

## **OTHER PERMITS**

It is the property owner's responsibility to ensure that **all applicable utility** permits are obtained prior to commencement of the work.

- Electrical
- Gas
- Plumbing

**WARNING! It is the responsibility of the applicant to ensure that the work being carried out does not contravene the requirements of restrictive covenants, caveats, or any other restrictions that are registered against the property.**

*Construction must begin within 90 days of the issuance of the building permit, and is valid for 1 year from the date of approval. Extensions may be applied for before the expire date in the Development and Infrastructure Services Department at the City of Chestermere.*

## **APPLICATION FEES:**

Up to date development review and building permit application fees can be found under City of Chestermere's Fee Schedule, (Policy 643) at [www.chestermere.ca](http://www.chestermere.ca).

Contact us in person or by phone:

**The City of Chestermere**  
Development and Infrastructure Services  
105 Marina Road  
Chestermere, AB T1X 1V7  
Telephone: 403-207-7075  
Fax: 403-207-2817  
\*Mon – Fri 8:30am-4:30pm  
\*Closed on Stat Holidays

**Call Before You Dig!**  
**1-800-242-3447;**  
**[www.Alberta1call.com](http://www.Alberta1call.com)**

# **POOLS & HOT TUBS**

***City of Chestermere***  
Development and Infrastructure  
Services Department



This pamphlet is published as a public information service. It has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect.

November 2015

## POOLS AND HOT TUBS

Private swimming pools or hot tubs that are **0.6m deep or more** require a Building Permit and/or Development Permit. If your pool cannot be classified as a private pool (i.e. public, semi-public, water-theme parks, water spray parks, steam rooms and wading pools, additional requirements may apply as described in Part 7 Section 7.2 of the 2014 Alberta Building Code.

The principal requirements for pools, is to prevent access by unauthorized persons, and is to provide fencing with a minimum height of 1.8m for private pools and all other swimming pools minimum of 2m, with a self-latching device on the inside of the gate, capable of being locked.

Hot tubs shall be provided with a cover that has structural strength to support the weight of an adult walking across the top of it when it is in the closed position, and is provided with lockable devices to prevent access to the water by unauthorized persons. The cover shall be in place and locked at all times when the hot tub is unsupervised.

### NOTE:

- Any inflatable or soft sided temporary pools/hot tubs that exceed 0.6m in depth require a Building Permit as per 2014 Alberta Building Code.

- No structures shall be allowed on an easement or a utility right of way.

### PERMIT APPLICATION REQUIREMENTS

#### Development Review:

Please provide **THREE (3)** copies of the Real Property Report, to serve as a plot plan, showing the following information: See Figure 1 as an example.

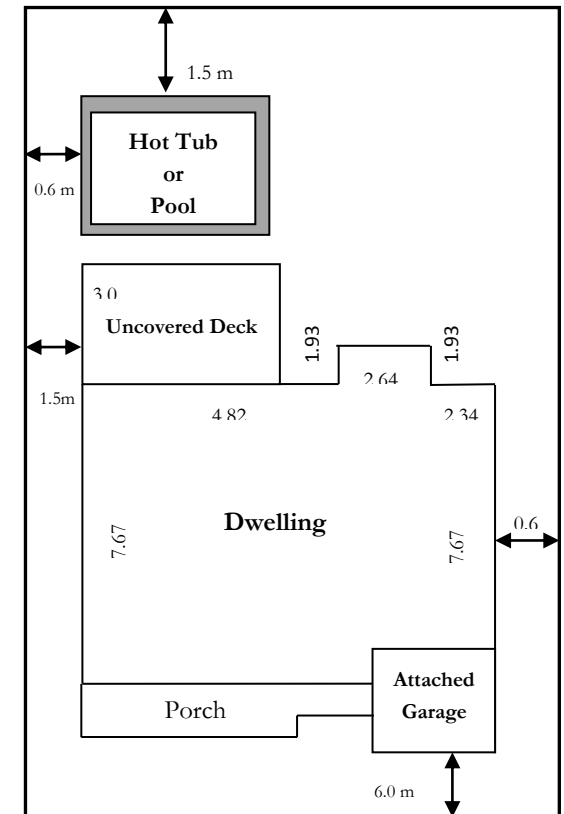
- Legal description, municipal address
- Hot tub/pool location and dimensions indicating the size of the proposed hot tub/pool.
- Relationship of proposed hot tub/pool to all existing and proposed structures
- Proposed distances from the property lines and house to the hot tub/pool.

### REQUIRED YARD SETBACKS

For **most** (please check zoning district first) lots in Chestermere, the required yard setbacks from Hot Tub/Pool to the property line are:

- 3.0m from side property line on street side of corner lot
- 0.6m from side property line including eaves on all other sites
- 1.5m from rear property line

**Figure 1: Real Property Report (Plot Plan) EXAMPLE ONLY**



#### Building Permit:

All pools/hot tubs with a water depth of 0.6m or more are required to meet the requirements of the 2014 Alberta Building Code, and requires a Building Permit.

