



## Permitting Guide for Residential & Commercial Pools, Spas, and Water Features

Use this guide to obtain necessary permits and inspections for residential and commercial construction of pools, spas, and water features (the term “pool” as used in this guide includes any or all of these items).

NOTE: This guide will walk you through the permitting process for pools only. If you are constructing a fence and/or a cabana, pool house or other accessory structure, additional permits may be required. Visit [www.DenverGov.org/DS](http://www.DenverGov.org/DS) for information.

### Residential Projects Contact Info

[residentialpermits@denvergov.org](mailto:residentialpermits@denvergov.org)

720.865.2710

201 West Colfax Ave., 2nd floor Dept. 205  
Denver, CO 80202

### Public Health & Environment Contact Info

[Shaunette.Gillespie@denvergov.org](mailto:Shaunette.Gillespie@denvergov.org)

720.865.5437

201 West Colfax Ave., 2nd floor Dept. 205  
Denver, CO 80202

### Commercial Projects Contact Info

[developmentservices@denvergov.org](mailto:developmentservices@denvergov.org)

720.865.2715

201 West Colfax Ave., 2nd floor Dept. 205  
Denver, CO 80202

### Sewer Use and Drainage Permits Contact Info

[wastewaterpermits@denvergov.org](mailto:wastewaterpermits@denvergov.org)

720.865.3060

201 West Colfax Ave., 2nd floor Dept. 203  
Denver, CO 80202

Standards That Apply	Approvals & Permits Required	Step in guide
Denver Zoning Code or Former Chapter 59	Zoning Permit (construction, fence/wall, equipment)	1
Landmark Ordinance, DRMC, Chapter 30	Landmark approval is required if property is located within a local historic district or contains a locally designated landmark structure.	1
Existing Site Development Plan	Zoning Permit	1
Department of Public Works	Sewer Use and Drainage Permit (SUDP)	2
Denver Building and Fire Code <b>Helpful Tip:</b> A Licensed Contractor is required and Licensed Design Professional may be required and is highly recommended.	Building Permit(s) may be required: Construction/Structural Permit - COMMCON/RESCON Plumbing Permit - PLUMB Mechanical Permit - MECH/BOILER & AC Electrical Permit - ELEC	2
Environmental Health Regulations, DRMC, Chapter 51	Plan Review	3



## Step-by-Step Guide

### 1 Getting Started - Landmark Review and Zoning Permits

- Use the [DevelopDENVER Map](http://www.DenverGov.org/DS) at [www.DenverGov.org/DS](http://www.DenverGov.org/DS) to find your zone district, landmark status and other property information that may affect what reviews/permits you need.
- Find the Denver Zoning Code and information on zone districts, descriptions and definitions at [www.DenverGov.org/zoning](http://www.DenverGov.org/zoning).
- **Pool projects in single-family/duplex properties** begin with Step 1.A below
- **Pool projects in commercial/multi-family properties** that are part of a previously approved site development plan that already has landmark and zoning approval, proceed to Step 2 of this guide to start permit application. All others begin with Step 1.A below

**STEP 1.A — Landmark Review:** Does your project involve a locally designated landmark or historic district property?

- IF YES, Landmark design review may be required if your project involves an in-ground pool or modifications to the exterior of a structure to accommodate an interior pool. An above-ground pool or other pool project that does not include any exterior (outdoor) modifications will not require Landmark review. See [www.DenverGov.org/preservation](http://www.DenverGov.org/preservation) and contact the landmark team ([landmark@denvergov.org](mailto:landmark@denvergov.org)) for complete information. Zoning and building permits will not be issued without landmark approval.
- IF NO, proceed to Zoning review.

**STEP 1.B — Zoning Review:** Compliance with zoning regulations is required for all outdoor projects. In addition to zoning review, a zoning permit is required if:

- Your exterior pool will be more than 12 inches above finished grade.
- Your pool project includes installation of pool-related mechanical equipment.
- **For zoning review and permits** complete attached application per instructions in Step 3 of this guide.

