

City Staff Use Only
Application Complete ___ Yes ___ No
 Check one
 City Staff Initials _____ Date _____

**CITY OF WINTERS BUILDING DIVISION
 SUBMITTAL CHECKLIST**

Name of Project _____ Permit #: _____

Address/Location _____

Contact Person _____ Phone Number _____

E-mail _____ Fax Number _____

Contact the City Planner at (530) 794-6714 and obtain approval prior to completing the items on this submittal checklist.

Number of Copies	RESIDENTIAL - <input type="checkbox"/> SWIMMING POOLS <input type="checkbox"/> PERMANENT SPAS <input type="checkbox"/> PERMANENT HOT TUBS	# Plans Received	Date Received	Received By
3	PLOT PLANS: <input type="checkbox"/> Show dimension and location of pool or spa; <input type="checkbox"/> Side and rear yard setbacks from the pool/spa water line to the property line and to the house; <input type="checkbox"/> Fence location and height; <input type="checkbox"/> Self-latching gate; <input type="checkbox"/> Pool equipment location; <input type="checkbox"/> Trees to be removed.			
1	STEEL SCHEDULE AND/OR MANUFACTURER'S INSTALLATION INSTRUCTIONS – Stamped and signed by a licensed engineer			
1	COMPLETE SET OF 11x17 PLANS			
1	OWNER BUILDER VERIFICATION FORM			
1	BUILDING PERMIT INFORMATION FORM			

Number of Copies	RESIDENTIAL - <input type="checkbox"/> ELECTRICAL LINE TO PORTABLE SPA	# Plans Received	Date Received	Received By
3	PLOT PLANS: <input type="checkbox"/> Show dimension and location of pool or spa; <input type="checkbox"/> Side and rear yard setbacks from the pool/spa water line to the property line and to the house; <input type="checkbox"/> Fence location and height; <input type="checkbox"/> Self-latching gate; <input type="checkbox"/> Pool equipment location; <input type="checkbox"/> Trees to be removed; <input type="checkbox"/> Location of electrical, starting at the main panel of subpanel; <input type="checkbox"/> Show type and size of conduit; <input type="checkbox"/> Show disconnect within sight of spa; <input type="checkbox"/> Show wire and breaker type and size.			
1	OWNER BUILDER VERIFICATION FORM			
1	BUILDING PERMIT APPLICATION FORM			