

# Private Swimming Pool Permit Application Form

**Pool Address:** \_\_\_\_\_

**Legal:** Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

**Applicant Information:** Are you also the primary contact?  Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

*In an effort to improve customer service, the City of Regina may contact you regarding your application experience*

Primary Contact:	Email Address:	Phone:
Legal Landowner:	Email Address:	Phone:
Contractor:	Email Address:	Phone:
Engineer / Architect:	Email Address:	Phone:
Mechanical / Plumbing Contractor:	Email Address:	Phone:

## Work covered by this application

**Type of Pool:**  Inground (See checklist)  Above Ground (Drawings not required, compliance checked on site)

**Description of Work:**  Construction  Demolition

**Drainage of Pool:** I acknowledge that a swimming pool or hot tub must be drained into the wastewater system (ie. drained into a floor or basin drain inside the dwelling, connected to the sewer) and is not permitted to be drained into the stormwater system or onto private or public property per Section 13 of the Private Swimming Pool Bylaw.

Yes  No

**Value of work to be done:** \$ \_\_\_\_\_

### REQUEST FOR PRIVATE SWIMMING POOL PERMIT

I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all City of Regina bylaws and/or provincial laws regarding private swimming pools.

It being expressly understood that the issuing of a permit does not relieve the applicant/owner from complying with any other applicable laws.

This application form does not allow work to start as this is not an issued permit.

The information on this form is collected under *the Local Authority Freedom of Information and Protection of Privacy Act*. The purpose of the collection is to process

your application for a permit. It will be retained as a record of your application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to *The Cities Act*, the City's *Private Swimming Pool Bylaw* and *The Planning and Development Act*.

Issued City permits, including name of applicant, description of work, location, value of work and contractor names, may be released to members of the public by the City in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact Building Standards at 306-777-7000.

\_\_\_\_\_  
*Legal Land Owner (printed)*      *Signature of Legal Land Owner*      *Signature of Applicant*      *Date*

## Application Checklist

*Applications will not be accepted until all information is provided.*

TIP: Supply **accurate and detailed** plans to speed up the application review process.

### Above Ground Pool – Required Items

#### Application Form

- Signed by legal owner of the property (registered on title)
- Owner must acknowledge that the pool will be drained into the City wastewater system and not their yard, adjacent green space or storm sewer.

### Below Ground Pool – Required Items

#### Application Form

- Signed by legal owner of the property (registered on title)
- Owner must acknowledge that the pool must be drained into the City wastewater system and not their yard, adjacent greenspace or storm sewer.

#### Site Plan (metric plans preferred)

**Including a site survey (Real Property Report or lot plan) with your application package is recommended to increase your first-time approval rate.**

Site plan to be drawn to scale. Indicate the size of the lot, all property lines, location of buildings or other structures, location of enclosure and required walkway, location of pool, drains and discharge location.

#### Pool Construction Details

- Engineer or architect sealed plans required.

#### Enclosure Location

- Indicate location of enclosure and ensure it meets requirements (see page 4 for more information).

#### Safety Items

- Including the pool, discharge pump, plumbing and safety equipment (Page 7).

# Private Swimming Pool

## Do I need a Permit?

A private “swimming pool” permit is required for a private pool that is 600mm (2ft) or greater in depth. If the widest dimension across the water surface of a pool or spa is greater than 2.5m (8ft), then the full requirements of the bylaw for a “swimming pool” apply, as it cannot be classified as a “hot tub”.

A private “hot tub” does not require a permit when it is less than 2.5m (8ft) across and:

- the hot tub is equipped with a cover that can support the weight of 77 kilograms
- the hot tub has a lockable device to prevent unauthorized access
- the cover is maintained in place and locked at all times when owner/occupant is not supervising

**Corner Lots:** It is important to understand if the location of your pool is in the front or back yard. This is defined and shown in [Bylaw 2016-2](#) under the definition of “Front Yard”. The front yard of the property may not be the same side as the main entrance to your home. Some corner lot homes, typically in established neighbourhoods, were constructed with the main entrance facing the side yard of the lot. In these circumstances, the required pool enclosure will not be permitted in the “Front Yard” of the property per [Bylaw 2016-2](#), Section 13.1.

