



Private Swimming Pool or Spa Instructions and Worksheet

Exemption: Prefabricated swimming pools accessory to a single-family residence, that are less than 24-inches deep, do not exceed 5,000 gallons, and are installed entirely above ground, are EXEMPT from permits.

Seattle – King County Public Health Permits

Public and Semi-Public Swimming pools, hot tubs or spas, please refer to [Seattle – King County Public Health, Water Recreation Services](#) for permit application and review.

If the property is served by on-site sewage system (septic system), Public Health approval is required for the location of the pool. Prior to submission of a building permit application for the pool, contact Public Health to start the [Public Health permit application process](#).

Building Permit Submittal

Residential Accessory Building and Miscellaneous Structure Permits, [Overview](#) – available on [MyBuildingPermit.com](#)

Private Swimming Pool or Spa Worksheet (see page 2)

Site Plan:

The site plan is required to give property dimensions, show any adjacent streets, indicate septic system location, if applicable, and show the position of the house on the lot. If a fence is used as part of the pool barrier, please identify its location on the site plan. The drawing must be representative of the lot. See the [Residential Site Plan Requirements](#) Handout.

Structural Plans/Working Drawings:

Two sets of complete construction drawings with engineering calculations or an approved ICC ES report demonstrating compliance with the 2015 International Residential Code. The specific layout of the pool and the Access Barrier drawn at $\frac{1}{4}''=1$ ft. scale is required.

Additional Resources

[Permit Fees](#)

[Inspection Scheduling, Permitting Division with IVR Codes & Multiple Agencies](#)

Private Pool or Spa Permit Instructions and Worksheet, continued

Project Information			
PROJECT ADDRESS/LOCATION:			
PERMIT NUMBER IF KNOWN:	PARCEL NUMBER:		
PROJECT DESCRIPTION:			
Pool:	Indoor	Outdoor, In-ground	Outdoor, Above Ground
Hot Tub/Spa:	Indoor	Outdoor	<i>(check all that apply)</i>
Code Approved Access Barrier	Hot Tub/Spa		Pool
Locked Cover			
Automatic Cover			
Combination of approved barriers			
ADDITIONAL INFORMATION:			

APPLICANT SIGNATURE OR PRINTED NAME	DATE
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