



TOWN OF PILOT BUTTE
Box 253 Pilot Butte SK S0G 3Z0
Phone: 306-781-3407
Fax: 306-781-4477
e-mail: permits@pilotbutte.ca

Swimming Pool Permit Guidelines

This application is subject to the Town's Swimming Pool Bylaw No. 06-2019.

All newly constructed swimming pools will require an inspection to ensure compliance with the Zoning Bylaw before filling the pool with water and its first use. Please call Town Office at 306-781-3407 to schedule your inspection after the pool is approved and constructed. If there is no inspection occurred, the Municipality of Pilot Butte will issue an order to the applicant requiring to schedule their on-site inspection. Please note that there could be a re-inspection required by inspectors if deficiency is found on-site.

Application Requirements:

The following items are required (if applicable):

- ☐ A completed Swimming Pool Permit application form, signed by the applicant(s)/owner(s).
Note: Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.
- ☐ A cash, debit, and/or cheque payable to the Town of the Pilot Butte, reflecting the up-to-date application fee of **\$150.00**. Application fee is required to be paid in full at the time of application.
- ☐ PDF copy of all proposed set of Plans:
 - Site Plan
 - i. All property lines
 - ii. Size and location of buildings/structures
 - iii. Location of enclosures
 - iv. Pool location
 - v. Size and volume of the pool
 - vi. Easements
 - vii. Location of the heater and filter
 - viii. Backwash water drainage pathway
 - Pool Construction Details
 - Enclosure and Walkway Construction Details
 - Drainage Plan – by drawing or writing
 - Elevation Plan
 - Other Structure Plans (if applicable)
 - Pool and Safety Specifications
 - i. Type of pool being installed.
 - ii. Heater manufacturer and size.
 - iii. Pump manufacturer and capacity.
 - iv. Filter type and size.
 - v. Chlorination system details.
 - vi. Number, size and flow rate of all skimmers, outlets, main drain, and inlets.
 - vii. Location of all plumbing lines (including connections and valves).
 - viii. Location of depth markings, ladders, diving boards, ring buoy with rope, life pole, first aid kit, and emergency lighting. Specify the length for the ring buoy with rope, and the length of the life pole.



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Application Form Swimming Pool Permit

File No: **PBSP-**_____

Date of Application: _____

Applicant:

☐ Registered Owner ☐ Tenant ☐ Representative Owner ☐ Other

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: (_____) _____ E-mail: _____

Present Owner(s) (if different from the Applicant):

Name(s): _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: (_____) _____ E-mail: _____

I, the owner of the property, agree to let the signed applicant
represent this application on my behalf:

Signature

Proposed Pool Location:

Address: _____

Lot(s): _____ Block: _____ Plan No: _____

¼: _____ Sec: _____ Tp: _____ Rg: _____ W2 Ext: _____

Zoning District: _____ Subdivision: _____

Proposed Pool Information:

Type of Swimming Pool:

☐

In-Ground

Depth in-ground: _____

☐

Above-Ground

Height above-ground: _____

Height of Enclosure: _____ Date of Commencement: _____ Completion: _____

Declaration of Applicant

I hereby acknowledge that I have read and understood this application and I agree to:

- a) Comply with all applicable Town of Pilot Butte bylaws including the Zoning Bylaw; and
- b) Comply with all applicable Federal and Provincial statutes and regulations including *The Planning and Development Act* (as updated); and
- c) Adhere to all specifications and instructions issued by duly authorized officers of the Town of Pilot Butte in respect of work incidental to the subject matter of this application.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

Date: _____

Signature: _____

Printed Name: _____

For Office Use Only:

File No: _____

Receipt No: _____

Amount Paid: _____

Comments: _____

For Development Officer Only:

Present Zoning: _____

Type of Pool: ☐ In-Ground ☐ Above-Ground

Type of Use: ☐ Principal ☐ Accessory ☐ Ancillary

Pool Minimum Depth/Height: _____ Enclosure Height(s): _____ Size of Pool: _____

Proposed Setback(s): Front _____ Rear _____ Side 1 _____ Side 2 _____

Proposed Separation Distance(s): _____ from principal building(s) _____ from accessory/ancillary building(s)

Application Status: ☐ Meets Zoning District Requirements

☐ Does Not Meet Zoning District Requirements

☐ Swimming Pool Permit Approval

Subject to the following condition(s): _____

Note: Please be advised that you may be entitled to appeal an approval with condition(s) issued by the Development Officer and/or Council to the Development Appeal Board as per *The Planning and Development Act*.

☐ Swimming Pool Permit Refusal

Reason(s) for refusal are as follows: _____

Note: Please be advised that you may be entitled to appeal a refusal issued by the Development Officer and/or Council to the Development Appeal Board as per *The Planning and Development Act*.

Development Officer

Date (mm/dd/yyyy)

Swimming Pool or Outdoor Hot Tub - On-Site Inspection Requirements

Please call Town Office at 306-781-3407 for schedule when items below are completed and ready for inspection.

File No: **PBSP-**_____

Date of Inspection: _____

Civic Address: _____

Inspected by: _____ Inspector Signature: _____

The following is a list of safety requirements that must be met to comply with the Town of Pilot Butte Zoning Bylaw for swimming pools with a depth at any point of 600 mm (24") or more.