### 2 Sewer Use and Drainage (SUDP) and Building Permits

NOTE: All work must be done by a licensed contractor or homeowner who has completed the trade-appropriate homeowner's exams. Otherwise, building permits will not be issued. Counter hours and service times are available online at [www.DenverGov.org/DS](http://www.DenverGov.org/DS).

**STEP 2.A — Sewer Use and Drainage Permits:** Visit [www.DenverGov.org/SUDP](http://www.DenverGov.org/SUDP) for complete information. Building permits will not be issued without SUDP approval.

**STEP 2.B — Building Permits and Plan Review**

**For single-family and duplex projects,** follow requirements below according to your project specifications:

- General construction building permit – required for an interior or in-ground exterior pool
- Electrical permit – required for all electrical work  
NOTE: Electrical work where the utility service is rated for more than 200 amps will require an electrical plan review.
- Plumbing permit – required for an indoor pool for pool heater/boiler and piping
- Mechanical or Boiler/AC permit – required for an indoor pool for pool heaters/boilers and piping

**For commercial/multi-family projects,** all of the following are required for all projects

- General construction building permit
- Mechanical/plumbing plan review and permits
- Electrical plan review and permit
- Environmental Health plan review (application attached)
- Fire plan review



### 3 Prepare Application Package and Submit

Submit all items listed below as applicable to your project to the Development Services Permit Counter. See [www.DenverGov.org/DS](http://www.DenverGov.org/DS) for location, counter hours and service times. Incomplete applications will not be accepted and may delay your project.

- Attached building/zoning permit application and statement of valuation
- Site plan, drawn to scale, indicating required zoning setback lines, existing structures, proposed pool dimensions, fences/barriers and all related equipment
- Boundary survey, if any of the equipment or pool is within 3 feet of the property line
- Drawings outlining all electrical and mechanical equipment including (but not limited to) size, type, power requirements, filtration system, chemicals, location and maintenance access area
- Shoring plan, if your project requires excavation, per Denver Building Code policy [ADMIN 130.2A](#)

**In addition to the above, commercial projects must also submit:**

- Structural calculations
- Engineered electrical drawing that includes the information required by DCBA 133.2:10(A) through (E), where applicable
- Environmental Health plan review application (attached) along with equipment specifications for all pool equipment
- An inventory of pool chemicals to be stored on site and location of storage; indicate location and type of fire extinguishers, type of pool alarm and whether it will be connected to the fire alarm system

#### Single-family and duplex projects — How and where to submit

*For exterior pools:*

1. Complete required application package and sign in online or in person at the Development Services Permit Counter for Single-family/Duplex Walk-through service for zoning review, zoning permit and general construction building permit.
2. If electrical plan review is required, sign in for Commercial/multi-family Electrical Walk-through Plan Review.
3. Submit Quick Permit applications for all other permits (electrical, plumbing, etc.) once building permit has been approved.

*For interior pools:*

1. Complete required application package and sign in online or in person at the Development Services Permit Counter for Login service for zoning review, zoning permit and general construction building permit.
2. Submit Quick Permit applications for all other permits (electrical, plumbing, etc.) once building permit has been approved.

#### Commercial/multi-family projects — How and where to submit

1. Complete required application package and sign in online or in person at the Development Services Permit Counter for Login service for zoning review, zoning permit, general construction building permit and plan review.

### 4 Staff Review and Customer Re-Submittal, as Required

- Staff will review your application and may ask you to re-submit in order to meet the zoning and/or building code(s).

### 5 Approval and Next Steps

- Once approved, and you have paid the applicable fees, you will receive your zoning and building permits. For information on permit fees, visit [www.DenverGov.org/dsfees](http://www.DenverGov.org/dsfees).
- If your project is not approved for zoning compliance reasons, you may:
  - Re-submit a new/revise application and plans that comply with zoning regulations
  - Seek an Administrative Adjustment per section 12.4.5 of the Denver Zoning Code
  - Seek a zoning variance from the Board of Adjustments.

