



DEPARTMENT OF COMMUNITY DEVELOPMENT
33325 8th Avenue South
Federal Way, WA 98003-6325
253-835-2607
www.federalwaywa.gov

POOL AND SPA CHECKLIST

Definition – Any structure intended for swimming, recreational bathing, or wading that contains water over 24 inches deep. This includes in-ground, above-ground, and on-ground pools, hot tubs, spas, and fixed-in-place wading pools.

- (1) If you are going to install a pool that is *over 5,000 gallons*, you will need a permit.
- (2) If your pool/spa plan includes a backwash drain water filter, or services that have to be moved, you will need a permit.
- (3) If electrical or plumbing is done in association with the swimming pool/spa installation, it will require an electrical and/or plumbing permit.

SUBMITTAL REQUIREMENTS

Completed permit application, fee (contact the Permit Center at 253-835-2607, or permitcenter@federalwaywa.gov for amount), and two copies of a site plan (drawn to scale) to include:

- ☐ North arrow
 - ☐ All property lines
 - ☐ Footprint of all structures (outline) showing placement on the property and front, side, and rear yard setbacks
 - ☐ Footprint of the swimming pool and location of filter and pump, pool heater, and other accessory equipment
 - ☐ Location of fence, wall, or other barrier enclosing the swimming pool
 - ☐ Swimming pool specifications
-