Complete and submit the Hot Tub/Swimming Pool information sheet with application forms and include **THREE (3)** copies of manufactured specification sheets on pools/hot tubs.



# HOT TUB/POOLS PERMIT APPLICATION CHECKLIST AND INFORMATION SHEET 2016

**Municipal Address:** \_\_\_\_\_

**Residential District:** \_\_\_\_\_ **Roll #:** \_\_\_\_\_

**The information indicated on this sheet is the minimum that is required for hot tub/pools permit application. This form must be provided along with hot tub/pools drawings/mechanical details.**

HOT TUB/POOLS REQUIRED DOCUMENTS	INITIALS
Development Review and Building Permit Application	
Authorization letter if the applicant is not the registered owner	
3 copies of Real Property Report to serve as a Plot Plan showing:	
a. Legal description and municipal address	
b. Hot tub/Pool location and dimensions indicating the size of the proposed hot tub/pool to all existing and proposed structures	
c. Relationship of proposed hot tub/pool to all existing and proposed structures	
d. Proposed distances from the property lines and house to the hot tub/pool.	
Electrical Permit	
Gas Permit (if applicable)	
Plumbing Permit (if applicable)	
Completed Exhibit A Form	
3 Copies of hot tub/pools manufacturer's manual or building plans	
<b>One of the two following requirements is needed for your hot tub/pool installation to be accepted:</b>	
a. A cover with a lockable device to prevent access to the water by unauthorized persons AND/OR;	
b. A 1.8m fence surrounding property with self-latching gate.	

**NOTES:**

1. Hot tubs, regardless of size, that exceed **0.6m** in water depth are considered swimming pools.
2. Any Hot Tub or Swimming Pool that exceeds 0.6m in depth requires a Development Review and a Building Permit.
3. Any inflatable or soft sided temporary pools/hot tubs that exceed 0.6m in depth require a Building Permit only as per Alberta Building Code 2014.
4. Hot Tubs and Swimming Pools must meet the required setbacks for the Land Use District of accessory buildings in which the proposed swimming pool/hot tub is located. Please refer to Land Use Bylaw 022-10, as amended or call Development and Infrastructure Services at 403-207-7075 for specific requirements.
5. Once the permit is issued, please refer to the permit conditions for further clarification.

**IMPORTANT NOTICE:**

By signing below, the applicant/landowner certifies that all the required documents listed above have been submitted as a complete Development and/or Building Permit application. The applicant/landowner is aware that the permit application will be returned as refused 40 days after the submission date of the permit, if the application is deemed incomplete by the reviewing Development Officer.

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

**FOIP Notification:** The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere Alberta T1X 1V7 (403) 207-7050

**\*\*\* FOR OFFICE/ INTERNAL USE ONLY \*\*\***

<b>HOT TUB/ SWIMMING POOL BUILDING PERMIT APPLICATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>REQUIREMENTS CHECKLIST:</b>			
Building Permit Application			
Authorization letter if the applicant is not the registered owner			
Is the address and legal description correct?			
3 copies of Real Property Report to serve as a Plot Plan showing: a. Legal description and municipal address b. Hot tub/Pool location and dimensions indicating the size of the proposed hot tub/pool to all existing and proposed structures c. Relationship of proposed hot tub/pool to all existing and proposed structures d. Proposed distances from the property lines and house to the hot tub/pool.			
3 copies hot tub/pool details/ manufacturer's manual			
	<b>Front</b>	<b>Rear</b>	<b>Side</b>
Proposed yard set backs			
Required yard set backs			
<b>FEES</b>			
<b>Hot Tub</b> Development Review Fee: \$100 + \$1.00/m <sup>2</sup> Building Permit Fee: \$100 Safety Codes Council Fee: \$4.50	<b>Swimming Pool</b> Development Review Fee: \$100 + \$1.00/m <sup>2</sup> Building Permit Fee: \$100 - above ground \$150 - below ground Safety Codes Council Fee: 4 % of BP fee or min of \$4.50		

**Review Comments :**

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**CITY OF CHESTERMERE**  
**DEVELOPMENT REVIEW & BUILDING PERMIT APPLICATION**  
 DEVELOPMENT and INFRASTRUCTURE SERVICES  
 105 Marina Road, Chestermere, Alberta T1X 1V7  
 Phone: 207-7075 Fax: 207-2817  
[www.chestermere.ca](http://www.chestermere.ca)

**DATE STAMP**  
  
 (Office use only)

Permit # \_\_\_\_\_ (Office use only)

