



# City of Millbrae

## SWIMMING POOL AND SPA DEMOLITION/REMOVAL REQUIREMENTS

This handout is a guideline that provides the minimum requirements to demolish an existing in-ground swimming pool or spa partially or completely.

A demolition permit is required to be obtained prior to any partial or complete demolition work. A General Contractor (B), swimming Pool Contractor (C-53), or Demolition Contractor (C-21) shall apply for a demolition.

Options when considering demolition of an existing Swimming Pool or Spa:

- Option 1). **Partial Pool Demolition:** The upper 24 inches and bottom of the swimming pool or spa shall be removed, and area is intended to become open space, landscape or garden areas and not intended to support any new structure, driveway, or other similar element.
- Option 2). **Complete Pool Demolition:** The entire shell of the swimming pool or SPA is to be removed completely and the area is intended to support a load bearing structure such as a new building or addition, driveway, patio, deck, or other similar building element.

### To get a permit to remove an existing swimming pool.

The contractor must apply for a demolition permit online at the City of Millbrae Building Division <https://millbrae.ca.eprocess360.com>

### Submittal Requirement for a Demolition Permit:

Provide a site plan / plot plan drawn to scale showing all information necessary to describe the scope of work for a Partial Pool Demolition or Complete Pool Demolition. At a minimum, plans shall include all the following (see sample on back of this page):

- Property address
- Fully dimensioned property lines
- Location of all structures on the property
- Location and size of the pool or spa to be removed.
- Specify proposed fill material.
- Dimensioned clearances from existing property lines, nearby structures, retaining walls and setbacks at time of permit application.
- Specify method of taking out demolition debris off site during demolition.
- Specifications and details for erosion control measures during the demolition process.

Plans shall clearly specify if after the demolition of the swimming pool or SPA what the area will be used for per (Option 1) or (Option 2).

### When Partial Pool Demolition is considered (Option 1):

- Provide a note on plan “**Not To Be Use for Construction Purposes**”.
- Specify if the bottom shell of the pool will remain, or, a minimum of four (4) - 12” x 12” openings at the bottom of the pool at different levels for drainage.
- For SPA, at least one (1) – 12” x 12” hole shall be cut open at the bottom of the shell for drainage.
- Backfill materials shall be a minimum 12” of #4 rock (1” to 2-1/2” class II permeable free draining rock).
- Remove the pool coping, bond beam, and steel rebar around the perimeter of the pool to spa to a level of at least 24" below grade.
- Demolition materials from the coping and bond beam may be used in combination with backfill material at the bottom of the pool or spa. The dimensions of the material shall not exceed 3" in diameter.
- The pool/spa must be back filled with self-compacting fill, sand (Type SE25), clean fill dirt, or as specified in the soils report if provided.
- The required backfill, rock, sand, dirt, shall be compaction (90% relative compaction)

### When Complete Pool Demotion is considered (Option 2):

- Provide a note on the plan if the location of the pool will be used to build a structure.
- Demolition and fill material shall be as specified by the Geotechnical Report and will be required to be placed under the supervision of the project Geotechnical Engineer. All fill shall be placed and compacted as directed by the project Geotechnical Engineer.

### Inspections:

- A minimum of 2 inspections will be required for the removal.
- One inspection will be required to verify the drainage holes at the bottom of the pool or spa and/or the removal of concrete pool shell, open excavation, and placement of erosion control devices.
- One inspection will be required when backfill is completed for final inspection or when the excavation is completely backfilled, and compaction testing is required. All approved and signed compaction test reports shall be available on site for the City Building Inspector.
- At time of final inspection, the inspector will verify all related plumbing, electrical and gas lines serving the pool or spa and related equipment have been removed, capped, and made safe at the source.

### Responsibility of the Property Owner:

When choosing **Option 1**, the owner shall complete and sign an acknowledgement form agreeing to the following:

- The property owner agrees that by choosing **Option 1**, the backfilled area may result in differential settlement and agrees that the area will only be for open space, landscape or garden purposes only.
- The property owner shall agree to disclose upon sale, the demolition of any pool or spa. Such disclosure shall include the size and location of the demolished pool or spa, and that such demolition was completed without full removal of the swimming pool shell and was filled with pool shell debris and backfill materials.
- The Swimming Pool or SPA demolition acknowledgement form can be downloaded from the City of Millbrae <https://www.ci.millbrae.ca.us/departments-services/community-development/building-division> forms and handouts

### DRAINING YOUR SWIMMING POOL OR SPA THE RIGHT WAY:

By following these guidelines, you can ensure your drained pool water is properly treated and recycled.