### 6 Inspections

- All building and SUDP permits as outlined above require inspection and approvals for each component of the pool. Visit [www.DenverGov.org/DS](http://www.DenverGov.org/DS) for information on how to request an inspection. For
- For Environmental Health inspections information, contact Environmental Health using the information on Page 1 of this guide.

[www.denvergov.org/developmentservices](http://www.denvergov.org/developmentservices)



## Building and/or Zoning Permit Application

CONTACT INFORMATION		
Issue Permit to (please check one) <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Agent		
Property Owner	Name:	Phone:
	Address:	City:
	Email:	ZIP Code:
Applicant Information (If different from owner) License # _____ Opt.	Name:	Phone:
	Company Name:	
	Address:	City:
	Email:	ZIP Code:
Contractor/Agent Information (If different from applicant) License # _____	Name:	Phone:
	Company Name:	
	Address:	City:
	Email:	ZIP Code:
	Fax:	
SUBJECT PROPERTY INFORMATION		
Property Address:		
What is the property zone district? (Include all applicable overlay zones)		
PROPOSAL		
Scope of Work		
Describe nature of proposed project.		
Attachments Included:		
<input type="checkbox"/> Submittal Checklist	<input type="checkbox"/> Demolition and/or Excavation Plan	
<input type="checkbox"/> Building Plan Set- Architecture/Full Floor Plans/Engineering/etc.	<input type="checkbox"/> Board of Adjustments Decision	
<input type="checkbox"/> Site plan(s) showing all building and zoning information	<input type="checkbox"/> Valuation Statement	
<input type="checkbox"/> Elevation plan(s) showing all building and zoning information	<input type="checkbox"/> Other (please describe) _____	
SIGNATURE REQUIRED		
By my signature, I represent that I am the owner of the subject property, or am duly authorized by the owner of the subject property to make this application. To the best of my knowledge and belief, I attest that the information stated in this application and in all supporting plans and documents is true and accurate.		
Signature of Owner or Authorized Owner Representative _____		
Full Name (Print) _____ Date _____		
Note: Proof of ownership and/or contractor will be verified at the time of permit issuance. Proof shall be provided per Admin Policy 131.1 (homeowner) or DBC 121 (contractor).		
<b>NO REFUND WILL BE GIVEN FOR ANY PLAN REVIEW FEE COLLECTED BASED ON THE VALUATION PROVIDED BY APPLICANT.</b>		



## Statement of Valuation of Proposed Work

Project Address: \_\_\_\_\_

**Notes:**

1. Valuation shall be based on the total replacement cost to the owner (including labor, profit, overhead, materials, equipment and installation).
2. Batt insulation in all wall insulation, shall be included with the valuation for the construction permit.
3. The provided valuation will be checked against current construction costs provided by the International Code Council, Engineering News Records or other means available to determine if the valuation is in line with current market costs.

POOL		
TYPE OF WORK	PERMIT TYPE	AMOUNT
Construction	RESCON OR COMMCON	\$
Shoring <sup>1</sup>	RESCON OR COMMCON	\$
<b>Footnote to Table Entries:</b> 1. If applicable, issued separate from the construction permit.		

<b>RESCON or COMMCON Construction Valuation Total</b>	\$
<b>Other Permit(s) Valuation Total</b> <i>(Other permits include ELEC, PUMB, BoilerAC, MECH and ROOF)</i>	\$
<b>Zoning Construction Valuation Total</b> <i>(RESCON or COMMCON plus Other Permit(s))</i>	\$
<b>Project Gross Square Footage</b> <i>(For ICC Verification)</i>	

For more information about current fees, visit [www.DenverGov.org/dsfees](http://www.DenverGov.org/dsfees).

