

# Swimming Pools

## Application Checklist & Submission Package



*This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.*

## Development Permit Application

Checklist required for a complete application for:

### ➤ Pools

- ✓ If there is a combination “Pool with Deck Construction” an application would be submitted for a combination Building & Development Permit with a submission as below including deck construction information

**HERITAGE:** If building is in a “Heritage Conservation Area” please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work / alteration to the building require Heritage approval.

**FLOOD RISK AREA:** If the property is located within the Flood Risk Area, any pool installation may require analysis and purchase of compensatory storage. Please contact us for Flood Risk Area Development approval prior to applying for a building permit.

Applicant must submit all that are applicable:

- Completed **Application Form** signed
- Permit Fee**
- Site Plan** showing
  - size of lot
  - dimensions from each property line to building(s) and pool
  - fence location
- Storm Water / Rough Grading Plan** (1 unit, 2 units or semi-detached residential building) if there is an approved Grading Plan previously approved for the subdivision / lot
- Storm Water Drainage Sketch** (1 unit, 2 units or semi-detached residential building) on site plan show storm water arrows indicating the direction of drainage / slope of lot (must include any ditches and swales).



- **Other information** may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission.



LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	CONTRACTOR	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	OWNER	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	<b>BUILDING</b>	<b>PLANNING</b>	<b>INFRASTRUCTURE</b>	<b>HERITAGE</b>
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
	<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER
	<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
DESCRIPTION OF WORK				

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

**General Collection Statement**

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building  
 15 Market Square Saint  
 John, NB E2L 1E8  
[commonclerk@saintjohn.ca](mailto:commonclerk@saintjohn.ca)  
 (506) 658-2862



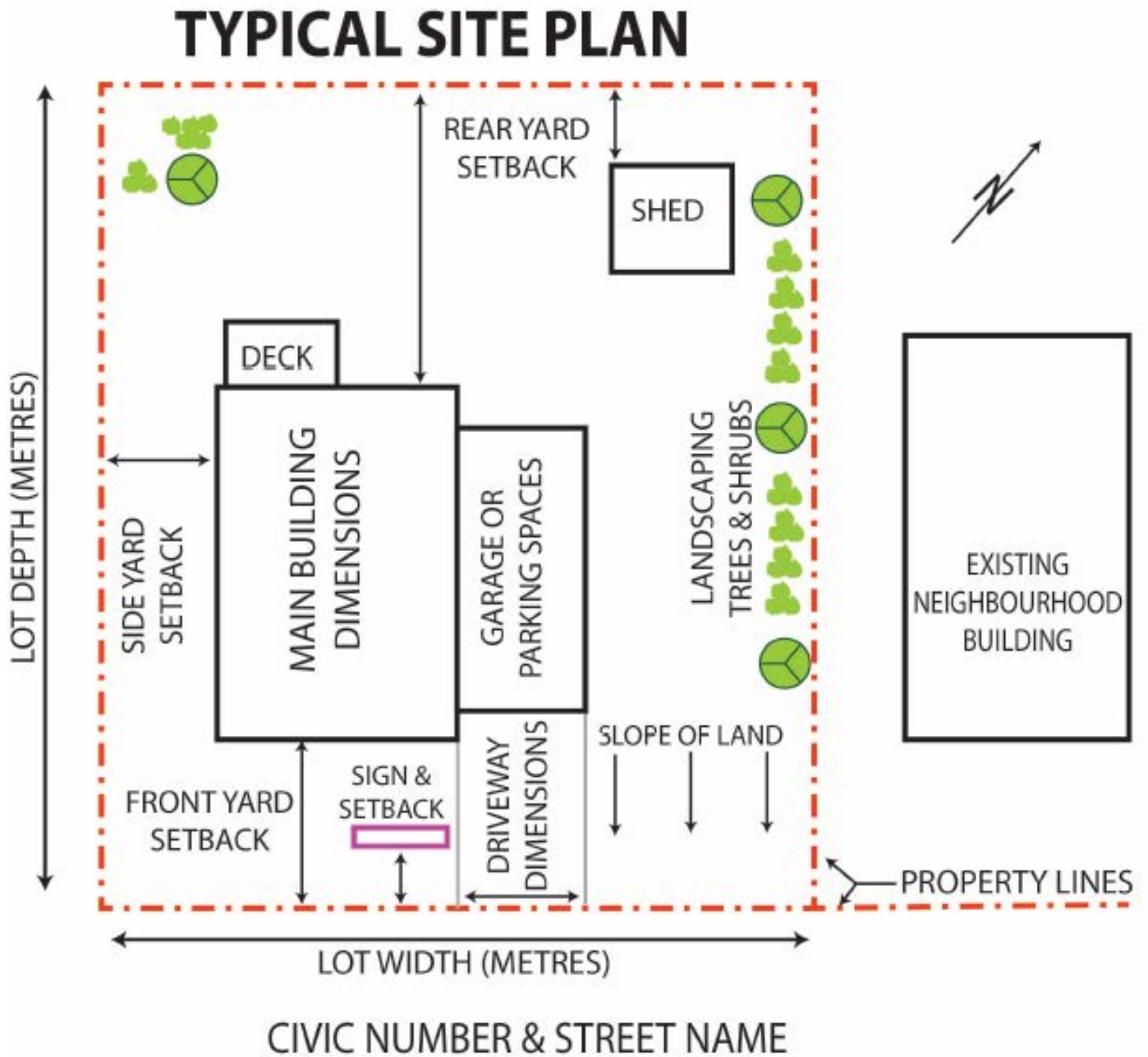
I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# TYPICAL SITE PLAN EXAMPLE



