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## Plan Submittal Procedures

July 29, 2013 (Update from 1998 & 2002 versions)



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

Please use the "[APPLICATION FOR A PERMIT TO CONSTRUCT / ALTER A PUBLIC SWIMMING POOL, SPA POOL, OR BATHHOUSE](#)". Some local public health authorities do their own plan review, and charge fees that are different than state fees. Contact the LPHA program with jurisdiction for the pool for specifics. These are usually a county health department or a multi-county health agency.

The state does plan reviews and construction inspections for pools in the other areas of the state.

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 the Oregon Health Authority 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 department plan 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 it is ready, it will be released to be licensed by the local public health authority for operation.
9. Fees paid, application completed, operational license issued.

Several local public health authorities do their own pool plan reviews and construction inspections. All the LPHAs issue pool operational licenses and conduct routine inspections.

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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 (but not limited to):
  - 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 - a view showing the size and layout of the room.
  - G. Equipment and Piping Schematic - showing equipment, valving, pipe sizes, inlets, suction outlets, skimmers or gutters, vacuum fittings, pool drain system, etc..
  - H. Cross-connection - detail drawings are helpful, showing the air-gap connections to the potable water supply or equivalent protection, and to the waste water disposal 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 and quickly as possible.

Please call Steve Keifer at (971) 673-0448 or e-mail at [stephen.b.keifer@state.or.us](mailto:stephen.b.keifer@state.or.us), if you have any questions.

**This document is available, if needed, in an alternate format. Please call Steve Keifer (971) 673-0448**