



# *Applying for a Swimming Pool Permit*

Building Division

604.469.4534 • [www.portmoody.ca](http://www.portmoody.ca)



**This guide has been prepared to assist you in applying for a permit to construct a swimming pool.**

This pamphlet is for general guidance only. It does not replace bylaws or other legal documents.

# When is a permit required?

A permit needs to be taken out to construct a structure containing water with a depth exceeding 610mm (2'-0").

# Here's what you need to apply

Two copies of the Site Plan and the Pool Design must accompany every application for a pool. All pools must conform to the requirements listed under **Part V – Swimming Pools** of Bylaw No. 2577. A copy of this Bylaw is available at City Hall or on the Internet at [www.portmoody.ca](http://www.portmoody.ca). A letter of authorization from the owner is required if the pool contractor is submitting the application for building permit.

## Site Plan

1. The site plan must be drawn to a minimum scale of 1/8" to 1'0" (or equivalent Metric scale);
2. Show the location of the pool on the property indicating the minimum setback dimensions to the property line from the pool required by the Zoning Bylaw for Accessory Buildings in your zone;
3. Show the location of the fence and gate surrounding the pool area. The fence must be a minimum of 1.2 m high and the gate must have self closing and self latching hardware;
4. Show all water supply, waste piping and appurtenances;
5. Show all other buildings on the property;
6. Show the north arrow, the properties lines, and label the streets;
7. Show all Easements and Right of Ways on property; and
8. Show a minimum 1.0 m apron around the entire pool.

## Pool Design

The pool contractor must provide drawings of the pool design. If the pool has a depth greater than 0.61m (2'-0") the plans must be sealed by a Structural Engineer and accompanied with Letters of Assurance (Schedule B) from the B.C. Building Code and the proof of liability insurance form from Bylaw No. 2577.

# Fees

When you apply, you'll have to pay an application fee. The permit fee is based on construction and equipment value stated on the application form, and is payable when the permit is issued and ready for pick-up. For more information please contact the Building Division at 604.469.4534.

# Other Requirements

In most cases a Geotechnical Engineers review will be required. Letters of Assurance (Schedule B) from the B.C. Building Code and the proof of liability insurance form from Bylaw No. 2577 are required if a Registered Professional has provided geotechnical or structural design.

The Hose Bib closest to the pool requires a vacuum breaker to be installed.

A separate plumbing permit is required for the pool's drainage system that includes a backwash connection to the sanitary sewer.