



## TOWN OF LOS GATOS

### PRIVATE SWIMMING POOL/SPA SUBMITTAL REQUIREMENTS

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Proposed pools or spas on lots in the Hillside Area as defined by the Hillside Development Standards and Guidelines, on sloping lots that require excessive grading, or that require the removal of trees may be subject to the Architecture and Site approval process. The Planning Division will determine the appropriate process which may include a public hearing before the Planning Commission. Pools or spas on excessive slopes are discouraged.

Grading and Site Improvement Plans are required on lots with an average slope of 10-percent or more. Grading plans must be submitted under a separate application package directly to the Engineering Division of the Public Works Department at 41 Miles Ave. Call (408) 399-5771 for submittal requirements and fees.

In order to process your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal.** We do **not** accept submittals by mail or courier. **A plan check fee will be required after the preapplication process is completed.** If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, you will need to register for an account on the Town's portal: <https://permits.losgatosca.gov>. Note that a Building Permit Technician **will need to approve your account** before you may move forward with your submission. The Building pre-application is a preliminary review for the building permit. You will need to upload to the pre-application in separate PDF's:

1. Completed permit application  
<https://www.losgatosca.gov/DocumentCenter/View/833/Building-Division-Permit-Applications?bidId=>
2. Plan set (PDF pages bookmarked and signed by design professional. Note: This must be ONE (1) PDF.)
3. Supporting documents (i.e. Structural Calculations, Specifications, etc.) which should be separate uploads.

Codes enforced by the Town of Los Gatos are the 2019 California Building, Mechanical, Electrical, Plumbing, Fire Codes, and the 2019 California Energy Code, and Los Gatos Town Ordinances. Applicable code sections must be referenced on the cover sheet of the plans. Plans must be wet/digital stamped and signed by the design professional. They must include:

- If you went through the Architecture & Site process, **the Approval Letter and Conditions of Approval must be permanently copied onto the cover sheet of the plans.**
- A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
- Blueprint For A Clean Bay* sheet must be the second page, available on our website at <https://www.losgatosca.gov/DocumentCenter/View/1166/BASMAA-plan-sheet?bidId=> .

- Topographic map for lots with average slopes over 10-percent and properties within the Hillside Area as defined by the Hillside Development Standards and Guidelines
- Geotechnical report for lots with average slopes of 20-percent or more.
- Fully dimensioned site plan, including distances to property lines of all buildings and structures
- Show all existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers)
- Show existing trees, including diameter, location, species, existing grade at base and driplines
- Provide a tree protection plan with the following tree protection notes:  
[www.losgatosca.gov/documentcenter/view/15273](http://www.losgatosca.gov/documentcenter/view/15273)
- Provide a construction management plan per  
[www.losgatosca.gov/documentcenter/view/17600](http://www.losgatosca.gov/documentcenter/view/17600)
- Show location of pool and pool equipment per Section 29.10.0920 of the Zoning Ordinance
- Show location of septic tank and leach line area if no public sewer system
- Show location of all easements (sewer, water, power, drainage, etc.)
- Show location of overhead electrical drops, including vertical clearance to pool
- Show location of existing and/or proposed retaining walls and fences, including height, material (wood, chain link, wrought iron, etc.) including ornamental pattern of open-web or picket-type fence
- Show gas pipe location, material, size, and point of connection to existing gas service
- Structural calculations for pool construction and for retaining walls. Provide wet signed & stamped Calculations.
- The property must be enclosed with a fence conforming with the Town of Los Gatos Ordinance, Sec. 29.10.09020
- The pool must be provided with pool barriers in conformance with the 2019 California Building Code Section 3109 for private pool installations. **Note:** A fence which completely encloses the pool and is designed per the 2019 California Building Code will satisfy the Town Ordinance.
- Santa Clara Valley Water District permit required if doing construction within 50ft of a natural water course. Contact them at (408) 630-2650.

**Notes:**

- Permits can only be issued to a property owner (not a tenant) or a properly licensed contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees.

***I have read the above information and have submitted all the required information.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_