

	<b>STANDARD OPERATING PROCEDURE BUILDING SAFETY &amp; SUSTAINABILITY</b>	<b>Number:</b>  250.1
<b>Approval:</b>  Yves Khawam 		<b>Effective Date:</b> July 25, 2006
<b>Subject:</b> Permitting of portable spas and hot tubs		Page 1 of 2

**1.0 PURPOSE:**

The purpose of this document is to expedite the permitting and inspection of portable spas and hot tubs.

**2.0 REVISION HISTORY:**

New standard operating procedure. Changed SOP number from 110.3 on 12/30/10.

**3.0 PERSONS AFFECTED:**

Permitting and inspection staff.

**4.0 ADMINISTRATIVE POLICY:**

Permitting for a portable spa or hot tub shall only require zoning review and permits and may be issued through an APA account when faxing in a site plan indicating compliant zoning setbacks.

Inspection items to be entered by public service staff shall include:

- 8035 Pool/Spa Electric
- 8090 Pool/Spa Final/Barrier
- 9999 Permit Final

**5.0 DEFINITIONS:**

Not applicable.

**6.0 RESPONSIBILITIES:**

Not applicable.

**7.0 PROCEDURES:**

While no detailed plans for these installations will be required, inspectors will verify the following information:

- A disconnect shall be within sight of the portable spa



- Conductors shall be sized as follows:
  - 40 Amp circuits shall require minimum # 8 copper conductors
  - 50 Amp circuits shall require minimum # 6 copper conductors
  - 60 Amp circuits shall require minimum # 4 copper conductors
- Conductors shall be in cables rated for direct burial or shall be in approved conduit having the following minimum burial depth:
  - Direct burial cables: 24”
  - Rigid or intermediate metal conduit: 6”
  - Nonmetallic raceways (PVC): 18”

If the installation meets code requirements, only one inspection shall be required for approval. Preparation for inspection should include:

- Completing the pad supporting the spa or hot tub and placing the spa on it
- Trenching for the cable/conduit and installing all electrical components (note that the trench needs to be left open for inspection)
- Installing an approved spa cover or providing alternate means of demonstrating barrier/enclosure requirements.

Upon approval of the inspection, underground cables/conduit may be covered and the spa may be filled with water.