



TOWN OF LOS GATOS

RESIDENTIAL SWIMMING POOL DEMOLITION/REMOVAL SUBMITTAL REQUIREMENTS

The purpose of this guideline is to clarify the minimum requirements to allow for the removal of an existing residential swimming pool. 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. 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/Building/Register>. 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 & signed by design professional. Note: Must be ONE (1) PDF.)
3. Supporting documents (i.e. Pictures, etc.) which should be separate uploads.

Minimum Submittal Requirements:

- ☐ Provide Site Plan with complete dimensions showing all property lines, all existing structures, location of existing swimming pool, and setback dimensions from the pool to the existing structures and property lines.
- ☐ Site plan shall show all existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers).
- ☐ Site plan shall show existing trees, including diameter, location, species, existing grade at base and driplines. Provide a tree protection plan with the following tree protection notes: <https://www.losgatosca.gov/DocumentCenter/View/18923/Arborist-report-checklist>
- ☐ Construction management plan per www.losgatosca.gov/documentcenter/view/17600
- ☐ Provide Pool and Spa and Discharge Detail: <https://www.losgatosca.gov/DocumentCenter/View/35947/Draining-Pools-and-Spas---SCVUR>

IF THE POOL SHELL IS TO REMAIN:

- ☐ Drill a minimum of one (1) 60"x60" diameter hole at deepest part of pool.
- ☐ Remove top 24" of pool.
- ☐ Backfill the remaining pool shell with ¾" maximum size crushed rock to within 24" of finish grade at the bottom of the pool. Gravel shall be packed into place. Clean fill may be added beyond the initial crushed rock backfill
- ☐ OR filter fabric with 24" rock and clear fill compacted to 90%.
- ☐ Backfill shall be moistened and compacted into place.
- ☐ CANNOT use spoils (concrete) for fill – remove to offsite and dispose of appropriately.
- ☐ Two inspections are required. The initial inspection is to verify the required drain hole at the bottom of the pool with filter fabric installed. The last and final inspection should be scheduled after all the work is complete.
- ☐ 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.

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- ☐ Owner agrees the backfill over the existing swimming pool shell may have differential settlement and agree to use the area for landscape purposes only and not use the area for any structural or floor slab support until the pool shell is removed in its entirety and the backfill is certified with 90% compaction.

IF THE POOL SHELL IS TO BE REMOVED

- ☐ Remove to offsite and dispose of appropriately.
- ☐ Backfill the pool shell with soil and provide a soil compaction report from a licensed soil engineer at final inspection.