



RESIDENTIAL ABOVE-GROUND SWIMMING POOL

All documents must be submitted in .pdf format online through the [E-Permit Center](#)

The following checklist has been compiled to assist in expediting the residential plan review and permit issuance process. Please review this checklist to verify all the required documentation included in your submittal. Failure to provide the required documentation in accordance with the *naming conventions* (*italicized* below) may result in delaying the review process prior to issuing a permit. All documents listed below are required. Incomplete submittals will not be accepted.

- ☐ **Narrative/Scope of Work**
- ☐ **Address and Parcel number**
Plans will need to be updated to reflect property address
- ☐ **Site Plan – *Site Plan.pdf***
Must also include the following:
 - ☐ Dimensions of the structure and setbacks to existing buildings and the distance to property lines.
 - ☐ Location of electrical panel/sub panel
 - ☐ Location of structure being built to house the pool equipment (if applicable)
 - ☐ Location of pool equipment
 - ☐ Show all setbacks including well, septic tank and leach field (if applicable)
- ☐ **Complete Plans and Details – *Pool Plans.pdf***
 - ☐ Manufacturer's specifications and description of pool with dimensions
 - ☐ Plans for above-ground swimming pool, hot tub, and/or spa must reference and show compliance with the 2024 ISPSC, 2024 IPC, 2024 IFGC, 2024 Colorado Model Low Energy and Carbon Code, and 2023 NEC
 - ☐ Type of deck around pool and details to show how deck will be attached to pool (if applicable)
 - ☐ Pool equipment manufacturers specs for lights, pumps, motors, safety cover, drains, heater, filters
 - ☐ Documentation that shows automatic pool cover and/or lockable safety covers are in compliance with ASTM F1346.
 - If the pool is being heated a vapor retardant cover is required per the 2024 Colorado Low Energy and Carbon Code and must meet APSP 15.
- ☐ **Complete Electrical plans and details – *Electrical Plans.pdf***
Only applicable if the above-ground pool will be permanent; **must be hardwired**
 - ☐ Complete One line diagram
 - ☐ Location of lights, switches, and disconnect.

- ☐ **Complete Plumbing plans and details** (if applicable) – *Plumbing Plans.pdf*
 - ☐ Manufacturers specs for plumbing.
 - ☐ Details for connections to the sewer or water for the dwelling. Wastewater discharge must be clearly indicated on the plans.
 - ☐ Location of and materials being used for underground plumbing.
- ☐ **Gas Fired Appliances** - Must reference and show compliance with the 2024 IFGC – *Gas Line.pdf*
 - ☐ A gas line iso is required for any new gas line OR alterations to an existing gas line. You can access a gas pipe diagram to assist you [here](#).

*This checklist is intended to serve as a general guide for the project described. Depending on the specific scope of work, project requirements, site conditions, or client specifications, additional items may be required, or some listed items may not apply

FEES REQUIRED AT TIME OF SUBMITTAL

- ☐ **Plan Review fee based on 65% of listed valuation at time of submittal by applicant. (fee schedule)**

Note: During review of the plans, the valuation will be verified according to the Building Safety Journal Data (Feb. 2024) price per square foot and may be adjusted resulting in adjustment of the plan review fee and additional charge for the difference or a credit towards total permit fees.

- ☐ Development Review fees upon each submittal: Commercial **\$130.00**; Residential **\$40.00**

- ☐ **Traffic Impact Fees (fee schedule)**

Traffic Impact Fees based on use and square footage of building. The TIF will be calculated during the review of the plans. For questions regarding calculating this fee or an estimate prior to submitting, please contact **720.523.6800**. The TIF will be required to be paid prior to issuance of the building permit.

CONTRACTOR'S LICENSING

A General Contractor and Subcontractor(s) must be identified prior to issuance of permits. If the contractors are not registered, they must do so on the [E-Permit Center](#). Please see below for our requirements. Once the contractor is approved, Adams County requires the General Contractor to notify One-Stop at epermitcenter@adcogov.org. Any transfers will require written documentation between the new and old General Contractor and approval from the Adams County Building Safety Division

- **Class A:** Erect, add to, alter, or repair any building or structure, in all occupancy groups.
- **Class B:** Erect, add to, alter, or repair any building or structure not over two (2) stories in height, in group B, F, M, S, R, and U occupancies.
- **Class C:** Erect, add to, alter, or repair any building or structure of a non-structural nature, in group M and R occupancies
- **Class D:** Any specialty contractor including, but not limited to, plumbing, electrical, siding, fences, glass and glazing, insulation, and heating.

Adams County Building Safety requires the following documents to be successfully registered:

- Driver's License of Authorized Person(s)
- General Liability Insurance - [Requirements](#)
- Contractor license from any Colorado municipality OR ICC Certification
- Colorado State Contractor/Colorado Master License (Electrical and Plumbing Contractors ONLY)

APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance¹ = **15 business days**
- Second review and onwards = **10 business days ADDITIONAL REVIEW TIMELINE** (revisions after permit issuance)²
- Initial review timeframe from application acceptance = **15 business days**
- Second review and onwards = **10 business days**
- Plans will be charged a **\$100.00/hour** additional plan review fee

¹ Application acceptance means it has been processed through One-Stop and is not from receipt of plan check fee(s).

² **An Additional Plan Review must be requested through One-Stop to start a new workflow. 720.523.6800; epermitcenter@adamscountyco.gov**

INSPECTIONS

Once a permit has been issued, it is the responsibility of the applicant to schedule inspections. Please view our [Building Inspection Procedures](#) Inspections must be scheduled **48 hours in advance** online through the E-Permit Center or through the IVR phone system **720.523.6320**