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## **BUILDING PERMIT CHECKLIST FOR A SWIMMING POOL**

**This checklist details the application submission requirements.**

All Items below and supplementary documents must be submitted with your application. Documents must be clear, legible, accurate and drawn to professional drafting standards.

The forms and documents referenced in this checklist are available at [www.rockyview.ca/building](http://www.rockyview.ca/building).

*\*All digital documents should be unrestricted when submitted. Secured/restricted documents will not be accepted, as digital review, mark up and permit issuance cannot occur on documents with restrictions.*

*\*All digital documents should be flattened when submitted.*

- **Building Permit Application Form (Not required if submitting online through [myBuild | Rocky View County](#))**
- **Dimensioned Site Plans for Pool** – Site Plan for outdoor pool is to show:
  - All active or abandoned gas wells, pipelines, easements, and utility Right of Ways,
  - All major and minor water courses, Front, side and rear yard setbacks to property lines,
  - Existing and proposed Geodetic grades at corners of swimming pool,
  - Area of the site, pool size and lot coverage,
  - Retaining walls – including height from grade.
- **HVAC Design** - A professional design is required for HVAC systems when a swimming pool or hot tub is located within a building, or for garages designed for more than 5 motor vehicles.
- **Pool Specifications/Design Drawings** – Pool Drawings/Specifications are to provide:
  - Construction details (if site built).
  - Mechanical system schematics, including line sizes and location of inlets and outlets.
  - Water supply and wastewater disposal.
  - Specifications (ie pool size, water volume, circulation rates, filter info, pump size/type/model, number of inlets, skimmers, and drains).
- **Pool Cover and/or Fence Design**  
Pool Cover:
  - Provide pictures of the cover label showing it is ASTM F1346 certified and the lockable devices.

OR

Fence Design:

Outdoor pools must be protected by a fence, wall or enclosure meeting the following conditions:

  - Minimum 1.8m high for a private swimming pool,
  - All horizontal and diagonal members must be on the pool side,
  - A gate is to be provided that is: Same height as the fence, equipped with a self-closing device, equipped with a self-latching device on the inside of the gate, is not less than 1.5 meters above ground level and is capable of being locked.
  - No device is allowed that could cause an electric current to pass through the fence or gate and no barbed wire is allowed.
- **Sub Trade Permit Applications** (are their own applications, but must be submitted at the same time as the Building Permit Application)
  - Electrical Permit
  - Gas Permit
  - Plumbing Permit