

# HOA Specifications and User Guidelines for Hot Tubs at WW3HOA

The purpose of this document is to provide all unit owners with city codes and HOA specifications and guidelines for installing hot tubs within the Westwood III Townhomes Homeowners Association. The unit owner is responsible for assuring that all hot tub code requirements are met.

## Required Permits:

- The City of Eugene requires a building permit and any appropriate electrical or plumbing permits to install or move a hot tub.
- The building permit fees are the responsibility of the unit owner.

## City Regulations:

### Location:

- Hot tubs shall not be installed on any front yard or common use areas.
- The HOA requires that all hot tubs be installed in the back patio area of the respective unit.
- Any exterior alterations that are required to comply with city codes and all related expenses are the responsibility of the unit owner.
- Visit the following link to Eugene Building and Permits Services for complete information on city permit requirements: <http://www.eugene-or.gov/index.aspx?nid=858>
- Location of all hot tubs require at least 5 feet (1.5 m) of clearance between the unit building structure and your property line.
- All hot tubs shall be at least 10 feet (3 m) away from any overhead power lines, as well as 5 feet (1.5 m) removed from the spa panel.
- All hot tubs shall be installed on a solid foundation such as concrete or a prefabricated spa pad.

### Conduit:

- Any electrical wiring or outlets that need to be created or relocated must comply with city codes. No exposed conduit shall be used to relocate wiring and all outlets and receptacles shall be flush mounted.

## Architectural Review Committee (ARC) Approval:

- Prior to commencement of any installation activities related to any hot tub to be installed or modified on any unit property, the owner of the unit constructing the hot tub shall apply to the ARC for approval.
- Such application shall include information on proposed location, wiring diagram and any other matters requested by the ARC.
- Such application shall also contain copies of applicable permits or applications for permits if the permits have not been obtained at that time.
- The ARC may request any additional information and, once all requested information has been received, the ARC shall thereafter approve or deny such application within fifteen (15) working days of receipt of the last information requested by the ARC. If the ARC does not act upon any application within fifteen (15) working days of receipt of last information requested, the application will be deemed approved. Provided no approval or deemed approval shall NOT relieve the unit owner from complying with city requirements or from complying with these Specifications and Guidelines.

### Colors:

- The HOA requires that the colors of the hot tub, cover and any accessories be neutral earth tones that match or blend with the exterior colors of the unit and complex.

**Safety:**

- If a hot tub is installed on a patio such that it is located under the gutters or roofline there is a potential safety hazard from falling snow or ice. The unit owner is solely responsible for any and all damages or liabilities resulting from the placement, operation and use of a hot tub.

**Compliance Inspection:**

- The hot tub and installation is subject to a final inspection by the ARC to verify compliance with these specifications. Copies of the City permits and the Certificate of Completion shall be provided to the ARC prior to the ARC's compliance inspection.
- Once compliance has been verified, no changes may be made to the hot tub or installation without prior written approval from the ARC.

**Maintenance Issues**

- The unit owner is responsible for keeping the hot tub locked at all times and maintaining the proper sanitization procedures (chemicals, Ph level, etc) as required by the State of Oregon.
- All hot tub water that is drained from the spa is to be drained to the common street area located in the front of the unit.
- Hot tub water is not allowed to be drained on to the unit front yard, backyard, side yard, or neighboring yards.

