



Swimming Pool and Enclosure

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to <u>THE CITY OF BELLEVILLE</u> (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	



E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()		Cell number ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
<p>_____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

Applicable Law Questions

The following questions must be answered in order to complete your application for a building permit and to determine if approvals are required from any other agency before the building permit can be issued.

Completing this form accurately and providing any other required approvals at application time will help expedite the processing of the building application and permit.

Please answer to the best of your knowledge.

Please check any statements that apply to the property.

1. Is this property:

Fronting on a municipally assumed and maintained road or approved plan of subdivision?

Serviced by municipal water?

Serviced by municipal sanitary services?

Serviced by a septic system on the property?

2. Is the building used:

As a day care?

As a funeral home?

For processing milk?

To house farm animals?

For manure storage?

As a charitable institution?

As a senior's home?

As a senior's centre?

As a nursing home?

3. Is there:

A farm, feedlot or manure storage within 500 meters

A lake, river, creek, stream, pond or wetland on or within 500 meters of the property?

A provincial highway within 800 meters?

A railway within 500 meters of the property?



4. Is approval required by:

- The Conservation Authority?
- The Health Unit (food)?
- The Ministry of Environment?

Planning Section for Site Plan Approval?

5. Is the permit:

- Demolish a school?
- Demolish a heritage building?

For a mobile, park model or modular home?

6. Is the building

- Located on public land?
- Designated heritage building?

7. Is the property use changing to residential?

8. Was the property used as a disposal site?

9. Are Development Charges applicable?

10. Is zoning by-law relief required? (Confirm with Planning Section)

Comments:

Quinte Conservation Regulated Areas span unexpected areas.

It is HIGHLY encouraged that applicant's search the subject property on Quinte Conservation's GIS mapping service PRIOR to building permit submission. If a regulated zone crosses any portion of the subject property, not just where the development or construction will take place,

Quinte Conservation MUST be contacted.



Statement Regarding Required Inspections

Commitment to Inspections

To: City of Belleville – Building Section – Engineering and Development Services

Re: _____
(Civic Address or Legal Property Description)

I _____
(Owner or Authorized Agent)

understand and acknowledge the following:

- that the building permit is to be printed and posted at all times in a conspicuous place on the property
- that the drawings and specifications which formed the basis for permit issuance and which have been stamped by the City of Belleville Building Section are to be printed and kept on site at all times
- that the City of Belleville Building Inspector indicated on the building permit is to be contacted by the site supervisor or other person in charge of construction to arrange for all of the inspections listed below and that notice of up to 2 business days after the date of request may be required
- that the Building Inspector may at their discretion refuse to do an inspection if the site is determined to be unsafe or safe access to the inspection areas is not provided and, that the inspection will need to be rebooked for a different date once safety concerns have been resolved
- that not requesting inspections or covering or enclosing work without inspection may result in orders being issued against the project

Drawings bearing the red 'City of Belleville' permit information stamp are to be printed and available on site for use during inspections. Inspections may not be completed if this set of drawings is not available.

All of the listed inspections may not apply to the specific project in this application submission. Each permit will receive a project specific list of inspections upon receipt of the issued permit.



Required Inspections

Minimum 48 Hour notice required for each inspection. Ensure plans are on site.

1. Prior to Filling Swimming Pool with Water
2. Final

(Signature of Owner or Authorized Agent)

(Date)



Authorization & Planning Approval

Owner Authorization

Authorization needs to be signed and dated by the property owner within 30 days of the application submission.

For the property owner to appoint an Agent to apply for the building permit on their behalf.

I/We

_____ (Property Owner/s)

hereby authorize

_____ (Agent)

to apply, on my/our behalf for a building permit on my/our property located in the City of Belleville at:

_____ (Civic Address or Legal Property Description)

_____ (Signature of Owner/s)

_____ (Date)

If property ownership cannot be confirmed via the City of Belleville's Tax Department or the Municipal Property Assessment Corporation, or the lot is subject of a recent Site Plan Agreement or Subdivision Agreement, a copy of the property deed will be requested.

City Planning and Entrance Approval

Approval is required PRIOR to the permit application being deemed complete.

