



POOL AND SPA ABANDONMENT AND DEMOLITION GUIDE

GENERAL INFORMATION:

A permit is required to fill or remove an existing swimming pool. The California Building Code requires building permits to demolish any structure, including Swimming Pools. This includes removing existing pools or filling them with fill material.

Permits are required prior to the demolition work. Swimming Pool Abandonment is allowed for Single Family and Duplex Projects only. All nonresidential and multifamily residential projects require Swimming Pool Demolition permit.

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may apply as deemed appropriate.

An Owner or Contractor can choose one of the two options below:

1. **Swimming Pool Abandonment** (Single Family/Duplex) - Abandonment of an existing in-ground swimming pool without a complete demolition and removal. In this option, the permit scope of work and site plan must clearly delineate the outline of the abandoned pool shell as "UNBUILDABLE SPACE". Swimming pools may be filled with "clean" fill. Clean fill is uncontaminated, non-water-soluble, non-decomposable inert solid material. The term includes clean soil, rock, gravel, sand, stone, dredged material, used asphalt, and brick, block or concrete from construction and demolition activities that is separate from other waste and recognizable as such. Materials which have been painted are not allowed.
2. **Swimming Pool Demolition** - Complete removal of existing in-ground swimming pool.
If the site will be considered for a structure to be placed on it at a later date, this is the option that should be used. The applicant may retain a civil or geotechnical engineer to supervise the filling and compaction of the fill material per California Building Code Chapter 18, Sections 1803.5 & 1804. The engineer shall provide a report to the City, prior to final inspection, as to observation of fill, compaction, and general site conditions after final grading.

SUBMITTAL REQUIREMENTS: (Minimum size 11 X 17 plans or larger plans that is eligible to read or electronic files).

1. Building application form
2. Three (3) sets of plans required with the following information:
 - ☐ A written scope of work
 - ☐ A sheet directory.
 - ☐ The property owner's name, address, and APN (Assessor's Parcel Number).
 - ☐ The name, address and phone number of the designer or draft person.
 - ☐ Indicate the governing codes and regulations in effect at the time of application.
 - ☐ Existing floor plan (Identify all existing electrical, plumbing, mechanical devices and dimension).
 - ☐ New proposed plan (Identify all proposal electrical, plumbing, mechanical devices and dimension)

SPECIFIC REQUIREMENTS:

Option 1: Swimming Pool Abandonment:

1. Drain pool/spa to sanitary sewer. Do not drain to street gutters or storm drain systems.
2. Disconnect and remove pool/spa equipment from job-site.
3. Properly terminate gas, water and electrical lines and remove electrical breaker from service panel. Wiring system to pumps and/or lighting shall be disconnected and all wiring associated with pool/spa shall be removed from conduits or raceways. Gas line shall be disconnected and capped off at meter and equipment.
4. Break out and remove pool floor (concrete and other material) to expose a minimum 24" diameter opening to the soil below at the lowest point as to not allow water to accumulate in the abandoned bowl. Place a suitable amount of drain rock around the opening to protect from compaction.
5. **Schedule for In-Progress "Demolition" Inspection** to verify drainage requirements.
6. Fill pool with clean soil pool deck and coping material (when broken into pieces 6"-8" maximum). Compact in 6" lifts and fill to grade.
7. **Schedule "Final" Inspection.**
 - Finish grading will be inspected for proper drainage.
 - Job-site and street is free of debris and dirt.

Option 2: Demolition/Complete Removal of Swimming Pool:

1. See items 1-3 above.
2. Break down pool/spa and concrete deck and remove all debris from job-site.
3. **Schedule "Demolition" Inspection before backfill material is placed** or have engineer verification. Failure to have an inspection prior to fill-in will result in re-inspection fee.
4. Fill pool/spa area with non-expansive clean fill material in 6" to 12" lifts and compact to 90%. Broken concrete from the pool/spa decking or coping shall not be used for backfill.
5. **Schedule "Final" Inspection.**
 - Finish grading will be inspected for proper drainage.
 - A report from a California Licensed Geotechnical/Soils Engineer indicating complete removal of pool shell and proper compaction shall be provided.
 - Job-site and street is free of debris and dirt.
6. Recycling Tags may be submitted to the Recycling Staff by email or by a set appointment once a final has been completed. Contact Recycling Staff at: cdrecycling@cityofsanmateo.org or 650-522-7379 or 650-522-7346.

All applicable "Best Management Practices" provisions are required for site protection and to prevent any materials or runoff onto City right of way or storm drainage system.