**If additional decks, structures or building are to be built, a separate building permit is required. See [Regina.ca/build](#) for more information.**

*The Private Swimming Pool Bylaw, 2004* (Bylaw No. 2004-81) does not apply to public swimming pools. Public swimming pools are regulated through *The Swimming Pool Regulations, 1999* enacted pursuant to *The Public Health Act, 1994*. Pools under *The Swimming Pool Regulations, 1999* are licensed and inspected by the Province of Saskatchewan.

## Private Swimming Pool Bylaw Definitions

The definitions below have been provided from *The Private Swimming Pool Bylaw, 2004* (Bylaw No. 2004-81):

- “swimming pool” means an artificially created basin, lined with concrete, fiberglass, vinyl or similar material, intended to contain water for the use of persons for swimming, diving, wading or other similar activity, which is 600 millimeters or more in depth, and includes pools situated on top of the ground and hot tubs
- “hot tub” means an artificially created basin, lined with concrete, fiberglass, vinyl or similar material, intended to contain water for the use of persons for swimming, wading or other similar activity, which is 600 millimeters or more in depth and which is 2.5 metres or less across the widest portion of the water surface

## How to Submit Your Application

Submit your completed application online by [registering for eBuild](#). Applying online allows you to track the status of your application and access application information from anywhere.

Ensure your project plans are legible and precise. Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” will not be accepted.

# Private Swimming Pool

## Permit Fee

The fee for a private swimming pool or hot tub permit is based on the construction value.

VALUE OF CONSTRUCTION	PERMIT FEE
\$0 - \$10,000	\$100
\$10,001 - \$40,000	\$100 + 7\$ per \$1000 of value over \$10,000
\$40,001 - \$78,000	\$310 + 5\$ per \$1000 of value over \$40,000
\$78,001 - \$100,000	\$500
\$100,001 +	\$5 per \$1000 of value
Demolition	\$35

Once your application is approved, payment must be made online using eBuild, or in person at City Hall. Following payment and final processing by our staff, your permit will be issued and emailed to the applicant. Your approved drawings will then be available on eBuild and construction may begin.

## Review Process

**Specific items will be reviewed only at INSPECTION, not at the time of application review.**

An explanation of the requirements for inspection review is included in this package. Depending on project scope, all items may not be reviewed or inspected.

	Above Ground Pools		Below Ground Pools	
	Reviewed at Application	Reviewed at Inspection	Reviewed at Application	Reviewed at Inspection
Swimming Pool Design		✓	✓	✓
Enclosure or Fence		✓	✓	✓
Gate		✓		✓
Walkway		✓	✓	✓
Safety Equipment		✓		✓
Drainage/Plumbing		✓	✓	✓

## Required Inspections

Pool Construction/Safety Equipment

1. Final – After pool and enclosures are constructed and before filling with water.

Mechanical (if applicable)

1. Rough-In - After any permanent plumbing drainage piping installation, prior to covering.

For more information or to book an inspection, call 306-777-7551 or [submit a request](#) online.

## Zoning Requirements

The following requirements apply, based on the *Regina Zoning Bylaw 2019* (Bylaw No. 2019-19):

- Residential (private pools serving homes): These pools do not require a Development Permit and zoning setbacks do not apply. However, the pool must be built entirely on the private property of the owner.
- Commercial (e.g. private pools serving multi-family buildings): The development must conform to the accessory regulations in the zone of the subject property. Contact the Planning Branch at 306-777-7000 for the development standards that apply for the zone of your project.

