



POOL DEMOLITION PROCESS AND PROCEDURES

Step 1 - PLANNING DIVISION:

1. You will need to obtain Planning Division approval. A Minor Grading Permit Application is required to remove the pool.
2. Provide a Site Plan, including a digital copy that includes the following information:
 - a. Show the location of the pool to be removed (provide dimensions).
 - b. Provide total cubic yards of grading needed to fill in the area of the demolished pool.
3. Submit all documents and pay fee to obtain an “over-the-counter” approval.

STEP 2 - PUBLIC WORKS:

1. Obtain Public Works approval of the following for importing dirt over 20 cubic yards:
 - a. Approved Haul Route Map or approved Haul Route permit when importing 20 cubic yards or more of dirt.

Step 3 - BUILDING AND SAFETY DIVISION:

1. Once you have obtained Public Works and Planning approval, submit the 2 Site Plans stamped & approved by Planning Division & Public Works to Building and Safety Division.
2. Building and Safety require the plans to include the following notes:
 - a. Project shall comply with the 2025 California Residential Code, 2025 California Plumbing Code, and 2025 California Electrical Code.
 - b. The upper 2'-3' of the pool wall is to be removed and disposed of offsite.
 - c. A minimum of two 3' x 3' holes are to be punched in the bottom of the pool.
 - d. All plumbing and electrical are to be disconnected.
3. City Inspector to inspect drainage holes & partial wall removal, plumbing and electrical disconnects and finished product.
 - a. Obtain the services of a California State Licensed Soils or a Registered Geotechnical Engineer to monitor the placement and compaction of the backfill. The material to be used for backfill shall be approved by the soils engineer prior to placement. **A backfill compaction memo (aka geo memo) or report from the soils engineer is required at the completion of backfill and prior to calling for the final inspection.**