



Private Swimming Pool Development Permit Application

Applicant Information

Name: _____
Company: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Phone Number: (____) _____ E-mail: _____

Property Owner (if different from Applicant)

Name: _____
Company: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Phone Number: (____) _____ E-mail: _____

Proposed Pool Address

Address: _____
Lot(s): _____ Block: _____ Plan No: _____
¼: _____ Sec: _____ Tp: _____ Rg: _____ W 2nd Meridian: _____
Zoning District: _____ Subdivision: _____

Proposed Pool Information

Type of Swimming Pool: In-Ground Above-Ground
Height above Ground: _____ Depth in Ground: _____ Size of Pool: _____
Type of Enclosure: _____ Height of Enclosure: _____
Date of Commencement: _____ Date of Completion: _____
Met Checklist: Yes No Attached Drawings: Yes No
Pool Permit Fee: \$150.00 Paid: Yes No

Note: All newly constructed swimming pools will require an inspection to ensure compliance with the Private Swimming Pool 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 and/or owner requiring to schedule their on-site inspection. If there is a re-inspection required by inspectors due to deficiency found on-site, please call Town Office again to schedule your re-inspection appointment.

Declaration

I hereby make a Development Permit Application to install a swimming pool pursuant to Private Swimming Pool Bylaw of the Town of Pilot Butte. I also acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, provincial acts & regulations of any plan reviews or inspections that may or may not be carried out by the Town of Pilot Butte or its authorized representative. I further agree to indemnify the Town of Pilot Butte against all loses, costs, charges or damages caused or arising from any action undertaken pursuant to any permit issued under this application.

Signature of Applicant w/ Printed Name Date

Signature of Owner w/ Printed Name (if different from the Applicant) Date

For Office Use Only:
Date Received: _____ Development Permit #: _____
Development Comments: ___ Approved ___ Approved w/ Condition(s) ___ Not Approved

Development Officer Signature: _____ Date: _____



Private Swimming Pool Development Permit Checklist

- Please complete all requirements of the application, including this checklist.
- Ensure all information is clear, legible and precise.
- Plans must be in a clean and professional manner. Plans will be reviewed to ensure compliance with the Town of Pilot Butte “Private Swimming Pool Bylaw”.
- Drawings stamped with “not for construction”, “preliminary” or “for permit only” will not be accepted.
- Note: A private swimming pool permit is not required for pool depths under 600mm.

	Required Items
<input type="checkbox"/>	Completed Private Swimming Pool Development Permit Application
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Plans The following components are required to be shown on the plans:</p> <ol style="list-style-type: none"> 1. Site plan: drawn to scale in metric. Indicate the size of the lot, all property lines, size and location of buildings or other structures, location of enclosure, pool location, size and volume of the pool (include zoning setbacks), easements, location of the heater and filter, and where the backwash water will drain. 2. Pool construction details: all pool construction details must be submitted with appropriate professional seals for in-ground pools. 3. Enclosure and walkway construction details: drawn to scale in metric. This shall include a cross-section of the fence enclosing the pool, gate details, self-closing details, self-latching details, locking device details, and walkway details. 4. Deck or other structure plans (if applicable): if you are building a structure or over your pool (deck, covered pergola, etc.) a building permit may be required. Please look for a separate application form at Planning & Development website page.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Pool and Safety Equipment Specifications The following components are required to be shown on the plans:</p> <ol style="list-style-type: none"> 1. Type of pool being installed 2. Heater manufacturer and size 3. Pump manufacturer and capacity 4. Filter type and size 5. Chlorination system details 6. Number, size and flow rate of all skimmers, outlets, main drain, and inlets 7. Location of all plumbing lines (including connections and valves) 8. 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.

Private Swimming Pool or Outdoor Hot Tub – On-Site Inspection Requirements
Town of Pilot Butte (Swimming Pool Bylaw No. 06-2019)
Effective August 12, 2019

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

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

Hot Tub: [Bylaws 8 (water supply) & 14 (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. [Bylaw 4(a)(i)]
- Has a lockable device** to prevent persons from entering the water. [Bylaw 4(a)(ii)]
- Cover is in place and is locked at all times** when owner/occupant is not supervising its use [Bylaw 4(a)(iii)]

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. [Bylaw 8]

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. [Bylaw 9(b)(i)]
- 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. [Bylaw 9(b)(ii)]
- Enclosure height of at least 1.5 metres is acceptable** if the swimming pool is additionally protected by a mechanically locking protective cover tested and certified to meet or exceed American Society for Testing and Materials F1346-91 standards for pool safety and is installed as per manufacturer's instructions and to be kept in a close, locked position unless the pool is in use. [Bylaw 9(e)]
- 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. [Bylaw 9(b)(iii)]
- 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. [Bylaw 10(b)(i)]
- 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"). [Bylaw 10(b)(ii)]
- If **diagonal structural members** are used (allowed only on interior "pool-side"), then gaps between vertical members must not exceed 20 mm (3/4"). [Bylaw 10(b)(iii)]
- 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. [Bylaw 10(c)]
- 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. [Bylaw 5(a)(i)] 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. [Bylaw 5(a)(iii)] **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.**
- Secondary enclosure or gate of at least 1.2 metres (4 ft.) in height** if the swimming pool is only part of a bigger yard, and that enclosure is just to restrict access to the pool. [Bylaw 10(d)]

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. [Bylaw 11(a)(i)]
- 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. [Bylaw 11(a)(ii)]
- Gate must swing in the direction of exit travel** (swing away from the swimming pool.) [Bylaw 11(a)(iii)]
- Self-closing device** designed to return the gate to the closed position after each use is required. [Bylaw 11(a)(iv)(1)]
- Self-latching device** designed to hold the gate in a closed position after each use is required. [Bylaw 11(a)(iv)(2)]
- Locking device** is required to prevent unauthorized entry. [Bylaw 11(a)(iv)(3)]
- Every gate must be anchored** to fixed posts or secure structures on both the hinge & latch sides. [Bylaw 11(a)(v)]
- 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. [Bylaws 10(c) & 11(d)]
- Structural members on gates** (horizontal, vertical or diagonal) must meet all Bylaw 10(b) requirements noted under the “Enclosure” section on page 1 of this document. [Bylaw 11(e)]

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. [Bylaws 11(c) & 12(a)]
- 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. [Bylaw 13(a)]
- Walkway must be placed** so that it is no more than 1200 mm (47”) below the top rim of an above-ground swimming pool. [Bylaw 13(b)]

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. [Bylaw 14(a)(i)]
- First aid kit.** [Bylaw 14(a)(ii)]
- Buoy attached to a rope** with a length that measures at least the full width of the pool. [Bylaw 14(a)(iii)]
- 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,
 - 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 contact the **Town of Pilot Butte** at **306-781-3407**

For a copy of the swimming pool bylaw, please visit:

<https://pilotbutte.ca/building-permit-documents/>