_____ (Civic Address or Legal Property Description)

_____ (Signature of Planner)

_____ (Date of Approval)



Swimming Pool Permit Fees Form

Fees are to be filled out by the applicant and verified by the Building Section.

Permit Charges

Pool and Enclosure	= \$
\$10.00/\$1000.00 of construction value (\$100.00 minimum)	
Surcharge	= \$
30% of permit fee (\$150.00 minimum)	
Total	= \$

Pool Safety Resources

The Royal Lifesaving Society Canada has curated public resources for backyard pools and swimming safety. These resources can be found at the links below.

<https://www.lifesavingsociety.com/water-safety/backyard-pools.aspx>

<https://www.lifesavingsociety.com/water-safety/children-and-families/within-arms'-reach.aspx>

<https://www.lifesavingsociety.com/water-safety/resources.aspx>

People wishing to pick up a copy of the Backyard Pool Water Safety Kit are welcome to do so at the Quinte Sports & Wellness Centre Customer Service Desk, located at 265 Cannifton Rd, Belleville.



LIFESAVING SOCIETY®

The Lifeguarding Experts

Backyard Pool Safety Inspections

Checklist Completion Guidelines

This checklist focuses on the safety priorities for backyard swimming pools.

The inspections should be conducted on a regular basis – either by pool owners themselves or with National Lifeguards. Backyard pool owners who complete these checklists successfully (no `no` items are checked off on the checklist) may obtain a free inspection certificate downloaded from the Lifesaving Society website.

Do not send checklists to the Society. While there is no charge for the use of this checklist or the certificates, donations are always appreciated by the Lifesaving Society.

Checklist

Be thorough when completing the checklist. Write in the address, date and time of the inspection. Indicate on the first page, the shallow and deep end water depths. Sketch a drawing of the pool on the form noting shallow areas, deep areas, diving boards, etc.

THE ENTRANCE

Gate: Ensure the gate is securely fastened; that it is self-closing; and that it can be locked when the pool is not in use. For above ground pools, ladders should be removable and secured so that access to the swimming pool is restricted.

Fencing: Check that all areas of the fence are secure with no access points through or under the fence. Fencing should completely surround the pool and should be a minimum height of 1.5 meters or 5 feet. It should be difficult to climb. The wall of the house, where access to the pool can be gained from a doorway, is not considered a fourth fence wall.

Signage: A sign near the entrance to the swimming pool should read
"Do not enter without permission".

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THE DECK

Deck: The pool deck should be clean and obstacle free with no equipment or toys on the deck that might create a trip hazard.

Rescue equipment: There should be at least one buoyant throwing aid (ring buoy or buoyant aid) with rope attached. There should also be at least one reaching pole available. A proper shepherd's hook is preferred for a reaching pole. A sound signaling device for signaling emergencies (e.g., whistle) should also be available in the pool area. A first aid kit and telephone with a listing of emergency telephone numbers should be adjacent to the pool area.

Diving board: Check diving board surfaces to ensure they are non-slip and securely fastened to the deck.

Deck slides: Check water slides to ensure they are secured to the pool deck. Appropriate slide rules should be posted. Rules should include, but not be limited to:

- One at a time on the slide
- Forward sitting position when sliding (no head-first sliding)
- Wait for area in front of slide to be cleared before sliding
- Do not jump from the top of the slide

Signage: "No Diving" signage should be posted in prominent locations in the pool area where water depth is less than 2.75 metres deep. Water depths (shallow water, drop off and deep water) should be posted in signage or painted on the swimming pool deck or pool edge.

THE TANK

Buoy lines: Check buoy lines to ensure they are secured to the sides of the pool and have sufficient buoys to ensure the line floats at the surface.

Bottom visibility: The bottom of the pool should be free from hair clumps, dirt, or other debris. The main drain should be clearly visible from the swimming pool edge.

Filter water inlets and outlets: Check main drains and all other water inlets and outlets to ensure that they are secure and cannot be removed from the pool bottom or sides.

