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Building Permit Checklist for Swimming Pools

Essential Items to Include

1. Contractor Information ☐

- Provide **complete details** for all contractors, including:
 - Their **contact information** (name, phone number, and email).
 - Certification details for all **sub-trade permits** (e.g., electrical, plumbing, gas).
- If you are doing the work yourself as a homeowner, check the appropriate box on your online portal application to indicate this.

2. Property Owner Information ☐

- Ensure that the owner information matches the **official land title records**.
- If the property has been **recently purchased**, include the **purchase agreement** showing the transfer of ownership.

3. Digital Document Requirements ☐

- All submitted documents must meet these standards:
 - **Flattened PDFs:** Ensure all PDFs are flattened to allow for digital markup and review.
 - **Unrestricted PDFs:** Documents must not have security restrictions that prevent editing or commenting.
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Plans and Documentation

4. Site Plan ☐

Include the following details in your site plan:

- **Gas Wells and Utilities:**
 - Show all active or abandoned gas wells, pipelines, easements, and utility rights-of-way.
- **Watercourses and Setbacks:**
 - Indicate all major and minor watercourses.
 - Mark front, side, and rear yard setbacks to property lines.



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- **Geodetic Grades:**
 - Provide existing and proposed geodetic grades at the swimming pool corners.
- **Site Details:**
 - Specify the site area, pool size, and lot coverage.
- **Retaining Walls:**
 - Include retaining wall details, specifying height from grade.

5. Building Plans ☐

Pool Specifications and Design Drawings:

Submit detailed pool specifications and design drawings, including:

- **Construction details** (if site-built).
- **Mechanical schematics** (line sizes, inlets, outlets).
- **Water supply and disposal plans.**
- **Specifications:**
 - Pool size and water volume.
 - Circulation rates.
 - Filter information.
 - Pump details.
 - Number of inlets, skimmers, and drains.

HVAC Design:

A professional HVAC design is required for:

- Buildings with an interior swimming pool or hot tub.

Pool Cover and/or Fence Design:

Option 1: Pool Cover

- Provide photos of the pool cover label showing:
 - ASTM F1346 certification.
 - Lockable devices.



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Option 2: Fence Design

- Outdoor pools must have a protective fence, wall, or enclosure meeting these requirements:
 - **Minimum height:** 1.8m for private pools.
 - **Horizontal and diagonal members:** Must face the pool side (to prevent climbing).
 - **Gate requirements:**
 - Same height as the fence.
 - Equipped with a **self-closing** and **self-latching device** on the inside of the gate.
 - Latch positioned at least 1.5m above ground level.
 - Gate must be **lockable**.
 - **Prohibitions:**
 - No electric current devices, barbed wire, or other hazardous materials are allowed.

Required Forms & Permits

(Forms are available on the Rocky View County website:
<https://www.rockyview.ca/building-forms-documents>).

6. Sub-Trade Permits (Must submit with the building permit application, if applicable) ☐

- Submit separate permits for:
 - Electrical work.
 - Plumbing systems.
 - Gas fireplaces (if required).

Key Notes ☐

- Always check your local land use bylaws, area structure plans, or direct control bylaws for additional requirements. <https://www.rockyview.ca/land-use-bylaw>
- Visit www.rockyview.ca/building for forms, guidelines, and resources.

Following this checklist ensures a complete, efficient application process and prevents delays for your project and others.