**NOTICE:** ALL STATEMENTS HEREIN REGARDING CITY OR COUNTY REQUIREMENTS ARE INTENDED TO PROVIDE OWNERS WITH A SUMMARY OF SOME OF THE REQUIREMENTS EXISTING AT THE TIME THESE SPECIFICATIONS AND GUIDELINES WERE ADOPTED. OWNERS SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL CITY/COUNTY CODES AND REGULATIONS. IN NO EVENT WILL THE WESTWOOD III TOWNHOME HOMEOWNERS ASSOCIATION OR ITS BOARD MEMBERS (OR THE MEMBERS OF ANY COMMITTEE DESIGNATED BY THE BOARD) BE LIABLE FOR ANY INACCURACIES WITH REGARD TO THESE SPECIFICATIONS AND GUIDELINES AS THEY RELATE TO CITY OR COUNTY REQUIREMENTS. FURTHER, NO INSPECTION BY THE BOARD OR ANY DESIGNATED COMMITTEE SHALL CREATE ANY LIABILITY ON THE PART OF THE BOARD, ITS MEMBERS OR THE MEMBERS OF ANY DESIGNATED COMMITTEE WITH REGARD TO THE INSTALLATION OR USE OF THE HOT TUB. FURTHER, NO REVIEW OF HOT TUB SPECIFICATIONS BY THE BOARD OR ANY DESIGNATED COMMITTEE SHALL CREATE ANY LIABILITY ON THE PART OF THE BOARD, ITS MEMBERS OR THE MEMBERS OF ANY DESIGNATED COMMITTEE WITH REGARD TO THE PLANS, SPECIFICATIONS, INSTALLATION OR USE OF SUCH HOT TUB.



Whatever your planned construction project, it may require an application for a permit, a plan check review, and inspections. The questions and answers in this document should help you determine if you need a permit and how to obtain one.

### When Do I Need A Building Permit?

A permit is required for construction that physically changes or adds structures to your property, or for work regulated by city codes or ordinances, such as:

- **New Buildings** - sheds (over 200 square feet or over 10 feet in height), dwellings, carports
- **Additions** - buildings, swimming pools, hot tubs, decks, retaining walls, front yard fences over 42 inches high and all fences over 6 feet tall
- **Alterations Beyond Cosmetic Changes** - converting carports to garages or non-living space to living space.
- **Moving or Demolishing a Building**
- **Repairs Involving Structural Members** - including staircases, framing for doors or windows, rafters, trusses, etc.
- **Heating Equipment** - wood or pellet stoves, gas lines, HVAC units
- **Changing the Use of a Structure** - changing a single-family residence to a restaurant or shop
- **Signs**
- **Electric & Plumbing** - any electrical changes and most plumbing changes

Contact the City of Eugene's Building and Permit Services office at (541)682-5505 for more information, or check the Building and Permit Services website at <http://www.eugene-or.gov/bps>.

*\* Building without a permit may result in enforcement action, including removing any construction which requires permits, possible penalties, and increased fees. If you have any questions about when permits are required, please call (541)682-5505.*

### When Do I Need A Land Use Permit?

Certain land uses may require a land use permit in addition to a building permit. Contact the Land Use Management staff at the Permit and Information Center at (541)682-8336 to verify whether your proposed use or property requires a separate land use permit. Before calling, know the address and the proposed use for the property.

### What Documents Must I Submit for a Permit?

Submit a completed building permit application form to the Permit & Information Center (PIC). Contractor information will be needed before the approved plans and permit can be issued.

In addition to the application form, a complete set of plans is also needed, showing all proposed work and the details necessary to demonstrate compliance with building codes and zoning ordinances. Plans may not be accepted if they are not clear or lack needed details

One- and two-family dwelling projects require the submission of two or three complete sets of plans.

Commercial projects require five sets. Three of the five need to be complete sets of plans. The two additional sets should show the following elements: building elevation plan, floor plan, site plan, landscape plan, irrigation plan (or indicate on landscape plan how irrigation system will be provided), height & location of parking lot lighting fixtures (if not on site plan), and location of bike parking & rack detail (if not on site plan).

Some plans limited in scope may be approved at the time of submittal as a part of the Express Permit program. Check with PIC staff or refer to the City's BPS website for qualification guidelines.

[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)

**A Complete Set of Plans Is Needed**

The building code states that construction documents must be "of sufficient clarity to indicate the location, nature and extent of the work" and "show in detail" that it conforms to code requirements.

Checklists for commercial or residential (one- and two-family) projects are available at the Permit and Information Center, along with application forms.

All the items on the checklist that apply to your project must be provided. We will not accept incomplete plans sets.

**Delays Can Be Costly**

You can save money as well as valuable time if you review the general regulations outlined and submit plans that will not need major revisions later.

If you cannot draw up the plans or are not familiar with code requirements, please seek competent assistance before attempting to apply for the permit.

