



CITY OF
Vernon
 Community Services Building
 3001 32 Avenue, Vernon BC V1T 2L8
 (250) 550-3634 Fax: (240) 545-5309
buildingcounter@vernon.ca
www.vernon.ca

CHECKLIST

SWIMMING POOL

OFFICE USE ONLY

Application Received Date: _____

Permit / File No: _____

- Before applying for a Building Permit for a Swimming Pool, please ensure you have reviewed all related Zoning Bylaw Regulations and Building Code Regulations.
- **SWIMMING POOL DEVELOPMENT REGULATIONS: [SECTION 4.2](#)**
- Upon review of each submitted application, additional documents or drawings may be required to continue the review process.
- Please ensure which of the following have been submitted with your Building Permit Application and ensure the submission is complete.

NOTE: IF THE PROPOSAL DOES NOT MEET ALL ZONING REGULATIONS, THEN A DEVELOPMENT VARIANCE PERMIT IS REQUIRED.

DOCUMENTATION /DRAWINGS REQUIRED BEFORE ACCEPTANCE OF BUILDING PERMIT APPLICATION		Submitted (√)	N/A (√)
BUILDING PERMIT APPLICATION FORM SIGNED. (ATTACHED)	Along with completed Swimming Pool Checklist	<input type="checkbox"/>	
TITLE SEARCH, (TITLE TRANSFER IF NEW OWNERSHIP) AND APPLICABLE COVENANTS AND CHARGES.	<ul style="list-style-type: none"> ● Title of Certificate must be obtained less than 30 days prior to the application date and is required for each parcel involved ● 1 copy of applicable Title charges may be required ● As applicable or upon staff request, additional Title Documents may be required to be submitted: include a written summary of each item (except financial charges) describing and advising whether the proposal is affected by the covenant or charge. 	<input type="checkbox"/>	
MANUFACTURER'S ENGINEERED INSTALLATION BROCHURE (FOR PRE-MANUFACTURED POOLS)	Manufacturer's brochure must be signed and stamped by a Registered Professional Engineer.	<input type="checkbox"/>	
TECHNICAL DATA SUMMARY (ZONING ANALYSIS) REFER TO THE FOLLOWING SECTION 4.2 DEVELOPMENT REGULATIONS FOR SWIMMING POOLS	<p>A Technical Data Summary confirms that the proposed pool conforms to ALL applicable Zoning Bylaw regulations. If the proposal does not conform to the Zoning Bylaw, then a Development Variance Permit is required. Examples of items required to confirm:</p> <ul style="list-style-type: none"> ● Maximum impermeable surfaces ● Setbacks ● Location of pool 	<input type="checkbox"/>	

<p>TWO (2) COPIES OF A DIMENSIONED SITE PLAN (TO SCALE)</p> <p>FOR FENCE LOCATION AND HEIGHT INFORMATION Reference Building Bylaw</p>	<p>Type of Pool: In-ground <input type="checkbox"/> Indoor <input type="checkbox"/></p> <p>Site Plans to show the proposed swimming pool should contain the following:</p> <ul style="list-style-type: none"> • Civic address, full legal description and North arrow • City street names and lanes • Location of property lines, all existing buildings and structures on site and dimensions • Location of proposed swimming pool (and all associated equipment) and required setbacks • Indicate fence location, height and self-closing gates • Indicate existing and finished grades at the four corners of the site, around the perimeter of the proposed pool and/or pool deck, including any proposed alterations to the existing grades • Covenants, right-of-ways, associated retaining walls, drainage plane • Pool size, setbacks to pool and equipment 	<input type="checkbox"/>	
<p>SITE COVERAGE AND IMPERMEABLE SURFACES PLAN (SEE DEFINITIONS FOR HARD SURFACE, IMPERMEABLE SURFACE AND SITE)</p>	<p>Site coverage and Impermeable Surfaces Plan should include the following:</p> <p>Site Coverage – indicate and dimension all buildings and structures including carports, covered patios larger than 23m2, decks and swimming pools(s)</p> <p>Impermeable Surfaces – Indicate and dimension all hard surface areas which prevent water from entering the soil including concrete, brick, or concrete unit pavers, turf stone, stone and asphalt.</p>	<input type="checkbox"/>	
<p>STRUCTURAL DETAILS</p>	<p>Construction details should include:</p> <p>Structural details of pool construction signed and sealed by a Professional Engineer.</p>	<input type="checkbox"/>	
<p>SITE DISCLOSURE STATEMENT (Completed by Owner/Operator)</p>	<p>Has the site been used for any industrial or commercial purposes or activities described in SCHEDULE 2 of the CSR:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Contaminated Sites Regulation (CSR) of BC requires submission of a Site Disclosure Statement under certain conditions. If the site has been used for any SCHEDULE 2 activities, a complete Site Disclosure Statement must be submitted along with its \$100 review fee.</p>	<input type="checkbox"/>	
<p>ADDITIONAL PERMITS</p>	<p>Stormwater Management Plan in accordance with the current Subdivision Development Services Bylaw - Schedule F. (Check if applicable)</p>	<input type="checkbox"/>	
<p>The following items may be required for further review (when applicable). Please contact the Building Department buildingcounter@vernon.ca if you require further clarification.</p>			
<p><input type="checkbox"/> Letter of Assurance (signed and sealed by P. Eng.)</p> <ul style="list-style-type: none"> ▪ Schedule B Structural ▪ Schedule B Geotechnical ▪ Schedule B Civil ▪ Other: Fire suppression <p><input type="checkbox"/> Sewage disposal permit (obtained through Interior Health)</p> <p><input type="checkbox"/> Proof of potable water (obtained through Interior Health)</p>		<input type="checkbox"/>	
<p>APPROVED DEVELOPMENT PERMIT IF REQUIRED BY OCP (HILLSIDE, ENV, ETC)</p>		<input type="checkbox"/>	
<p>OFFICE USE – PERMIT SUBMISSION</p> <p>Screened by: _____ Date: _____</p> <p><input type="checkbox"/> ACCEPTED – for Application</p> <p><input type="checkbox"/> RESUBMIT – Insufficient information for application as noted</p>			