**THE BUILDING PERMIT FEE SHALL BE DOUBLED IF CONSTRUCTION (INCLUDING EXCAVATION) COMMENCES PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.**

MUNICIPAL ADDRESS \_\_\_\_\_ LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, PLAN \_\_\_\_\_ ZONING \_\_\_\_\_

**TYPE OF DEVELOPMENT**     Residential     Industrial     Commercial     Institutional     Demolition     Other

IF RESIDENTIAL:     Single Family Dwelling     Semi-Detached Dwelling     Condo/Town     Showhome     Detached Garage     Deck/Stairs  
 Basement Dev.     Renovation     Addition     Wood Burning Stove/Fireplace     Demolition     Other

IF COMERCIAL:     New Building     Addition     CRU (Renovation)     CRU (New)

Name of Establishment: \_\_\_\_\_

*Note: ALL COMMERCIAL PERMITS REQUIRE ALL NECESSARY SCHEDULES TO BE ATTACHED.*

**Estimated Developed Floor Area** \_\_\_\_\_ **Estimated Cost of Construction** \_\_\_\_\_

<b>Owner</b> _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____
<b>Contractor</b> _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____
<b>Applicant</b> _____ E-mail address _____	
Address _____	City/Town _____ Postal Code _____
Cell _____ Home _____	Work _____ Fax _____

<b>PERMIT FEES</b>	
Building Permit	_____
Development Review Fee	_____
Partial Building Permit	_____
Safety Code Fee	_____
Utility Service	_____
Performance Deposit	_____
Landscaping Deposit	_____
Other	_____
<b>Total</b>	_____

**TERMS AND CONDITIONS:** This application form must be accompanied by a complete application package (checklist, plot plan, construction drawings, etc.) Notwithstanding, the owner is solely responsible for ensuring compliance with the current Alberta Building Code which are outlined in the attached Plans Examination Review and the City of Chestermere Land Use Bylaw 022-10, as amended. Any contravention of either may result in penalties or other enforcement.

**I/We hereby make application for Development Review and Building Permit under the provisions of the current Land Use Bylaw, in accordance with the plans and supporting information submitted herewith and form part of this application. By signing this application, I authorize the Development Officer and/or designated City employees to enter the property to carry out inspections necessary for this development.**

I/We hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

**Signature of Owner** \_\_\_\_\_ **Signature of Applicant** \_\_\_\_\_

**OFFICE USE ONLY:** \_\_\_\_\_ (Letter of Authorization from Owner needed)

OTHER PERMITS REQUIRED:     Electrical     Gas     Gas Air Test     Gas Fireplace     Plumbing     W&S     PSDS

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Date Permit Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

**Building Inspector**

Designation #: \_\_\_\_\_



**CITY OF CHESTERMERE**  
 105 Marina Road, Chestermere, AB T1X 1V7  
 Telephone: (403) 207-7075 Fax: (403) 207-2817  
 Website: www.chestermere.ca

# Electrical Permit Application

Muni Permit Number \_\_\_\_\_

Date of Application: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Land Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 City & Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 City & Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Municipal Address: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**Project Information: (Please be sure to check one of each)**

Type of work:  New Work  Renovation  Connection  Temporary  Other (Specify): \_\_\_\_\_  
 Intended Use:  Institutional  Industrial  Commercial  Residential  Basement Development  
 Garage or Small Accessory Building  Other (Specify): \_\_\_\_\_  
 Supply Service Required:  Yes  No Service: Amperes: \_\_\_\_\_ Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_  
 Type of Supply Service:  Overhead  Underground  Temporary  Pad Transformer  
 Is the basement or any section of the basement included in your scope of work?  Yes  No  
 (If yes, indicate the total sq.ft. \_\_\_\_\_ and indicate the type of room/s \_\_\_\_\_)  
 Value of Labour and Materials: \_\_\_\_\_ Total Developed Area: \_\_\_\_\_ sq. ft. (including basement if applicable)  
 Description of work: \_\_\_\_\_

\* 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 one year.  
 \*\* Owner's signature/declaration (homeowner permits only) "I hereby declare that 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 Act and Regulations."  
 \*\*\* The permit applicant acknowledges that refunds and permit extension requests will be subject to approval."

Please check who the applicant is:  Contractor  Homeowner

Applicant Company Name: \_\_\_\_\_ Applicant Name (Print): \_\_\_\_\_  
 Certification/Journeyman Class & No.: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 City & Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Permit Validation Section (To be completed by SCO or Issuing Officer)**

Payment Method:  Cash  Debit  Cheque  Invoice  Credit Card  
 Permit Fee: \_\_\_\_\_ Other Fee: \_\_\_\_\_ SCC Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_  
 Permit Conditions: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Credit Card Payment Section  
 Issuing Officer's Name: \_\_\_\_\_ Name of Cardholder: \_\_\_\_\_  
 Issuing Officer's Designation Number: \_\_\_\_\_ Card Number: \_\_\_\_\_  
 Issuing Officer's Signature: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

All Safety Codes Inspection Requests must be sent to [inspections@chestermere.ca](mailto:inspections@chestermere.ca). To find out the updated schedule of inspection, please go to our website at [www.chestermere.ca](http://www.chestermere.ca). A minimum of 48 hours notice is required at all times. Please note that schedule may change without notice.

