



Development Permit Application Package

SWIMMING POOL

Version 2 – November 2021

Development Permit Application Requirement List Swimming Pool Development

Please check off the following information which is required to facilitate a thorough evaluation and timely decision on your application. All information and material for this application must be complete, clear, legible and precise. The processing of your application will be put on hold status until the complete information is submitted.

Only complete applications will be accepted.

Applicant Use	Office Use	Required Documents and Information
		1. Swimming Pool Information Sheet
		2. Development Permit Application a development permit is required for the placement or installation of a swimming pool.
		3. Site Plan Drawing You may use a copy of a real property report to draw your site plan. The Detached Shed Information Sheet includes an exhaustive list of what needs to be included on the floor plan.
		4. Utility Locates Please contact Alberta One Call Corporation for utility locates prior to project start. http://albertaonecall.com/submit-a-locate-request or 1-800-242-3447
		5. Building Permit Application
		6. Electrical Permit Application only required for pools with an electrical component such as lighting or heating
		7. Fire Safety Plan

Applicant's Signature: _____

Date: _____

(Confirming that all required information has been provided, is correct and complete)



TIMING FOR BUILDING INSPECTIONS



To arrange an inspection, go to <https://forms.strathmore.ca/Permit-Inspections> for each of the stages listed below. **THE INSPECTION MUST BE ARRANGED 2 - 3 WORKING DAYS IN ADVANCE.**

A Building Permit is valid for one year from the date of issuance.

If your project is not completed within the one year time limit, an extension must be applied for in writing to development@strathmore.ca. The proposed completion date must be included.

H O T T U B S

FINAL / OCCUPANCY INSPECTION

Call when the following are complete, (only one inspection required):

Hot tub has been placed

Electrical has been connected and inspected.

Please note * Separate permits and inspections are required for plumbing, gas, and electrical.

S W I M M I N G P O O L S

Call when the following are complete, (only one inspection required):

Swimming Pool has been installed and electrical inspection completed.

AND

1.8 m high fence/guard has been installed and

1.8 m high gates with self closing and self latching device has been installed.

OR

Pool cover installed and documentation provided to ASTM F 1346, "Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs".

Please note * Separate permits and inspections are required for plumbing, gas, and electrical.

2021 Swimming Pool Information Sheet
 based on National Building Code 2019 – Alberta Edition
 (to be completed and submitted with Building Permit Application)

ADDRESS OF HOUSE	
DEPTH OF WATER	
a) Water in pool deeper than 600 mm	Yes <input type="checkbox"/> Permits are required
b) Water in pool less than or equal to 600 mm	Yes <input type="checkbox"/> Permits are not required
SITE DRAWING	
Site drawing shows the following:	
a) location of the pool,	Yes <input type="checkbox"/>
b) size of the pool,	Yes <input type="checkbox"/>
c) setbacks from the nearest property lines,	Yes <input type="checkbox"/>
d) if the pool is an above ground pool, note the height of the pool walls	Yes <input type="checkbox"/>
e) includes any adjacent walkways or decks more than 600 mm above grade, and	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
f) includes any landings, stairs and railings to access the pool.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
PROHIBITION OF SWIMMING POOLS ON RESIDENTIAL DECKS	
Swimming pools and other similarly weighted items are not to be placed on a deck unless the deck has been designed AND verified by a professional engineer to accept the additional load..	
Above Ground Swimming Pools	
To be installed as per the manufacturer’s specifications.	
Inground Swimming Pools	
To be designed by a professional engineer. When applying for a Building Permit a copy of a design drawing stamped by the engineer licensed to practice in Alberta is to be included with the application.	
Preventing Unauthorized Access to Area Containing Swimming Pool	
One of the two following requirements must be completed prior to the pool being operational.	
1. Installation of a fence, building wall or enclosure (fence) meeting the requirements below	Yes <input type="checkbox"/> No <input type="checkbox"/>
a) the entire area containing the pool shall be protected by a fence with a minimum height of 1.8 meters,	

