

This form is being provided to offer assistance when applying for a permit to install an in-ground, above ground or indoor pools.

**Note:** Permits are not required for pools less than 450mm (18") deep or 14m<sup>2</sup> (150ft<sup>2</sup>) in area.

**The following identifies the minimum criteria to be considered before a pool can be installed on a property in Maple Ridge:**

1. Contact the City's Planning Department at 604-467-7341 to determine:
  - The zoning of the address where the pool is proposed to be installed;
  - If the property has any streams, ponds, etc. located on or adjacent to it, the Environmental section of the City's Planning Department will provide you with additional information on setbacks, habitat protection or repair;
  - If any covenants are registered against the property that may restrict location and work permitted within these areas;
  - If proposing to remove any trees from the property.
  - Any other information that would affect the location of the pool or pool shed.
2. Contact the City's Building Department at 604-467-7311 to determine;
  - If the property address is in the Fraser Escarpment area.
    - If a property is located within the [Fraser River Escarpment Area](#), additional construction, engineering and covenants may apply depending on the property's location within the escarpment.
    - The Fraser River Escarpment Area is located between; the Fraser River to the South, 124 Avenue to the North, 207 Street to the West and 224 Street to the East.
3. If the property is located within a flood plain.
  - An engineer will need to review the pool for resistance to uplift & provide a sealed letter.
4. If the property has any registered covenants against title (i.e. Geotechnical) that may limit or control type and location of construction.
5. For lots located adjacent to slopes a geotechnical engineer is to be consulted to ensure the pool location will not affect or be affected by slopes. See [Sloping Sites Bulletin 2012-02](#).
6. For lots that have a storm water management covenant, any loss of permeable area is required to be compensated for in the design of the pool.
7. If the property is on a septic system,
  - Provincial Sewerage System Regulation compliance must be obtained and verified in writing by an Authorized Person acceptable to the Municipality. For information on Registered Onsite Wastewater Practitioners, please contact the Applied Science Technologists & Technicians of BC at 604-585-2788 or visit their website at <http://owrp.asttbc.org>. The Association of Professional Engineers and Geoscientists currently have a searchable directory of their members on their web site at <https://www.egbc.ca/>
8. Where pools are intended to be installed within a building additional designs are required by:
  - A Mechanical engineer to design and review the pool area ventilation system,
  - A building envelope professional to design and review the enclosing wall and roof assemblies of the pool area.

If further information is required regarding the application and inspection process, please contact the Building Department in person, via phone or email provided below.

**PLEASE TURN PAGE OVER** 

*"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."*

## THE FOLLOWING IS REQUIRED IN ORDER TO APPLY FOR A POOL PERMIT:

- Pool permit application form plus applicable zoning check sheet.
- Owner's Acknowledgement of Responsibility for Simple Buildings
- TWO (2) complete sets of pool design plans – engineer to identify which pool type to be installed.
- TWO (2) site plans showing pool dimensions, lot dimensions and the distance the pool will be from all property lines, from the house and any other existing buildings on the property such as sheds, garages, barns, wells, septic field, etc. Plan to also show location of proposed/existing fences and gates as per the City's Building Bylaw.
- Site plan to show all existing and proposed retaining walls, right of ways, water courses, trees, etc.
- Compliance with storm water management covenant (Infiltration).
- Copies of liability insurance and a Schedule B for **each** Professional Engineer (**all in-ground pools require a geotechnical and structural engineer**).
- Where being installed on a property that slopes or is adjacent to a slope, EGBC Appendix D.
- Retaining around the pool is to be commented on by a Professional Engineer.
- Any retaining exceeding 600mm in height requires a separate permit.
- Pool sheds OVER 10m<sup>2</sup> require a building permit.
- No permit is required for pool sheds UNDER 10m<sup>2</sup>, however the structure must be sited in accordance with the City's Zoning Bylaw.
- Any deck or balcony elevated more than 600mm above grade requires a separate permit.

**NOTE:** A legal survey certificate of the forms is required to be on site at time of municipal foundation inspection. This document must be obtained from a BC Land Surveyor and must have the original seal. If the property is one acre or more, this survey may not be required. Confirm with city staff prior to scheduling forms inspection.

The following documents will provide the necessary information to apply for a building permit. These documents are available online (<http://www.mapleridge.ca/184/Building>) or at the Building Department front counter:

- [Pool Permit Application with Checklist](#)
- [Zoning Checklist](#)
- [Owners Acknowledgement of Responsibility – Simple Buildings](#)
- [Letter of Authorization](#) – General for non-owner applicants
- [Pool Permit Checklist](#)
- [Residential Building Permit Application](#) – for pool shed
- [Section 219 Covenant - Geotechnical Investigation Report Acknowledgement](#) - when geotechnical covenant is registered against the property.

## FENCING REQUIREMENTS:

Pools, as defined in the current Maple Ridge [Building - Bylaw 6925-2012](#), means any manufactured or constructed swimming pool having the capacity to contain water at a depth exceeding 450mm or with a water surface area exceeding 14 m<sup>2</sup> shall be completely enclosed within a fence or other structure which shall;

- Be not less than 1.2 metres in height,
- have no opening or gap with its largest dimension not more than 100mm for vertical pickets or 25.4mm for chain link fencing,
- No horizontal members are permitted between 140mm & 900mm above the horizontal surface adjacent to the fencing,
- The fence or barrier shall be continuous except for points of access which shall, be equipped with self-closing gates designed to return to a latched or locked position when not in use,
- Be secured by a latch or lock located not less than 150mm from the top of the gate and not less than 1 metre above grade, on the pool side of the fence or barrier.
- The area within 300mm of the latch mechanism must be solid with the only gap - maximum 12.5mm - occurring between the gate and the adjacent post to which the gate latches.