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## CHESTERMERE

### DEVELOPMENT AND INFRASTRUCTURE SERVICES

105 MARINA ROAD CHESTERMERE, ALBERTA T1X 1V7

TELEPHONE: (403) 207-7075 FAX: (403) 207-2817

## WHEN TO REQUEST FOR A BUILDING INSPECTION

TYPE OF PROJECT	PROJECT VALUE \$	MINIMUM # OF INSPECTIONS	INSPECTION STAGE
Single Family Dwelling New Home		3	<b>1. FOUNDATION</b> – prior to backfill <b>2. FRAMING</b> – completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to bathroom vent pipe and sealed. <b>3. FINAL COMPLETION</b>
Basement Development		2	<b>1. FRAMING</b> – completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to bathroom vent pipe and sealed. <b>2. FINAL COMPLETION</b>
Addition		2-3	<b>1. FOUNDATION</b> – prior to backfill <b>2. FRAMING</b> – completed electrical and plumbing rough-ins prior to covering up with insulation and vapour barrier. Ensure fan housing is connected to vent bathroom vent pipe and sealed. <b>3. FINAL COMPLETION</b>
Detached Garages/Accessory Buildings		at least 1	At the discretion of the Building Safety Codes Officer
Decks		at least 1	<b>Final completion</b>
Solid or Liquid Fuelled Heating Appliances – wood stove, fireplace, etc. (under separate permit)		At least 1	<b>Prior to covering</b> If the house is existing, framing AND final inspections have to be done.
Demolition		1	At the discretion of the Building Safety Codes Officer
Institutions, Commercial, Industrial, Multi-Family	Over \$20,000	at least 2	<b>1. Complete foundation</b> (prior to backfill) OR HVAC rough-in OR <b>2. Framing</b> , structure (prior to insulation and vapour barrier) AND <b>3. Final</b> , including HVAC completion

**INSPECTION REQUEST PROCESS:** *Note: A copy of your Building Permit (or placard) is to be posted on the job site and should be visible at all times.*

- No issued permit, no inspection.
- A minimum of 48 hours notice is required at all times.
- All requests should be done through email. Please send Inspection email requests at [inspections@chestermere.ca](mailto:inspections@chestermere.ca)
- Please check our website [www.chestermere.ca](http://www.chestermere.ca) for the updated schedule of inspections; schedules might change without prior notice.
- Additional fees may be charged for any re-inspections beyond the required inspection due to deficiencies or missing documents.
- All inspections will be refused on any lots that are not clearly addressed at all times during the build. A fine of \$100.00 will be assessed for the inspection resulted to “No Entry” and must be remitted prior to re-inspection.



## CHESTERMERE

### DEVELOPMENT AND INFRASTRUCTURE SERVICES

105 MARINA ROAD CHESTERMERE, ALBERTA T1X 1V7  
TELEPHONE: (403) 207-7075 FAX: (403) 207-2817

## WHEN TO REQUEST FOR AN ELECTRICAL INSPECTION

TYPE OF PROJECT	PROJECT VALUE \$	MINIMUM # OF INSPECTIONS	INSPECTION STAGE
Residential additions, renovations, basement development, hot tub		1	<b>Rough-in (prior to cover-up)</b> OR <b>Final inspection</b>
Single Family Residential Buildings HOMEOWNER PERMIT	\$500 or less	1	<b>Final completion</b>
Single Family Residential Buildings HOMEOWNER PERMIT	Over \$500	2	<b>1. Rough-in (prior to cover-up)</b> AND <b>2. Final completion</b>
Single Family Residential Buildings CONTRACTOR PERMIT	Over \$500	1	<b>Rough-in (prior to cover-up)</b> OR <b>Final inspection</b>
Institutions, Commercial, Industrial, Multi-Family	\$4000 or less	1	<b>Final completion</b>
Institutions, Commercial, Industrial, Multi-Family	Over \$4000	2	<b>1. Rough-in (prior to cover-up)</b> AND <b>2. Final inspection</b>

### **INSPECTION REQUEST PROCESS:**

- No issued permit, no inspection.
- A minimum of 48 hours notice is required at all times.
- All requests should be done through email. Please send Inspection email requests at [inspections@chestermere.ca](mailto:inspections@chestermere.ca)
- Please check our website [www.chestermere.ca](http://www.chestermere.ca) for the updated schedule of inspections; schedules might change without prior notice.
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