Please note that City staff cannot assist you in drafting the plans or in designing your project. The plans examiner can only check the completed plans for compliance with the code.

**When May I Start Building?**

No construction is allowed until the permit is issued. Once the permit application and accompanying plans have been submitted, it may take up to several weeks to examine and process a good quality set of plans, depending on the complexity. Plans which are not of good quality may require revisions and may take significantly longer. Plans are reviewed in the order in which they are received.

You will be notified of approval by telephone or by mail, with permit fees specified at that time.

Permit fees are based on the type and value of the construction to be done. Fee schedules and a fee estimating guide are available at the Permit and Information Center and online at <http://www.eugene-or.gov/bps>.

You may then pick up your set of approved plans. Make sure you post the address and permit number card on the site so the inspectors can find you. The plans marked "approved" must be on the job site at all times for the use of the City inspectors as well as the contractors. Inspections will not be made if the plans are not on the site.

**When Do I Need Inspections?**

The type and number of inspections needed depend on the individual project. Please review your approved permit for the inspections you will need. When the work is ready for inspection, the contractor or person responsible for the specific work to be inspected should schedule the inspection through the [online inspection scheduling application](#).

Requests before 7:00 a.m. will be scheduled for that day. Requests after 7:00 a.m. will be scheduled for the following work day. However, the fire marshal needs one full day's notice to do a fire alarm inspection, sprinkler system inspection, or final occupancy inspection.

**What If I Change My Mind?**

If you change your contractor, we will revise the application form and assess additional fees.

If you change your project, submit two (2) sets of plans to the Permit and Information Center that clearly show the revisions in relationship to the approved plans. These revisions must be approved and additional fees may be generated.

[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)



**How Long is a Permit Active?**

Once a permit is issued, inspections must commence within 180 days. Construction may not stop completely for more than 180 days. If these time periods are exceeded, the permit will automatically expire and a new application for a building permit is necessary.

**What is a Certificate of Occupancy?**

After the final inspection, when it is found that the building or structure complies with all code provisions of the City of Eugene, your building inspector will issue a certificate of occupancy. No building or structure may be lawfully used or occupied until the certificate of occupancy has been issued. You can print a copy of your certificate of occupancy from the Building Permit Record Search located on the BPS website at <http://www.eugene-or.gov/bps>.

**Items to Check Before Submitting Plans**

- Make sure that the use, size, height, and location of the building on the development site conform with the city zoning ordinance (Eugene City Code, Chapter 9). Contact Zoning staff at (541)682-8336 for more information.
- Check for the location of any public utility easements on the building site. No construction is allowed on or over such easements. Contact the Permit and Information Center Public Works staff at (541)682-8400 for more information.
- Determine whether or not the site is located within a flood hazard area. Additional requirements may apply not only to new construction within a flood zone but to additions to or alterations of existing buildings within flood zones. Contact the Public Works staff at (541)682-8400 for more information. Upon application, you will need to designate a destination for any stormwater runoff from any new impervious surfaces.

Look at the site to determine your preferred drainage option. Public Works staff, (541)682-8400, can help you determine options.

- Pick up the brochure titled *Plan Requirements for Residential Building Permits* at the Permit and Information Center, 99 West 10th Avenue. This brochure shows a sample site plan. Handouts are also available for specialized construction projects.
- Building and Specialty Codes. The following State of Oregon codes are available for review at the Permit and Information Center (PIC):
  - Structural Specialty Code
  - Mechanical Specialty Code
  - Plumbing Specialty Code
  - National Electric Code
  - Residential Specialty Code

For residential building code questions, contact the Residential Plans Review staff at (541)682-5611.

For commercial building code questions, contact the Commercial Code Analyst staff at (541)682-5613.

- Local Code. The City of Eugene Code is available for review at the PIC, or may be viewed online at [www.eugene-or.gov/citycode](http://www.eugene-or.gov/citycode).

For building permit information, call the Permit and Information Center (PIC) at 682-5505.

To schedule inspections, call the 24-hour inspection request recorder at 682-5282.

[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)