## Private Swimming Pool Bylaw Requirements

Applicants are advised to review [The Private Swimming Pool Bylaw, 2004 \(Bylaw No. 2004-81\)](#) prior to submitting a private swimming pool permit application to ensure all required information is provided. The information from the bylaw has been summarized in the information below.

### Enclosure/Gate Requirements

Owners/occupants are required to erect and maintain an enclosure and working gates, including closing and locking devices, around the swimming pool at all times. When the pool is not supervised, gates must be locked. A simplified list of the requirements for the enclosure is below.

All enclosures around swimming pools must meet the following requirements:

- The enclosure must be in place prior to filling the pool with water.
- Height of at least 1.8 m when measured on the non-pool side (exterior side of the fence).

Gates that form part of an enclosure must meet similar requirements to that for the enclosure (see Figure 3):

- The gate shall swing outward in the direction away from the swimming pool.
- Every gate shall be equipped with a self-closing, self-latching and locking device.

### Enclosures made of boards, iron rods or steel rods

Enclosures made of boards, iron rods steel rods must meet the following additional requirements:

- Horizontal structural members located on the non-pool side (exterior side) of the enclosure shall be spaced vertically by at least 1100 mm, as shown on Figure 1 below (to prevent unauthorized climbing and access).
- Vertical members on the non-pool side (exterior side) of the enclosure shall be spaced with horizontal gaps no larger than 100 mm (see Figure 1).
  - **Note:** this gap is required to be reduced to 20 mm if diagonal structural members are used, as discussed below.
- If diagonal structural members are used, they must be placed on the pool side of the enclosure, and the spacing between vertical members shall not exceed 20 mm (see Figure 2).

### Enclosures made of Chain Link

Enclosure made of chain link must meet the following additional requirements:

- The mesh size must not exceed 50 mm.
- The wire core must be at least 11 gauge.

# Private Swimming Pool

## Wood or Vinyl Fence

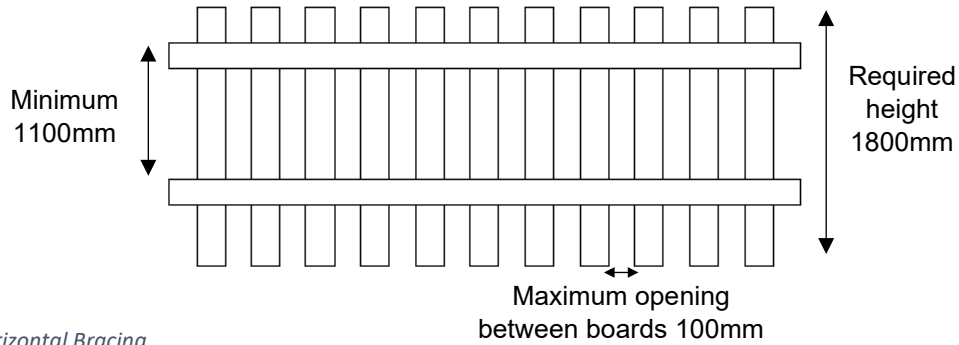
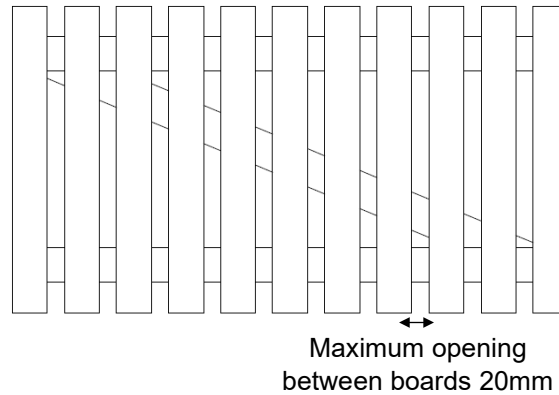


Figure 1 – Horizontal Bracing

Diagonal member must be on the interior/pool side of the enclosure.



Exterior non-pool side of enclosure. Maximum gap between vertical members when diagonal structural member used.