Hot Tub: Water supply and safety devices do not apply to hot tubs as long as the following are met.

- ☐ **Equipped with a cover** that can support the weight of 77 kilograms.
- ☐ **Has a lockable device** to prevent persons from entering the water.
- ☐ **Cover is in place and is locked at all times** when owner/occupant is not supervising its use.

Water Supply:

- ☐ **Potable water supply connections** require a plumbing permit and inspection by a Public Health Official from Regina Qu'Appelle Health Region (306-766-7705) to ensure that water in the pool system does not flow back into the municipal water supply and distribution system (i.e. use of an approved backflow preventer.) Contact the Town of Pilot Butte Water and Wastewater Department (306-537-8713) if you are uncertain about this requirement.

Enclosure/ Fence (capable of preventing unauthorized entry and kept in good repair):

- ☐ **Non-climbable enclosure** around the swimming pool must be installed prior to the pool being filled with water.
- ☐ **Height of enclosure must be at least 1.8 metres (6 ft.),** measured on the exterior "non-pool" side from the top of the enclosure to the nearest platform, deck or grade below.
- ☐ **No gaps or openings that exceed 20 mm (3/4") in size** are allowed horizontally or vertically on the interior pool side, which is horizontally from one side of the gap or opening to the other side of the gap or opening.
- ☐ Any **parallel horizontal structural members** on the exterior "non-pool" side must be spaced so that the top of the highest horizontal structural member is 1100 mm (44") or more from the next lowest horizontal structural member.
- ☐ Any **vertical structural members** on the exterior "non-pool" side must be spaced so that gaps and openings between members do not exceed 100 mm (4").
- ☐ If **diagonal structural members** are used (allowed only on interior "pool-side"), then gaps between vertical members must not exceed 20 mm (3/4").
- ☐ **Chain link fence**, if used for part or all of the enclosure, must not exceed 50 mm (1.95") in mesh size and the wire core must be at least 11 gauge.
- ☐ **Above-ground pools** with sides not less than 1.2 metres (4 ft.) in height (measured from the finished grade and any climbable fixture or feature on the exterior face of the pool wall to the top rail of the pool wall) only require that ladders or stairs providing access to the above-ground pool be enclosed and gated. Pumps, heaters, filters, or other equipment serving the above ground pool must also be enclosed and must be located at least 1.2 metres (4 ft.) or more away from the top rail of the pool walls. **Note that any other provincial building standard requirements for raised**

walkways, decks, stairs, etc. must comply with the currently adopted edition of the National Building Code of Canada and may require a building permit.

Gates and Self-Closing Devices (forming part of the enclosure):

- ☐ **Height of gate must be at least 1.8 metres (6 ft.),** measured on the exterior "non-pool" side from the top of the gate to the nearest platform, deck or grade below.
- ☐ **No gaps or openings that exceed 20 mm (3/4") in size** measured horizontally from one side of the gap or opening to the other side of the gap or opening.
- ☐ **Gate must swing in the direction of exit travel** (swing away from the swimming pool).
- ☐ **Self-closing device** designed to return the gate to the closed position after each use is required.
- ☐ **Self-latching device** designed to hold the gate in a closed position after each use is required.
- ☐ **Locking device** is required to prevent unauthorized entry.
- ☐ **Every gate must be anchored** to fixed posts or secure structures on both the hinge & latch sides.
- ☐ **Chain link fence**, if used for the gate, must not exceed 50 mm (1.95") in mesh size and the wire core must be at least 11 gauge.
- ☐ **Structural members on gates** (horizontal, vertical or diagonal) must meet all requirements noted under the "Enclosure/Fence" section of this document.

Securing of Swimming Pool Area:

- ☐ **All entrances to the swimming pool area**, including gates, windows and doors, must be locked when the pool is not under competent supervision.
- ☐ Although not a bylaw requirement, consider interior doors leading directly from the house to the pool area have an elevated, child-proof lock or latch system controllable by an adult.

Walkway:

- ☐ **Walkway at least 750 mm (30") wide** must surround the perimeter of the swimming pool and be properly maintained.
- ☐ **Walkway must be placed** so that it is no more than 1200 mm (47") below the top rim of an above-ground swimming pool.

Safety Devices: (required in the pool area at all times and are easily accessible/visible)

- ☐ **Reaching pole** with a length that measures at least half the width of the pool.
- ☐ **First aid kit.**
- ☐ **Buoy attached to a rope** with a length that measures at least the full width of the pool.
- ☐ Although not a bylaw requirement, consider additional pool safety devices, such as:
 - pool covers and meshes;
 - pool alarms (triggered when doors and/or gates are opened);
 - pool signage with safety notices (e.g. no glass containers in the pool area, enter the pool feet first, never swim unsupervised, first aid instructions, etc.);
 - secured safety rope dividing the shallow end from the deep end; and
 - access to a telephone and numbers for emergency calls.

Please note that no person shall place water in a swimming pool or permit water to remain in the swimming pool without an on-site inspection being conducted by the town.

To fill the pool without the proper approvals and inspection is illegal.

For more information, please review the Town of Pilot Butte Zoning Bylaw or visit pilotbutte.ca.