Signature of Owner or Authorized Owner Representative \_\_\_\_\_

Full Name (Print) \_\_\_\_\_ Date \_\_\_\_\_



## Environmental Health Application

SUBJECT PROPERTY INFORMATION	
Name of Establishment:	Phone:
Property Address:	Cell:
City:	Fax:
State/Zip:	Email:

CONTACT INFORMATION		
Issue Approval Letter to (please check one) <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Agent		
Property Owner	Name: <input type="text"/>	Phone: <input type="text"/>
	Address: <input type="text"/>	City: <input type="text"/>
	Email: <input type="text"/>	ZIP Code: <input type="text"/>
Applicant Information (If different from owner) License # _____ Opt.	Name: <input type="text"/>	Phone: <input type="text"/>
	Company Name: <input type="text"/>	
	Address: <input type="text"/>	City: <input type="text"/>
	Email: <input type="text"/>	ZIP Code: <input type="text"/>
Contractor/Agent Information (If different from applicant) License # _____	Name: <input type="text"/>	Phone: <input type="text"/>
	Company Name: <input type="text"/>	
	Address: <input type="text"/>	City: <input type="text"/>
	Email: <input type="text"/>	ZIP Code: <input type="text"/>
	Fax: <input type="text"/>	

PROPOSAL					
Type of Facility: (check one)			Construction: (check one)		
<input type="checkbox"/> Public (recreation center, public park - open to the general public) <input type="checkbox"/> Limited Access (hotel/motel, mobile home park, child care center, health club or spa - open to members and guests only, apartment, condominium or multi-family complex)			<input type="checkbox"/> New <input type="checkbox"/> Remodel		
	POOL	SPA / HOT TUB	WADING POOL		Recreation Water feature
Length	<input type="text"/>	<input type="text"/>	<input type="text"/>	Length	<input type="text"/>
Width	<input type="text"/>	<input type="text"/>	<input type="text"/>	Width	<input type="text"/>
Depth, Minimum	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Depth, Maximum	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Surface Finish	<input type="text"/>	<input type="text"/>	<input type="text"/>	Surface Finish	<input type="text"/>
Color	<input type="text"/>	<input type="text"/>	<input type="text"/>	Color	<input type="text"/>
Capacity, in gal.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Capacity of Cistern, in gal.	<input type="text"/>
Surface Area, in s.f.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Location of Cistern	<input type="text"/>
Bather load	<input type="text"/>	<input type="text"/>	<input type="text"/>	Is Cistern equipped with an automatic fill device?	<input type="text"/>



**TURNOVER RATES (IN HOURS)**

Pool: \_\_\_\_\_ Spa/Hot Tub: \_\_\_\_\_ Wading Pool: \_\_\_\_\_ Recreation Water Feature: \_\_\_\_\_

**DECKS**

Size (at least 4' clearance from water's edge) \_\_\_\_\_ Finish \_\_\_\_\_ Slope of decks \_\_\_\_\_ Direction of slope of decks (towards drain, towards pool, towards landscaping, etc.) \_\_\_\_\_  
Deck drains provided?  Yes  No Type \_\_\_\_\_ Location (at least every 15') \_\_\_\_\_ Hose bibs provided for cleaning?  Yes  No  
Depth markers provided on wall and deck?  Yes  No Letter size (at least 4") \_\_\_\_\_

**BARRIER / FENCE**

Is there an effective fence or barrier surrounding the immediate swim area of the body of water?  Yes  No  
Height (at least 60") \_\_\_\_\_ Max. width of fence opening (no more than 4") \_\_\_\_\_  
Is fence or barrier constructed so that the pool or spa is visible through the barrier?  Yes  No  
Verify gates and doors are self-closing with positive latching closure at a minimum height of 54".  Yes  No