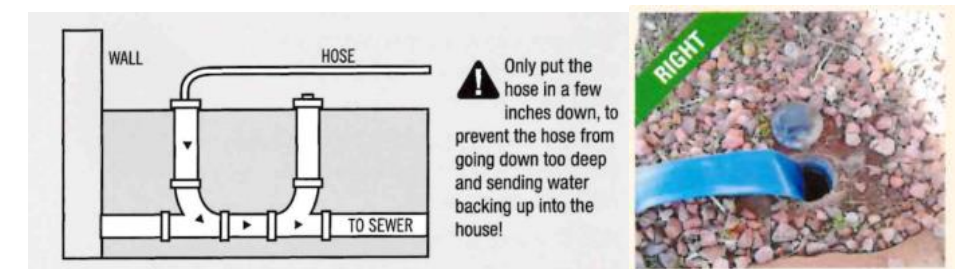
### WHEN TO DRAIN A POOL OR SPA:

Before you drain your pool, consult with your pool professional and check your pool chemistry. It may be time to drain your pool if the:

- Total dissolved solids (TDS) exceed 1,500 parts per million (ppm), or calcium hardness exceeds 350 ppm (or about 20 grains)
- For questions about determining your water hardness, contact your local pool/spa service company.
- A permit application for pool water discharges must be filed with the City of Millbrae. To obtain an application, please contact either the Compliance Inspector at 650-259-2397 or the Control Supervisor 650-259-2392.
- If you have any questions about draining your pool water into the sanitary sewer system, contact the City of Millbrae Environmental Compliance Inspector: 650-259-2397 or the Source Control Supervisor: 650-259-2392
- If you're unsure about draining your pool, or you'd like assistance, you may want to consider contacting a professionally licensed pool service company or plumber.