<ul style="list-style-type: none"> b) any openings in the fence for access shall be protected by a gate that is: <ul style="list-style-type: none"> i) same height as the fence, ii) equipped with a self closing device, iii) equipped with a self latching device on the inside of the gate, iv) self latching device is not less than 1.5 meters above grade, and v) capable of being locked. c) the fence and gate around the swimming pool shall <ul style="list-style-type: none"> i) be constructed so that all horizontal and diagonal members are located on the swimming pool side, and ii) not permit the passage of a sphere whose diameter is more than 100 mm. d) barbed wire shall not be used on or as a fence e) no device shall be installed on or adjacent to a fence or gate around a swimming pool that could cause an electric current to pass through. 	
<p align="center">A drawing identifying the location and height of the 1.8 meter high fence and all gates is to be submitted with the Permit application.</p>	
<p align="center">OR</p>	
<ul style="list-style-type: none"> 2. The pool is provided with a cover that <ul style="list-style-type: none"> a) has been designed and constructed in conformance with ASTM F 1346, "Safety Covers and Labeling Requirements for All Covers for Swimming Pools," and b) is provided with lockable devices to prevent access to the water by unauthorized persons. 	<p align="right">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Documentation from the supplier of the pool verifying the cover meets ASTM F 1346 is to be submitted with the Permit application.</p>	
<p>DISPOSAL OF POOL WATER</p>	
<p>Waste water from a private swimming pool shall be discharged to an existing municipal sanitary sewer drainage system as directed by the authority having jurisdiction and the Town of Strathmore. For chlorine pools this includes the following options:</p> <ul style="list-style-type: none"> a) discharged to the storm sewer system <ul style="list-style-type: none"> i) water must be dechlorinated first. ii) discharge should not be done on a rainy day as it will overwhelm the storm sewer system, <p>Approval required from Strathmore Infrastructure Dept. prior to discharge.</p> b) discharged to the sanitary system <p>Approval required from Strathmore Infrastructure Dept. prior to discharge.</p> <p>OR</p> c) discharged onto a permeable surface on your property. <ul style="list-style-type: none"> i) water must be fully absorbed into the ground on your property without flowing onto any neighbouring properties 	<p align="right">Understood <input type="checkbox"/></p>

FORM 1
Application Form

Applications can be submitted electronically by emailing all required documents to: development@strathmore.ca or in person to the Development Services Counter at Town Hall. **Development Fees must be paid with submission.**

Applicant & Property Owner Information					
Applicant			Property Owner (if different than Applicant)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
Town/City	Province	Postal Code	Town/City	Province	Postal Code

Location of Development			
Civic Address			
Legal Address	Lot	Block	Plan

Description of Development
Describe the proposed development and all activities on the site.

Land Use District:	
Development Permit Application Fee:	
For Office Use Only	
Roll #:	Development Permit #:
Building Permit Required? (Y/N)	Business License Required? (Y/N)
Date Submitted:	Fees Paid? (Y/N)

1. Failure to fully complete this form and/or supply the required information may delay your application.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any appeals have been heard and a decision has been rendered by the Subdivision and Development Appeal Board (SDAB).
4. If a decision has not been issued within 40 days of the date the application was deemed complete by Development Services, the application will be deemed to be refused. An appeal may then be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be deemed void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or a Business License. Any approvals granted regarding this Development Permit application does not excuse the applicant from applying for the necessary Building Permits or Business Licenses, nor does it excuse the applicant from abiding by other applicable Municipal, Provincial, and/or Federal licenses or requirements.
7. This Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreements affecting the building and/or lands. The Applicant is still responsible to comply with any and all conditions affecting a building and/or land.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

 Owner/Applicant Signature

 Date

 Application Screened for Completion By:
 (Development Officer/Planner)

 Date



Site Plan for Proposed Swimming Pool

Include the location of the swimming pool, location of house and any decks in proximity to the swimming pool location and dimensions of the swimming pool to the house, decks, side yard and rear yard on the site plan. **Tip:** A current Real Property Report can be used as the site plan.