Figure 2 – Diagonal Bracing

## Chain-Link

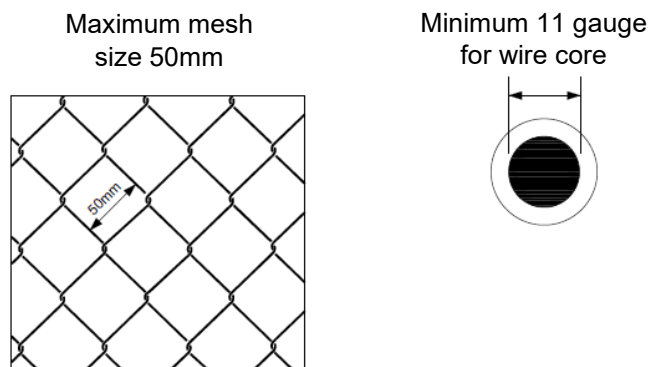


Figure 3 – Wire Mesh/Chain Link

## Walkway Requirements

For swimming pools, a walkway at least 750 mm wide must surround the swimming pool within the enclosure. There are no requirements regarding the material for the walkway (e.g. grass walkways are acceptable).

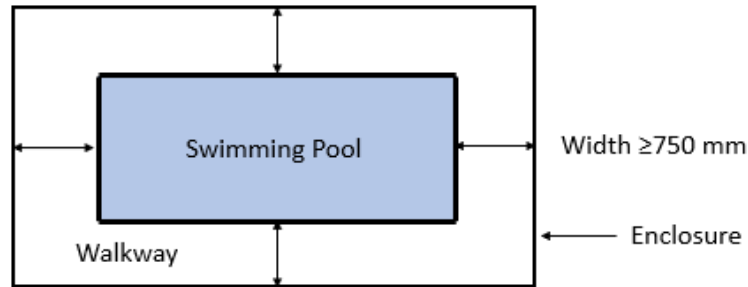


Figure 4 – Walkway Plan View

For aboveground pools, the maximum allowable vertical distance between the top rim of the swimming pool and the top of the walkway is 1200 mm. If the distance from the top rim of the swimming pool to the ground is within this limit, a raised walkway is not required to be constructed. If a deck or structure is to be built, a separate building permit may be required. Call Building Standards at 306-777-7000 for more information.

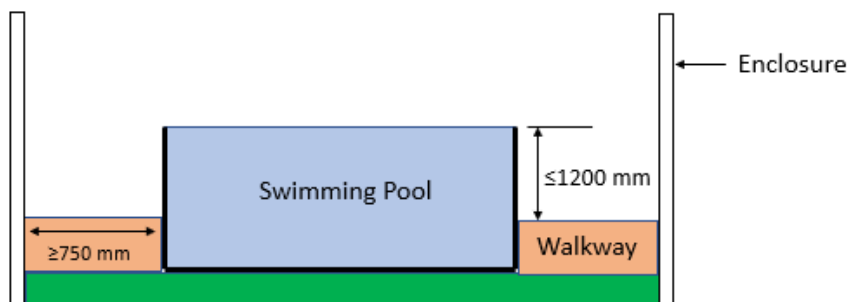


Figure 4 – Walkway Elevation

## Safety Device Requirements

The following safety devices must be available at the swimming pool, at all times:

- A reaching pole (where the length of the pole is at least half the width of the pool)
- A first aid kit
- A buoy and rope (where the length of the rope is at least the full width of the pool)

## Drainage System Requirements

The requirements concerning the drainage system as described below:

- The pool must drain into the wastewater sewer of the property where the swimming pool is located (ie. drained into a floor or basin drain connected to the sewer system, inside the dwelling)
- The drainage system must comply with all relevant plumbing and drainage legislation
- The rate of discharge shall not exceed 90 liters per minute
- Water from a swimming pool shall not drain onto adjacent property (public or private)