

Hot Tub or Spa Review Checklist

A permit application will not be accepted unless all of the following items are submitted or completed with:

1. Submit completed application form filled out with all pertinent information including the specific type of project and signed by applicant.
2. Plan review fee of \$100 shall be paid at the time the application is submitted.
3. Site Plan – Five (5) copies are required. Site plans shall be drawn to a scale of 1/8" = 1'-0" or 1" = 10'-0".

The following information must be shown or noted on the plan:

- a. North arrow.
 - b. Footprint of residence.
 - c. show property lines, utility easements, building setbacks, fence lines, adjacent properties, and street.
 - d. Any other pertinent existing improvements.
 - e. Show the location of the proposed hot tub or spa.
 - f. Show all existing trees and canopies on the lot.
4. Provide a color brochure of the proposed hot tub or spa and specify the colors of the proposed unit. This brochure must provide all technical dimensions of the proposed hot tub or spa.
 5. All hot tub or spas shall be setback a minimum of 10'-0" from the property line.
 6. All hot tub or spas must be screened from the neighbors, common area, or street. The privacy screen wall must completely screen the hot tub or spa from view.
 7. Provide a drawing of the proposed privacy screen wall at a scale of 1/4" = 1'-0". Please provide all technical information and dimensions.
 8. Provide the finish or color of the proposed privacy screen.
 9. All hot tub or spas must be located inside the lot line or an approved common area lease.
 10. Provide location of additional electrical service for the proposed hot tub or spa.