**EQUIPMENT**

	POOL	SPA / HOT TUB	WADING POOL		Recreation Water Feature
Are main drains going to be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are main drains going to be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Main Drain Number:				Main Drain Number:	
Main Drain Size:				Main Drain Size:	
Main Drain Cover Name:				Main Drain Cover Name:	
Main Drain Cover Model				Main Drain Cover Model	
Explain how suction entrapment prevention practices and devices will be used (ex. VGB Compliant, reverse flow systems, etc.).				Explain how suction entrapment prevention practices and devices will be used (ex. VGB Compliant, reverse flow systems, etc.).	
Number of Skimmers: (one per 400 sq. ft. of surface area with a minimum of two.)				Effective open area in main drain cover (in square inches)	
Overflow gutters (if used):				Maximum Flow Through Cover (gpm)	
Surge tank provided?				Maximum Flow Through Cover Location	
Inlets location:				Will circulation system run 24 hours per day even if spray features are turned off?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will circulation system run 24 hours per day?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is cistern equipped with a turbidimeter?	<input type="checkbox"/> Yes <input type="checkbox"/> No



**PUMPS & FILTERS**

	POOL	SPA / HOT TUB	WADING POOL	Recreation Water Feature
Pump Make				
Pump Model				
Attached Manufactures Cut Sheets	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Filter Type				
Filter Model				
Attached Manufactures Cut Sheets	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**DISINFECTION SYSTEM**

Chlorine \_\_\_\_\_ Bromine \_\_\_\_\_ Other \_\_\_\_\_  
 Equipment: Make \_\_\_\_\_ Model \_\_\_\_\_  
 Type: Gas \_\_\_\_\_ Erosion \_\_\_\_\_ Hypo \_\_\_\_\_  
 Can it supply 1 pound of chlorine in 24 hours for every 10,000 gallons?  Yes  No  
 Hypo systems: Regulator provided \_\_\_\_\_ Backflow/back siphonage features \_\_\_\_\_  
 Location of Injection \_\_\_\_\_  
 Automatic Control Device?  Yes  No Make \_\_\_\_\_ Model \_\_\_\_\_  
 UV System: Make \_\_\_\_\_ Model \_\_\_\_\_ Equipped with light intensity meter?  Yes  No  
 Other chemical systems:  
 Description with make and model \_\_\_\_\_

**OTHER EQUIPMENT**

Water Features:  Yes  No Type \_\_\_\_\_ Number \_\_\_\_\_ Location: \_\_\_\_\_  
 Flow meter location: \_\_\_\_\_  
 Bather load signs provided and posted:  Yes  No Location: \_\_\_\_\_  
 Pressure gauge(s) provided:  Yes  No Location: \_\_\_\_\_  
 Diving boards: Number \_\_\_\_\_ Locations \_\_\_\_\_  
 1) Water depth \_\_\_\_\_ Board height \_\_\_\_\_ Headroom \_\_\_\_\_ Horizontal separation \_\_\_\_\_  
 2) Water depth \_\_\_\_\_ Board height \_\_\_\_\_ Headroom \_\_\_\_\_ Horizontal separation \_\_\_\_\_  
 3) Water depth \_\_\_\_\_ Board height \_\_\_\_\_ Headroom \_\_\_\_\_ Horizontal separation \_\_\_\_\_  
 Lights: Number \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Watts \_\_\_\_\_  
 Ladders provided  Yes  No Locations \_\_\_\_\_  
 Steps: Contrasting color  Yes  No  
 Non-slip design  Yes  No  
 Handrail Provided  Yes  No

**SIGNATURE REQUIRED**

By my signature, I represent that I am the owner of the subject property, or am duly authorized by the owner of the subject property to make this application. To the best of my knowledge and belief, I attest that the information stated in this application and in all supporting plans and documents is true and accurate.

Signature of Owner or Authorized Owner Representative \_\_\_\_\_

Full Name (Print) \_\_\_\_\_ Date \_\_\_\_\_