BUILDING PERMIT APPLICATION
 Town of Strathmore
 1 Parklane Drive, Box 2280
 Strathmore, AB T1P 1K2
 development@strathmore.ca

Town of Strathmore
 Permit Label

To be completed by Town Staff	Development fee		
Development Permit #	Calgary Growth Charge		
Building Permit #	Water meter fee		
Date:	Building Permit fee		
Date of receipt of complete application	Safety Codes Council fee		
	Total payable		

To be completed by Owner or applicant			
Project Civic Address			
Legal Address	Lot	Block	Plan
Construction Value \$	Area: _____ <input type="checkbox"/> ft ² or <input type="checkbox"/> m ²		
TYPE OF PROJECT (check applicable box)			
<input type="checkbox"/> Residential New Single Family Dwelling	<input type="checkbox"/> Single Family Addition	<input type="checkbox"/> Single Family Renovation	
<input type="checkbox"/> Residential Semi-Detached / Duplex Dwelling(s)	<input type="checkbox"/> Basement Development	<input type="checkbox"/> Deck	
<input type="checkbox"/> Residential Manufactured / Modular Home	<input type="checkbox"/> Shed	<input type="checkbox"/> Detached Garage	
<input type="checkbox"/> Residential Multi-family _____ # of dwelling units	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Wood Burning Appliance	
<input type="checkbox"/> Commercial A. <input type="checkbox"/> New building <input type="checkbox"/> Renovation B. <input type="checkbox"/> Office/Personal Service <input type="checkbox"/> Retail <input type="checkbox"/> Assembly (restaurant/drinking)			
<input type="checkbox"/> Industrial A. <input type="checkbox"/> New Building <input type="checkbox"/> Renovation B. <input type="checkbox"/> F3 Light Hazard <input type="checkbox"/> F2 Medium Hazard			
<input type="checkbox"/> Secondary Suite	<input type="checkbox"/> Other (if not listed above): describe project		

Estimated start date of construction:	
Estimated completion date of construction:	

OWNER NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

CONTRACTOR NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:
E-mail address:		

APPLICANT NAME:		
Address:		Phone:
City:		Cell:
Prov:	Postal Code:	Fax:

E-mail address:

List of Contractors Responsible for the Following Disciplines (if applicable)		
HVAC	Name:	Ph #
Electrical	Name:	Ph #
Plumbing	Name:	Ph #
Gas	Name:	Ph #

I authorize the appropriate officers of the Town of Strathmore the right to access the property for the purpose of any necessary inspection in conjunction with this application. The undersigned hereby agrees to build according to the approved permits, information above, Plan Examination Report, and plans and specifications herewith submitted and agrees to comply with all Town Bylaws and Safety Code requirements.

I (print name),		hereby certify that:
	I am the owner.	
	I have been designated as the representative or agent of the owner, and I am aware that it is my responsibility to obtain all approvals from the land owner.	
I have read and understand this application in its completed form.		
SIGNATURE:		DATE:

DECISION

This Permit is valid for ____ year(s) from the date of issuance. If this project is not complete within the ____ year(s) time limit, an extension must be applied for or the Permit will be deemed to be expired and a new Permit will be required.

Date of issuance of Permit: _____

Safety Codes Officer: _____

Designation Number: _____

The Town of Strathmore is the Authority Having Jurisdiction and the Issuing Municipality

Protection of Privacy - The personal information requested on this form is collected under the authority of the Safety Codes Act, the Municipal Government Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purpose of issuing permits, Safety Codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is public information and will be released to the public upon request. Direct any questions about this collection to the Town of Strathmore FOIP Coordinator at 403-934-3133, weekdays.



ELECTRICAL PERMIT APPLICATION

Town of Strathmore
1 Parklane Drive, Box 2280
Strathmore, AB T1P 1K2
development@strathmore.ca

Town of Strathmore

Permit Label

Date of Application: _____ Estimated Start Date: _____
 Development Permit Number: _____ Est. Completion Date: _____

Accredited Municipality: Town of Strathmore Civic Address: _____
 Lot: _____ Block: _____ Plan: _____
 Part of: _____ ¼ SEC _____ TWP _____ RG _____ W _____ Meridian

Owner's Name: _____ Phone Number: _____
 Mailing Address: _____ Fax number: _____
 City/Town: _____ Prov. _____ Postal Code: _____
 Email: _____ Home Owner's signature _____
 Home Owner's signature/declaration (homeowner permits only) "I hereby declare I am the owner of the premises in which the work will be conducted and reside on the property. I am doing the work myself and assume responsibility for compliance with the applicable Acts and Regulations.