### WATER ORDINANCE:

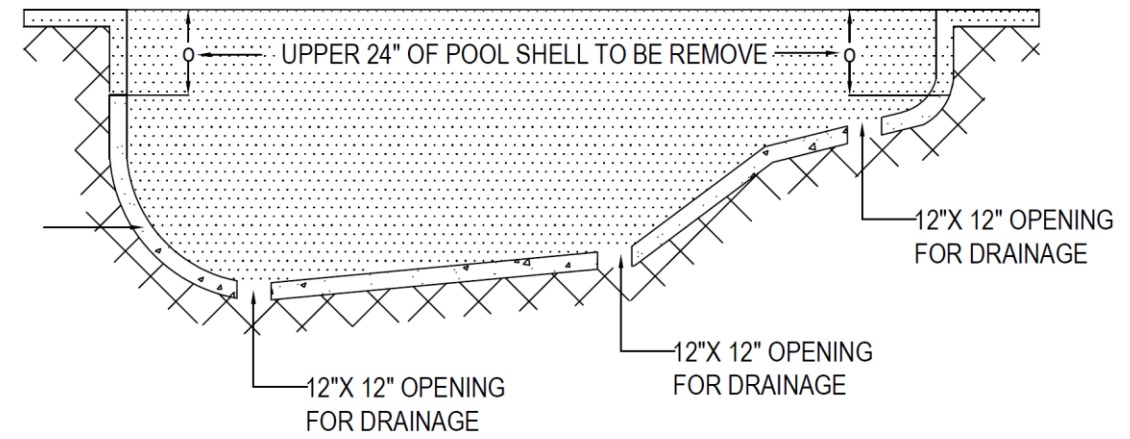
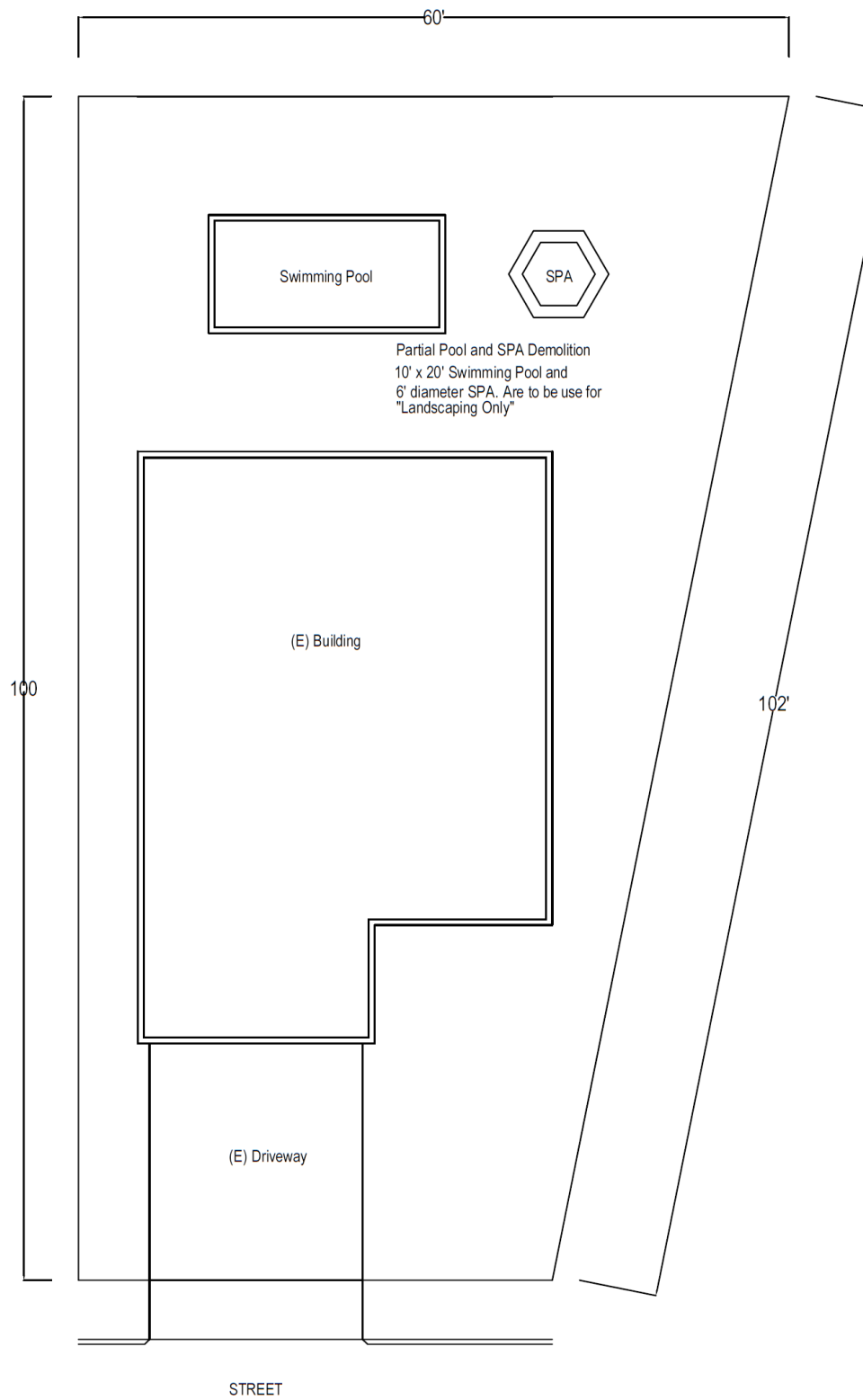
The City of Millbrae ordinance rules prohibit discharging Swimming Pool or SPA water to the street, curbing, sidewalk, neighbor's yard or anywhere off your property. Pool water must be drained directly to the sanitary sewer system, which allows the water to be recycled and reused.



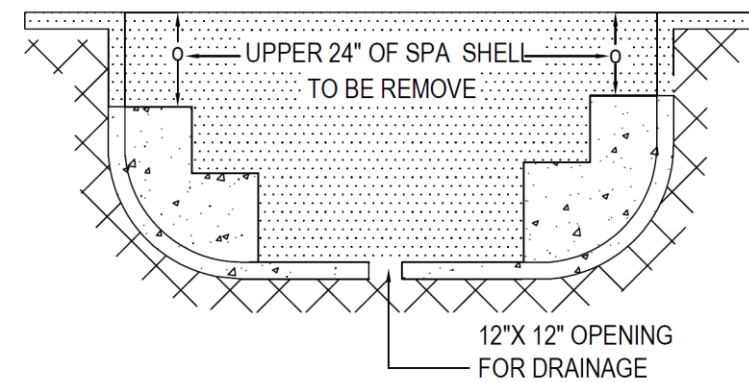
Drain pool water into a sanitary cleanout.



Do not drain pool water in a retention basin.



PARTIAL SWIMMING POOL DEMOLITION  
(SIDE VIEW)



PARTIAL SPA DEMOLITION  
(SIDE VIEW)