CITY OF Vernon
COMMUNITY SERVICES BUILDING
3001 32 Avenue, Vernon BC V1T 2L8
Phone: (250) 550-3634
Email:buildingcounter@vernon.ca
www.vernon.ca

SWIMMING POOL CHECKLIST

- ☐ MyCity Account Login Credentials (**required**). If you don't already have an account: register here
- ☐ Owner Information: full name, phone, mailing address, and email (**required**)
- ☐ Agent Information: full name, phone, mailing address, and email (required - if an Agent represents the Owner)
- ☐ Builder Information: full name, phone, mailing address, and email (if applicable)
- ☐ Construction Value (**required**)
- ☐ Description of Work: detailed project summary (**required**)
- ☐ Damage to Public Works completed form (**required**)
- ☐ Title Search dated within 30 days of application (**required**) *Applicable City of Vernon, Regional District of the North Okanagan, Provincial and Federal title charges *may* be required
- ☐ Owner's Undertaking completed form (**required**)
- ☐ Appointment of Agent completed form (required if the applicant is acting on behalf of the property owner)
- ☐ Proof of ownership (applicable if property owner is a business e.g. Register of Directors)
- ☐ Design Drawings including Site Plan (**required**)
    - Show all existing buildings, proposed pool and equipment, setbacks, fencing (location/height/self-closing gates), grades, covenants/ROWs, drainage, and landscape features
    - Provide engineer-sealed structural drawings and a Site Coverage/Impermeable Surfaces Plan showing all buildings, hard surfaces, and dimensions
- ☐ Manufacturer's Engineered Installation Brochure (for pre-manufactured pools) must be signed and stamped by a Registered Professional Engineer
- ☐ Letter of Assurance – Schedule B signed and sealed by Professional Engineer including Certificate of Insurance (as applicable)
    - Geotechnical and Structural as required
    - Other Engineering as required – Fire suppression, Civil, Mechanical, Plumbing, etc.

- ☐ Site Disclosure Statement (required if the site has been used for industrial or commercial purposes or activities described in SCHEDULE 2 of the Contaminated Sites Regulations. A $100 review fee may be applicable depending upon the application)
- ☐ Stormwater Management Approval in accordance with the City of Vernon's current Schedule F - Design & Installation of Drainage Systems (as applicable) *Note: Required when Municipal services are not provided

Personal information is collected for the purposes of processing your application. Any collection, use, or disclosure of personal information is in accordance with section 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPAA). For more information, about collection use or disclosure, contact the Freedom of Information and Protection of Privacy Head at **foirequest@vernon.ca** or at 250-545-1361

REV: SEP 2026