Contractor's Name: _____ Phone Number: _____
 Mailing Address: _____ Fax Number: _____
 City/Town _____ Prov. _____ Postal Code: _____
 Master Certification #: _____ Master Electrician's Signature: _____
 Email: _____

Applicant's Name: _____ Applicant's Signature: _____
 Mailing Address: _____ Phone Number: _____
 City/Town: _____ Fax Number: _____
 Prov. _____ Postal Code: _____ Email: _____

*The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act and Regulations and shall be commenced within 90 days. The Permit will expire in 1 year unless otherwise noted.
 **The Permit Applicant acknowledges that No Refunds will be issued after Permit Issuance, the Plan Review process has been initiated, or for Permit Applications that have been pending in excess of 90 days due to lack of information or payment.

Project Information: please check one box from each of the lines below:
Type of Work: New Work Renovation Connection Alteration Other Specify) _____
Intended Use: Institutional Industrial Commercial Residential Basement Development
Supply Service Required: Yes No Service: Amperes: _____ Voltage: _____ Phase: _____
Type of Supply Service: Overhead Underground Temporary Pad Transformer
 Value: (labour & materials): _____ Total Development Area: _____ ft²/m²
 Description of Work: _____

Permit Fee: _____ Other Fee: _____ SCC Levy: _____ Total Fee: _____
 Payment Method: Cash Cheque Debit Visa Master Card

Credit Card Payment Information:
 Name of Card Holder _____ Card Number: _____
 Expiry Date _____ CVC Number _____
 (credit card information will not be forwarded outside of the Municipal Office)

Permit Issuance Information (this section is to be completed by Permit Issuer)
 Date of Issue: _____ Name: _____
 Designation No: _____ Signature: _____

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Town of Strathmore
1 Parklane Drive, Box 2280
Strathmore, AB T1P 1K2
Fax 403-934-4713
development@strathmore.ca

Fire Safety Plan

THIS PLAN MUST BE POSTED ONSITE AND OCCUPANTS/EMPLOYEES ARE EXPECTED TO BE TRAINED
IN HOW TO FOLLOW ITS PROVISIONS

Building Permit # _____ Address: _____

Building Name (if applicable): _____

Description of Project: **Swimming Pool Construction/Installation**

Contact Personnel: _____ Phone #: _____

Specific Considerations:

- Fire extinguisher(s) and charged garden hose (weather permitting) will be available at all times during the progress of the construction
- Access to fire hydrants and buildings for fire apparatus must be maintained

Emergency Response Numbers: FIRE/POLICE/AMBULANCE: 9-1-1

General Considerations:

- A WARNING SYSTEM will be in place to warn of potential threats, and facilitate evacuation (yelling, ringing of a bell or horn, etc.)
- EVACUATE via the nearest exit if you are warned of a fire
- PROCEED to the main entrance (outside) and report to the Fire Department
- FIGHT the fire ONLY if it is small and you are NOT ALONE

Hazards Control:

- At the end of each day combustible refuse will be cleared from the site area and disposed of in bins or stored in neat piles. Unused construction material will be kept neat and orderly.
- No open-flame devices will be used inside buildings unless a dedicated watch is in place
- Liquid Propane Tanks or flammable liquids containers are not allowed within buildings

This Fire Safety Plan is designed in conformance with and is a requirement of Division B, Section 2.8.2 of the Alberta Fire Code, and on signature, becomes an agreement between the building owner/contractor and the Town of Strathmore Fire department.

Building Owner/Contractor Name: _____
Print name

Building Owner/Contractor Signature: _____
Signature

Date: _____