



**ENGINEERING REVIEW SECTION**  
**APPLICATION FOR APPROVAL TO CONSTRUCT**  
**PUBLIC OR SEMI-PUBLIC SWIMMING POOL**

**INSTRUCTIONS**

1. Please fill out and submit this Application for the Approval to Construct (ATC) permit to obtain authorization to construct a Public or Semi-Public Swimming Pool or Spa in accordance with Arizona Administrative Code (A.A.C.) R18-5-203.
2. Include the applicable supplemental applications as necessary.

**GENERAL APPLICATION PROCESS**

1. Submit this ATC and appropriate supplemental information identified in this form. Submit one electronic and paper copy of the application, design report, and drawings/plans. The drawings must be to scale and be at least 11" x 17" in size. In addition, submit the manufacturers information/cut sheets for each piece of equipment required.

**Submit your application to:**

Arizona Department of Environmental Quality  
 (ADEQ) Groundwater Protection Value Stream, 5<sup>th</sup>  
 Floor  
 1110 W. Washington Street  
 Phoenix, Arizona 85007

**Electronic Copy:**

GWP\_ERU@azdeq.gov

2. Satisfy any deficiency requests arising from the Department's pre-construction review of the submitted information.
3. Receive an "Approval to Construct" from the Department authorizing construction of the pool/spa facility.
4. Begin construction of the pool/spa facility within one year of the signed approval to construct and complete construction within three years from signed approval to construct.
5. Prohibitions
  - A. A fill-and-draw swimming pool or spa shall not be used as a public or semipublic swimming pool or spa.
  - B. A private residential spa shall not be used a public or semipublic spa.

**LICENSING TIME FRAMES**

Licensing Time Frames are specified by Arizona Department of Environmental Quality in AAC R18-1-525, which limits the number of business days ADEQ can review your project without a penalty. They are:

License Type	Administrative Review	Substantive Review	Overall Time Frame
Approval to construct public and semi-public swimming pool/spa.			
Standard	26	26	52
Complex	26	67	93

I, \_\_\_\_\_, certify that all attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate, and complete. I also certify that the Application for the Approval to Construct (ATC) permit to obtain authorization to construct a Public or Semi-Public Swimming Pool or Spa in accordance with Arizona Administrative Code (A.A.C.) R18-5-203. I am aware that there are significant penalties for submitting false information including permit revocation as well as the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
 Signature



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**GENERAL INFORMATION**

**1 Project Name**

Project Name \_\_\_\_\_

**2 Owner/Developer**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Title \_\_\_\_\_ Firm Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**3 Engineer/Architect/Contractor/Agent/Applicant**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 AZ Registration/Contractor License # \_\_\_\_\_  
 Title \_\_\_\_\_ Firm Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**4 Site Information**

Public Pool  Semi-Public Pool

**Type of Project:** Public Spa  Semi-Public Spa  (Attach supplementary spa form)  
**Check all that apply:** Diving  Non-Diving  Therapy   
 Wading  Special Use Pool

No. of Pools \_\_\_\_\_ No. of Spas \_\_\_\_\_

Physical Address of pool/spa \_\_\_\_\_

County \_\_\_\_\_ Nearest City \_\_\_\_\_  
 Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Latitude \_\_\_\_\_ ° ' " N Longitude \_\_\_\_\_ ° ' " W

Water Source Name (Pool and Spa): \_\_\_\_\_

Filter backwash, Pool wastewater disposed to:  Sanitary Sewer through an approved air gap  An approved subsurface disposal system  
 Other means (explain): \_\_\_\_\_

This project will serve: \_\_\_\_\_

DEPARTMENT USE ONLY		DATE STAMP
File Number	_____	
LFT Number	_____	
County	_____	



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**5 Public/Semipublic Pool Information**

Perimeter (ft.): \_\_\_\_\_ Surface Area (ft<sup>2</sup>): \_\_\_\_\_  
 Avg. Width (ft.): \_\_\_\_\_ Length (ft.): \_\_\_\_\_  
 Pool Water Volume (gal): \_\_\_\_\_  
 Turnover Time Required (hours): \_\_\_\_\_  
 Turnover Rate Required (gpm): \_\_\_\_\_  
 Maximum Bathing Load: \_\_\_\_\_  
 Freeboard (inches): \_\_\_\_\_  
 Water depth at shallow area: \_\_\_\_\_ Maximum water depth: \_\_\_\_\_  
 Depth marker is located at minimum depth: Yes  No       Depth marker at maximum depth: Yes  No   
 Depth markers are located at: \_\_\_\_\_ Ft. \_\_\_\_\_ Ft. \_\_\_\_\_ Ft. \_\_\_\_\_ Ft.

