

October 18, 2012  
BUILDING DIVISION

# ***A GUIDE TO APPLYING FOR A BUILDING PERMIT FOR A SWIMMING POOL***

This bulletin is for general guidance only. It does not replace by-laws or other legal documents.

The purpose of this bulletin is to describe the minimum building permit application requirements for a private swimming pool.

This bulletin is a guide only and should be used in conjunction with all applicable regulations, including the Surrey Building By-law, the Surrey Zoning By-law, and the Surrey Private Swimming Pool Fencing By-law.

The installation of a swimming pool requires a building permit when the pool has a surface area of 14 m<sup>2</sup> (150 sq. ft.) or greater and a depth of 450 mm (18 inches) or greater.

The setbacks applicable to swimming pools are the same as that for accessory structures as set out in the Surrey Zoning By-law.

A swimming pool proposed to be located in close proximity to a building may require a report from a professional engineer addressing the structural / geotechnical considerations with respect to the foundations of each structure.

Separate electrical and plumbing permits may also be required depending upon the scope of work. Sand filters require a separate plumbing review and permit whereas cartridge filters do not.

A pool shed housing the pool mechanical equipment requires a separate building permit, regardless of building size.

All plans and specifications for in-ground swimming pools shall be prepared by a qualified professional engineer registered in B.C. and shall bear the signature and seal of the professional engineer.

The Building Code Letters of Assurance, Schedules B<sub>1</sub> and B<sub>2</sub> for Geotechnical and Structural disciplines, as may be required, are to be submitted at the time of application.

The swimming pool and the area surrounding the pool must be enclosed within a non-climbable fence equipped with a self-closing, self-latching, lockable gate complying with the Surrey Private Swimming Pool Fencing By-law No. 4450. Pool covers are not an acceptable alternative to a fence that complies with the by-law.

### **ABOVE GROUND SWIMMING POOLS**

Above ground swimming pools should be engineered, factory built kits. Electrical components must bear evidence of approval by CSA, or another recognized certification agency. A building permit must be issued to confirm the siting, and to ensure that the required fencing is in place. A plumbing permit may also be required to ensure proper drainage and that the water supply is equipped with a backflow prevention device.

An electrical permit may also be required for some above ground pool assemblies.

If the pool structure is more than 600 mm (24 inches) above grade then the area of the swimming pool will be included in the calculation of total lot coverage.

If specifications are not available, or the pool is oversized, then a P.Eng may be required to certify the structural integrity of the pool.

### **INDOOR SWIMMING POOLS AND HOT TUBS**

An indoor swimming pool or hot tub can result in conditions where the indoor relative humidity exceeds normal values. This increased humidity must be addressed either through the installation of a mechanical ventilation system or by constructing a wall designed to work under humid conditions. In either case, a design from a registered professional is required.

All doors leading into the pool area must be self-closing, self-latching and lockable doors.

### **APPLICATION REQUIREMENTS:**

1. Completed building permit application forms; with appropriate construction values indicated. Separate application forms are required for the pool and the shed.
2. If anyone other than the owner will be signing the application forms, a Letter of Authorization is required from the owner of the lot.
3. Registered professional engineer's Letters of Assurance (Schedules B<sub>1</sub> and B<sub>2</sub>) for structural design. Depending on the circumstances, Letters of Assurance may also be required for the geotechnical discipline. Letters for the mechanical discipline are typically required for indoor pools. If there are different professional engineers working together on the project, a Schedule A, Confirmation of Commitment by Owner and Coordinating Registered Professional, will be required.
4. For construction in a new subdivision with a registered building scheme, approval of the building scheme consultant may be required.

5. Submission of a topographical survey plan. The survey plan is required to show all trees on and in close proximity to the lot. Locations, size and species to be marked out for all existing trees on the lot and any nearby trees on boulevards or on the neighbour's lot. If tree removal is authorized, separate permits will be required to cut any trees.
6. Confirmation of the septic system filing with Fraser Health, if applicable.
7. Swimming pool permit application fee. The permit fee is based on construction value as set out in the Building Bylaw. A damage deposit, if required, must be paid at time of application.
8. Only one set of drawings is required and they should be to the following minimum scales:

<u>Drawing type</u>	<u>Preferred Scale</u>
Site plan	1/8" = 1' - 0"
Cross sections	1/4" = 1' - 0"
Construction details	1/2" = 1' - 0"

All plans and information submitted must be legible and of suitable quality for scanning. Minimum size 11" x 17" sheets are required (24" x 36" preferred). Plans on blueprint paper, vellum or graph paper will not be accepted. Drawings in colour ink or in pencil will not be accepted. Laminated drawings will not be accepted. Reversed plans will not be accepted.

Drawings, with the exception of the site plan, will be accepted in imperial measures so long as this system is in general use with the local contractors. Grade elevations, however, are to be in metric and to the Geodetic Survey of Canada.

When an engineer's involvement is required, the original application drawings are to be sealed and signed by a registered professional engineer.

If applicable, the original application drawings to be approved and signed by the Design Consultant.

### **SPECIFIC DRAWING REQUIREMENTS:**

#### Site Plan:

1. North arrow, street and lane names.
2. Civic address and legal description.
3. Show all existing buildings on the lot and highlight the proposed location of the swimming pool area by hatching, where the lot is oversize use larger scale to enlarge the area where the buildings are located.
4. Overall dimensions of the swimming pool.
5. Length of all swimming pool setbacks measured perpendicular to the property lines.
6. Distance between the new pool and any existing buildings.
7. Location, construction, and height of fencing and gate(s).
8. Property line (site) dimensions as per Posting Survey.

9. Location, size and species of all existing trees on the lot and also any nearby trees on boulevards or neighbours' lots. Pools proposed in proximity to protected trees may require an arborist report and/or tree barriers. For further information please check with the Trees and Landscaping Section at 604-591-4675.
10. Easements, right-of-ways, watercourses, and areas restricted by covenant.
11. Location of septic field if applicable.

Swimming Pool Plan/Layout:

1. Shape, size and dimensions of pool.
2. Size and location of filter and heating equipment or accessory building housing the equipment.
3. Indicate the type of filtration system that is being proposed.
4. Pool water discharge proposals to be identified:
  - o Outdoor deck drains to storm;
  - o Indoor deck drains to sanitary;
  - o Pool drains to sanitary;
  - o Sand filters to sanitary;
  - o Rock trenches may be permitted if storm and sanitary services are not available; and
  - o Cartridge systems discharge to sanitary.

Cross Section and Details:

1. Pool depths.
2. Floor and wall details.
3. Footing and foundation wall details.
4. Drain tile specifications.

If you have any questions or concerns please contact the City of Surrey Building Information Line at 604-591-4366.