



**City of West Kelowna**

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6  
Tel (778)797.1000 Fax (778)797.1001

**BUILDING PERMIT APPLICATION CHECKLIST – POOLS**

Must be completed by applicant/owner and submitted with the [building permit application](#).

Site Address:

Proposed Works:

Applicant:

Owner:

Zoning:

Is Use Permitted?

Required Front Setback:

Proposed Front Setback:

Required Interior Side Setback:

Proposed Interior Side Setback:

Required Exterior Side Setback:

Proposed Exterior Side Setback:

Required Rear Setback:

Proposed Rear Setback:

Should you need to refer to the zoning bylaw for information, it can be found online here

<https://www.westkelownacity.ca/en/city-hall/zoning.aspx>

**Where an item noted below has not been included in the design, the item may be crossed out.**

**Documentation:**

- |  |  |
|--|--|
| <input type="checkbox"/> Building Permit Application                 | <input type="checkbox"/> BCLS surveyed site plan                           |
| <input type="checkbox"/> Pool specification drawings                 | <input type="checkbox"/> Schedule B from a Geotechnical Engineer           |
| <input type="checkbox"/> Owner Authorization Form                    | <input type="checkbox"/> Soils comment or report from Geotechnical Eng.    |
| <input type="checkbox"/> Title Search (dated within 90 days)         | <input type="checkbox"/> Schedule B from Structural Engineer if applicable |
| <input type="checkbox"/> Corporate Search if the owner is a business | <input type="checkbox"/> Two sets of sealed structural drawings            |
| <input type="checkbox"/> All registered encumbrances                 |  |

**Site Plan Information:**

- |  |  |
|--|--|
| <input type="checkbox"/> Civic address and property legal description          | <input type="checkbox"/> North arrow and scale                                 |
| <input type="checkbox"/> Street Location(s) and name(s)                        | <input type="checkbox"/> All retaining wall locations and dimensions           |
| <input type="checkbox"/> All property lines and their length                   | <input type="checkbox"/> Location of all encumbrances                          |
| <input type="checkbox"/> Setbacks to lakes and watercourses                    | <input type="checkbox"/> **Setbacks to <b>All</b> property lines from the pool |
| <input type="checkbox"/> All buildings, existing and proposed, with use labels |  |

\*\*Setbacks are measured perpendicular to the property line



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**Cross Sections and Details of Pool Fence:**

- Civic address and property legal description       Scale
- Fence height & detail, anchorage and gate details

**12 SWIMMING POOL FENCES**

*Bylaw No. 0086.03, adopted February 11, 2014, amended Bylaw No. 0086 by deleting section 12.1 in its entirety and replaced it with the following:*

- 12.1
  - A fence or an equivalent barrier not less than 1.2 m (3.9 ft.) in height shall be provided to prevent access to a swimming pool. All openings through the fence shall be equipped with self-closing and self-latching gates. Latches shall be located on the swimming pool side of the gate and located at least 1 m (3.3 ft.) above grade. Where the access to the swimming pool is from a dwelling located on the same property as the swimming pool, the access may be directly from the dwelling.
- 12.2
  - The fence or equivalent barrier referred to in Section 12.1 of this bylaw shall be of chain link type material, solid material with a flat vertical surface, or vertically oriented material, all intended to discourage climbing. All openings through such a fence or barrier shall have a size so as to prevent the passage of a spherical object having a diameter of 10 centimetres or greater. Vehicle or service gates through the fence or barrier shall be locked closed at all times when not in use.

*Bylaw No. 0086.03, adopted February 11, 2014, amended Bylaw No. 0086 by deleting section 12.3 in its entirety and replaced it with the following:*

- 12.3
  - Above ground swimming pools with exterior vertical sides 1.2 m (3.9 ft) or greater shall be considered to be protected if a barrier construction in accordance with 12.1 or 12.2 is erected around the access ladder.
- 12.4
  - A swimming pool fence or equivalent temporary barrier shall be in place prior to placing the water in a pool.



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**Note:** *While every attempt has been made to make this list as comprehensive as possible, further information may be requested during the application process.*

I have verified that all the information requested on this document has been included in the building design accompanying this Building Permit Application:

Owner/applicant:

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_