

POOL AND SPA – RESIDENTIAL PERMIT

Apply at Rancho Cordova Online as a **Residential Pool** permit:

<https://ranchocordovaca-energovpub.tylerhost.net/Apps/SelfService/RanchoCordovaCAProd#/home>

For further assistance, please contact our Permit Services Team 916-851-8760.

Pool and Spa Residential application to include:

1. Indicate scope of work on application – pool/spa material type, square footage, gallons
2. Plot plan – property address, property owner information, scope of work, setbacks, property lines, pool equipment location, decking, pool attributes, at least 2 alarm devices and swing out gates
3. Engineering – highlight details relevant to project
4. Structural Calculations
5. Gas piping – length, size, type, dedicated (if applicable)
6. Energy documentation – Title 24 ([Energy Code Ace - Residential Compliance Documents](#))
7. If completing application as owner: Complete [Notice to Property Owner form](#)
8. If completing application as contractor: Provide letter of authorization for applicant if they are not listed as authorized agent through Contractors State License Board [CSLB-Home -CSLB \(ca.gov\)](#).

Inspection Requirements – How to prepare for inspection:

1. At the latest, inspections need to be scheduled a day prior to the desired inspection date. Contractors and property owners are encouraged to schedule the inspection through the online portal. For further assistance, please contact our Permit Services Team 916-851-8760.
2. Permit holder to notify property owner/tenant of the scheduled inspection
3. Permit packet to be on site and available for the inspector
4. Property owner to complete and sign the [Smoke Alarm and Carbon Monoxide Alarm Installation Self-Certification form](#). Please see permit packet for required form or find online at [638084506342600000 \(cityofranhocordova.org\)](#)
5. Access provided to area of inspection

Types of Required Inspections for In Ground Gunite Pool, Gunite Spa, Prefabricated Vinyl & Fiberglass Pool:

1. Pre-Gunite*
2. Pre-Deck *
3. Pre-Plaster*
4. Final Inspection

*For prefabricated vinyl and fiberglass pools: Pre-Gunite, Pre-Deck and Pre-Plaster must be booked on the same date.

Types of Required Inspections for Prefabricated Above Ground Spa: Final Inspection

Disclaimer: Each permit may have different requirements due to specific project needs.