**Prohibition Against Diving; Warning Signs**

At least one "No Diving" warning sign is displayed for a non-diving public or semipublic swimming pool in letters that are 4 inches or larger or display the international symbol for no diving.	Yes	No	N/A
Warning markers indicating in words or symbols that diving is prohibited are placed on the deck within 18 inches of the side of the shallow area of the pool and can be read by a person on the deck facing the water.	Yes	No	N/A

**Water Circulation System**

Pump Make/Model:		No. of Pumps:		Horsepower:			
Pumps and motors are readily accessible for inspection, maintenance and repair.					Yes	No	N/A
Pumps are equipped with an emergency shut-off switch located within swimming pool enclosure.					Yes	No	N/A
A removable strainer, made of corrosion-resistant material, is located upstream of the pump.	Yes	No	N/A	Total Area of strainer opening (must be four times the area of the suction piping).			
Total area of strainer opening:		Area of suction pipping:					
Pressure gauges are installed in accessible locations and read at intervals of 1 pound per square inch (psi).					Yes	No	N/A
Is an overflow collection system used? *Supply the supplemental application for Overflow Collection Systems. **If skimmers are used, please provide information on the plans or the design report.					Yes	No	N/A
The public/semipublic pool is equipped with at least two main drains located in the deepest part of the pool.					Yes	No	N/A
In lieu of the two main drains, a single gravity drain discharges to a surge tank.					Yes	No	N/A
Spacing between main drains:		Ft.	Spacing from each side wall:		Ft.		

**Disinfection**

Type of Disinfection used:  Chlorine Disinfection  Bromine Disinfection  Other disinfection:  
 Disinfection Equipment Model: \_\_\_\_\_ Qty: \_\_\_\_\_ Horsepower: \_\_\_\_\_

**Return Inlets**

No. of Return Inlets:		Return Inlets are on a closed-loop pipping system.	Yes	No	N/A
The width of the public or semipublic swimming pool exceeds 30 feet and bottom returns, flushed with the pool, are provided.			Yes	No	N/A



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<b>Vacuum Cleaning Systems</b>										
A vacuum cleaning system is provided for each public and semipublic swimming pool.								Yes	No	N/A
Vacuum cleaners fittings are installed as an attachment to the surface skimmers.								Yes	No	N/A
A pressure cleaning system is installed in addition to the required vacuum cleaning system.								Yes	No	N/A
Vacuum Cleaning System Make/Model:										
Portable	Yes	No	N/A	Integral	Yes	No	N/A	No. of vacuum cleaner fittings:		Depth below water line:
<b>Walls</b>										
A racing lane terminates in a swimming pool and the wall is plumbed to a minimum depth of 5 feet below the water line.								Yes	No	N/A
The design of the pool includes an underwater seat. If no, mark "No" or "N/A" and skip to the next section.								Yes	No	N/A
The depth of the underwater seat below the water line is: _____ inches. * The maximum depth is 24 inches below the water line. * The minimum depth is 12 inches below the water line.				The width of the underwater seat is: <input style="width: 100px;" type="text"/> inches.						
The underwater seat is located outside the deep area of a diving swimming pool.								Yes	No	N/A
The underwater seat drawings and information are provided.								Yes	No	N/A
Coping or cantilever deck projects from the pool or spa to provide a handhold for users.								Yes	No	N/A
<b>Floors</b>										
Do all portions of the swimming pool floor slope towards a main drain?								Yes	No	N/A
Provide the slope of the pool floor from the end wall in the shallow area towards the deep area to the point of first slope change: _____				Provide the slope of the pool from the point of the first slope change to the deepest part of the pool: _____						
<b>Exits and Entries</b>										
The public/semipublic swimming pool has at least two means of entry.								Yes	No	N/A
At least one mean of entry and exit is provided in the deep area and in the shallow area of the public/semipublic swimming pool.								Yes	No	N/A
A mean of entry (ladder, steps, or recessed treads) is provided for each 75 feet of perimeter and does not interfere with racing lanes.								Yes	No	N/A
<b>Steps</b>										
Each set of steps is provided with at least one handrail to serve all treads and risers								Yes	No	N/A
The handrails are provide one side or in the center of all steps and can only be removed with tools.								Yes	No	N/A
Steps are permanently marked and clearly visible from above and below the water level.								Yes	No	N/A
Steps are constructed ONLY in the shallow are of the public/semipublic swimming pool.								Yes	No	N/A
All tread surfaces on steps have slip-resistant surfaces.								Yes	No	N/A
Step tread surfaces on steps have a minimum unobstructed horizontal depth of 10 inches.								Yes	No	N/A
Risers have a maximum uniform height of 12-inches, with the bottom riser height allowed to vary ± 2-inches from the uniform riser height.								Yes	No	N/A
<b>Ladders and Recessed Treads</b>										
At least one ladder is provided in the deep area of the public/semipublic swimming pool.								Yes	No	N/A
The width of the swimming pool is greater than 20 feet and one ladder is provided on opposite sides of the deep area.								Yes	No	N/A
All threats on ladders have slip-resistant surfaces.								Yes	No	N/A
Recessed treads with handrails are substituted for ladders.								Yes	No	N/A
Recessed treads have slip resistant surfaces.								Yes	No	N/A
Ladder and/or recess treads specifications relevant to this project are included in the plans.								Yes	No	N/A
<b>Decks and Deck Equipment</b>										
If public pool: The minimum unobstructed deck width, including coping, is 10 feet.								Yes	No	N/A