Water chemistry: Test the water to ensure that the pool water disinfection and pH readings are appropriate. Free Available Chlorine (FAC) levels should be a minimum of 0.5 ppm. pH should be between 7.2 and 7.8

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CHEMICALS

Storage: All chemicals should be safely stored in sealed containers away from sources of heat and inaccessible to individuals other than pool owners or their designate. Chemical containers should be properly and clearly labeled.

SAFETY SUPERVISION

When the pool is in use, it should be evident that a parent or guardian is directly supervising swimmers in a position from which immediate rescue is possible. For non-swimmers, this means "within arms' reach."

SHOP THE LIFESAVING SOCIETY STORE

The Lifesaving Society has all the safety equipment and water quality testing equipment you will need for your backyard pool this season.

*Our **Backyard Pool Safety Guidelines** helps pool owners reduce the risk of drowning and injury in backyard pools and hot tubs by outlining how to provide a secure aquatic environment in one's own backyard.*

*Our **Within Arms' Reach** pamphlet and DVD features Barbara Underhill, former World's Pairs Champion figure skater who lost her 8-month daughter in a backyard pool, tells pool owners how to prevent such tragedies. In 11 minutes, Within Arms' Reach highlights how quickly and silently drownings occur and what owners can do to prevent these tragedies.*

***Equipment** such as 20" ring buoys with throwing lines, adjustable reaching poles with hooks, hooks to hang all of these items, personal first aid kits (ideal for your backyard pool) and twist-N lock buoys and line to define swim areas and drop offs and much more.*

***Water quality test kits** from Taylor technologies guarantee accurate readings of Free Chlorine or Bromine, PH, Total Alkalinity and Calcium Hardness. We offer basic Dip-N-Read test strips in reseal able containers for daily testing or more complex test kits for more accurate readings where chlorine levels are high or water temperatures are spa like.*

*Shop our Store at www.lifeguarddepot.com
or call 1-844-647-7033 to answer all of your questions.*



Backyard Swimming Pool Safety Inspection Checklist

Background Information

Date: _____ Time: _____

Pool address _____ Depth: (Shallow end) _____ (Deep end) _____

Pool Diagram:

	ITEM		YES	NO	N/A	COMMENTS
ENTRANCE	Gate	⇒ Secure				
		⇒ Self-closing				
		⇒ Self-locking				
		⇒ Ladder removable & secured (above ground pools)				
	Fencing	⇒ Secure				
		⇒ Four-sided fencing				
		⇒ Minimum height of 1.5 metres (5 feet)				
		⇒ Difficult to climb				
	Signage	⇒ "Children require direct supervision by parent or guardian. Adults should never swim alone."				

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	ITEM		YES	NO	N/A	COMMENTS	
DECK	Deck	⇒ Clean					
		⇒ Obstacle free					
	Rescue Equipment	⇒ Reaching pole (1)					
		⇒ Buoyant throwing aid with rope					
		⇒ Sound signaling device e.g., whistle					
		⇒ First aid kit					
	Diving Board	⇒ Telephone					
		⇒ Non-slip surface					
	Deck Slide	⇒ Secure					
		⇒ Slide rules sign present					
	Signage	⇒ Pool depth markings visible					
		⇒ "No diving" signage in areas less than 2.75 m deep					
	TANK	Buoy Lines	⇒ Secured to pool sides				
			⇒ Floating at surface				
Bottom Visibility		⇒ Free from visible material					
		⇒ Main drain clearly visible from pool edge					
Filter Water Inlets & Outlets		⇒ Secured to the bottom & sides of pool					
Water Chemistry		⇒ Free Available Chlorine at a minimum of 0.5 ppm					
		⇒ pH at a reading of between 7.2 and 7.8					
Ladder		⇒ Secured					
		⇒ Non-slip					

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	ITEM		YES	NO	N/A	COMMENTS
CHEMICALS	Storage	⇒ Sealed containers				
		⇒ Locked location				
		⇒ Labeled correctly				
SAFETY SUPERVISION		⇒ Parent or guardian supervision present				
		⇒ Pool supervisor designated				

Items checked 'no' require attention by the pool operator.

Download additional copies of this checklist at www.lifesavingsociety.com.