



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 Pools – 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.

Inground Pools – 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.

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 must indicate the size of the lot, all property lines, location of buildings or other structures, location of enclosure and required walkways, location of pool, drains and discharge location.

Pool Construction Details

- Engineer or architect sealed plans are required.

Enclosure and Gate Requirements

- Indicate location of enclosure and ensure it meets requirements (see page 3).

Park Access:

The owner and/or permit holder must complete the [Park or Easement Access Form](#), or contact the City for the use of, and access through public lands, specifically Public Parks and Utility Easements, to complete the work for which this permit is required.

The owner and/or permit holder is responsible for the cost to repair any damage to the public property or works thereon that may occur.

Do I need a Permit?

Permits are not required for any pool if the water depth is less than 600mm (2ft).

Above Ground Pools, Below Ground Pools and Custom-Built Hot Tubs

Private swimming pool permits are required when a new pool or custom-built hot tub is going to be constructed/installed on a property that did not previously have one.

Permits are required prior to constructing the pool the first time; subsequent installations at the same location would not require a pool permit.

Removal of an above ground pool does not require a demolition permit. However, demolition of inground pools requires a private swimming pool permit for the demolition. The material is required to be extracted from the ground and disposed of appropriately.

Pre-manufactured hot tubs and swim spas

A private pre-manufacture hot tub or swim spa does not need a permit but must meet the following requirements from the Private Swimming Pool Bylaw.

- the hot tub is equipped with a cover conforming to ASTM F 1346, "Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs"
- the hot tub has a lockable device or an enclosure in conformance to Sections 9-10 of the Bylaw to prevent unauthorized access;
- the cover or enclosure is maintained in place and locked at all times when owner/occupant is not supervising;
- The hot tub is drained into the sanitary water system and not onto bare land or the storm water sewer in conformance with Section 13 of the Bylaw.

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.

Other Structures

If additional decks, structures or buildings are to be built, a separate building permit is required. See Regina.ca/build for more information.

Public Swimming Pools

The Private Swimming Pool Bylaw 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.

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.

Permit Fee

- Above ground pool fee: \$100.00
- In-ground pool fee: \$450.00
- Demolition of in-ground pool fee: \$100.00

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. Approved drawings (if applicable) 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.

Above ground pools

	Reviewed	Inspected
Enclosure & gates		✓
Walkway		✓
Safety equipment		✓
Drainage/plumbing		✓

Inground pools

	Reviewed	Inspected
Swimming pool	✓	✓
Enclosure & gates	✓	✓
Walkway	✓	✓
Safety equipment		✓
Drainage/plumbing		✓

Required Inspections

Construction (if applicable)

1. Final - After pool and enclosures are constructed, prior to filling

Demolition (if applicable)

1. Final - After pool is demolished; material is removed; hole is backfilled

Mechanical (if applicable)

1. Rough-In – After any permanent plumbing drainage piping is installed, prior to covering

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

Private Swimming Pool Requirements

Applicants are advised to review [The Private Swimming Pool Bylaw](#) 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.

Easement Encroachments

If the proposed swimming pool or hot tub encroaches upon an easement, it is the owner’s responsibility to ensure approval from the easement owner has been granted, in order to encroach within the easement. Approval of the swimming pool permit does **NOT** grant approval to encroach upon easements.

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)

Enclosure/Gate Requirements

Unless the pool has a lockable cover in accordance with ASTM F 1346, “Safety Covers and Labelling Requirements for All Covers for Swimming Pools, Spas, and Hot Tubs” or another design acceptable to the City of Regina, every owner or occupant is required to erect and maintain an enclosure and working gates (including self-closing, self-latching and locking devices) around their swimming pool that meet the following requirements:

- The enclosure must be in place prior to filling the pool with water.
- Height of at least 1.7 m when measured on the non-pool side (exterior side of the fence).
- Constructed so all diagonal support members only face the swimming pool side or that horizontal members located on the non-pool side are spaced more than 1100mm, measured vertically.
- Prevents objects greater than 100mm from passing through the enclosure.
- Cannot be easily climbable.

Safety Device Requirements

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

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

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).

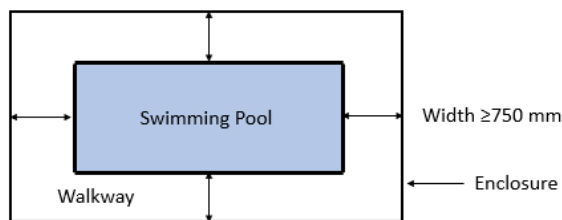


Figure 4 – Walkway Plan View

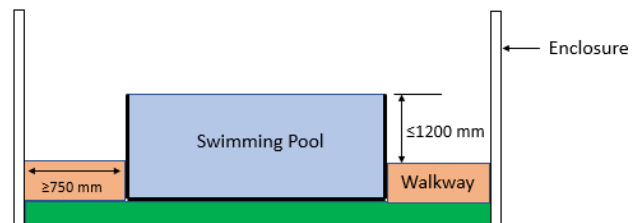


Figure 4 – Walkway Elevation

For above ground 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.