

Guidelines for Pool/Spa Designers Plan Submittal Procedures



Revised January 15, 2024

To provide you with the best service and turn-around on pool and spa plan reviews, we are asking you to follow these plan submittal procedures. We are attempting to gather the information up front, in a more usable format that will expedite the review process.

To start the process, submit the "[Application for a Permit to Construct /Alter a Public Swimming Pool, Spa Pool or Bathhouse](#)" to the Oregon Health Authority Public Pool Program unless your project is located in one of the following Local Public Health Authorities (LPHA). These counties do their own plan review and charge fees that may be different than state fees, so reach out to them directly for specifics:

- Deschutes County 541.322.7400
- Jackson County 541.774.8206
- Marion County 503.588.5346
- Yamhill County 503.434.7525

There are several steps in a public pool project.

1. Submittal of plans, specifications, and fees to the reviewing agency. (Include specification sheets for drains, pumps, filters, chemical feeders, chemistry readers, auto-fill devices, and any other equipment associated with system as well as the details on the pool enclosure.)
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 plan approval by the reviewing agency.
5. Review by any other agencies - building/plumbing/electrical (**not part of process handled by the OHA or LPHA plan review staff**).
6. Construction of pool.
7. Interim inspections as required by reviewing agency.
8. Final construction inspection (by reviewing agency) when the pool is complete and operational. If it is ready, it will be released to be licensed by the LPHA for operation.
9. LPHA issues license to operate after local license application is completed and fees paid.

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Plan Submittal

A well-designed and detailed pool plan will help to speed up the review process. If the plan is incomplete or doesn't show sufficient detail, we may require additional information to be submitted, slowing the process. Details that are not shown clearly are often 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. Do not put data for two pools on the same sheet. Make sure that all the information listed below is provided as well as ensuring all fields on the application are completed.
2. Have two complete sets of 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, and geography within 5 feet of outside of fence etc. Be sure to include enclosure information for the pool area as well.
 - 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 GFCI 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 wastewater disposal system.
 - I. Information or drawings showing the enclosure, gates and latches, hardware installation elevations, and window stops on appropriate windows.
 - J. HVAC information – natatorium air exchanges, fresh air introduction, location of vents and returns.
 - K. Specification sheets for all equipment, including a *completed* pump curve for each pump and design Total Dynamic Head (TDH.)

Following the guidance above will help ensure a smooth and timely plan review.

Please reach out to Erica Van Ess at 971-732-6035 or erica.vaness@oha.oregon.gov if with any questions.