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If semi-public pool: The minimum unobstructed deck width, including coping, is 4 feet.	Yes	No	N/A
The deck slopes to drain either to perimeter areas or to deck drains.	Yes	No	N/A
Hose bibs are provided along the perimeter of the deck to wash down the deck.	Yes	No	N/A
Valves installed under in/under decks can be accessed for repair and maintenance.	Yes	No	N/A
<b>Lighting</b>			
The public/semipublic swimming pool is lighted by natural or artificial means and information is included.	Yes	No	N/A
<b>Flow Meter for Public Swimming Pool</b>			
The public swimming pool is equipped with a flow meter that shows the rate of backwash through the filter.	Yes	No	N/A
The flow meter installed between the pump and the filter in a location where it is easily read.	Yes	No	N/A
<b>Cross Connection Control</b>			
No cross-connections exist between the distribution system of a public water system and the water circulation system of a public or semipublic public swimming pool or spa.	Yes	No	N/A
Potable water for makeup water purposes is introduced to the public or semipublic swimming pool through:			
<input type="checkbox"/> 1. An over the rim spout with an air gap <input type="checkbox"/> 2. Through a float controlled make-up water feed tank with an air gap <input type="checkbox"/> 3. Through a submerged inlet that is protected against back siphonage by at least a pressure vacuum breaker			
<b>Lifeguard Chairs for Public Swimming Pools Only</b>			
If the section does not apply mark N/A and move to the next section.	N/A		
At least one elevated lifeguard chair is provided for each 3,000 square foot of pools surface area.	Yes	No	N/A
At least one lifeguard chair is located close to the deep are of the pool with a clear unobstructed view of the pools bottom.	Yes	No	N/A
More than one lifeguard chair is provided and they are located on each side of the public swimming pool. *If the width of the public swimming pool is greater than 45 feet then more than one lifeguard chair shall be provided.	Yes	No	N/A
<b>Lifesaving and Safety Equipment (must comply with both)</b>			
The public or semipublic swimming pools has lifesaving equipment that is conspicuously and conveniently located and maintained ready for immediate use at all times.	Yes	No	N/A
<input type="checkbox"/> One ring buoy or a similar flotation device attached to 50 feet of ¼ inch rope.	<input type="checkbox"/> One shepherd crook is mounted on a rigid 16-foot pole.		
<b>Rope and Float Lines for Public Swimming Pools Only</b>			
A rope and float line is installed across each public swimming pool on the shallow side of the break in grade between the shallow and deep portions of the pools (rope information is attached).	Yes	No	N/A
<b>Barriers</b>			
A barrier that is at least 6 feet high encloses the public swimming pool or spa and deck.	Yes	No	N/A
A fence, wall or barrier of at least 5 feet high encloses the semipublic swimming pool or spa. (The height is measured on the side of the fence, wall or barrier that faces away from the pool or spa)	Yes	No	N/A
Detailed barrier information for the public/semipublic swimming pool is included in the drawings.	Yes	No	N/A
Filtration, disinfection, and water circulation equipment is enclosed by a wall or fence.	Yes	No	N/A
<b>Semipublic Swimming Pools; Toilets and Lavatories</b>			
A bathroom with a minimum of one toilet for each sex is provided.	Yes	No	N/A
The bathroom has at least one lavatory with a metal or plastic soap dispenser for liquid or powdered soap.	Yes	No	N/A
<b>Drinking Water Fountains for Public Swimming Pool or Spa</b>			
Drinking water from an approved source and dispensed through one or more drinking fountains is provided.	Yes	No	N/A
<b>Flow Meters for Public Swimming Pools</b>			
The public swimming pool has a flow meter installed between the pump and the filter where it is easily read.	Yes	No	N/A