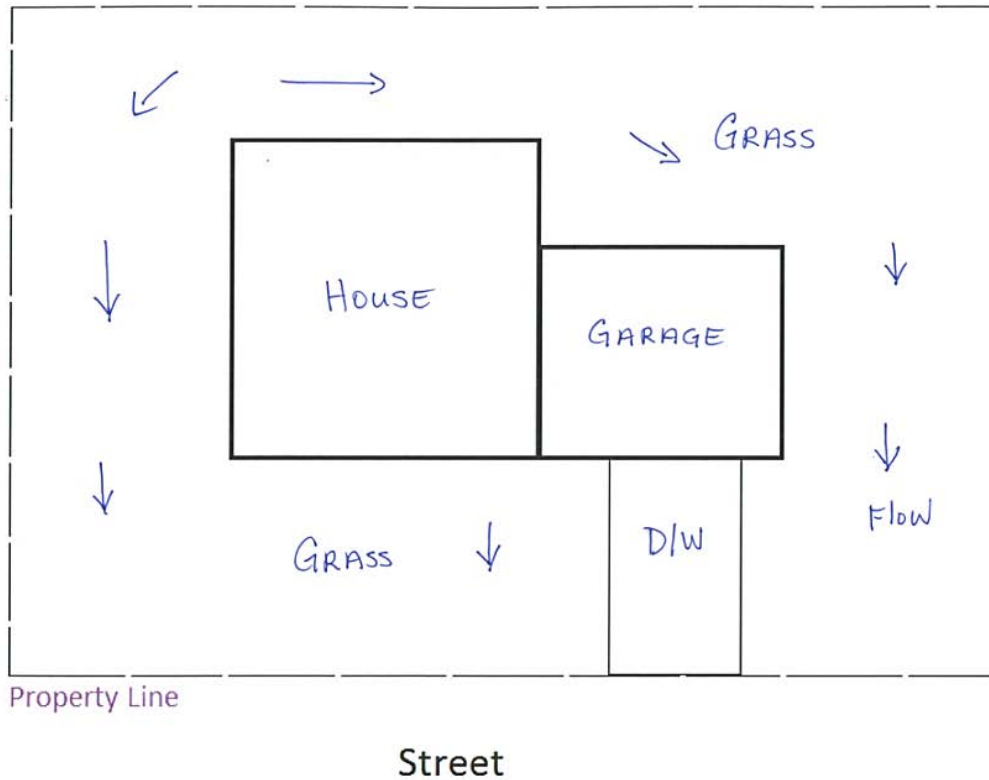
**LOT DRAINAGE SKETCH**

Sketch must include direction of Stormwater flow and location and grade of Surface Drainage Features. (*Building By-law; Section 9(4)*)

**APPLICANT/OWNER:** \_\_\_\_\_

**PID #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_





## LOT DRAINAGE SKETCH

Sketch must include direction of Stormwater flow and location and grade of Surface Drainage Features. (*Building By-law; Section 9(4)*)

**APPLICANT/OWNER:** \_\_\_\_\_

**PID #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

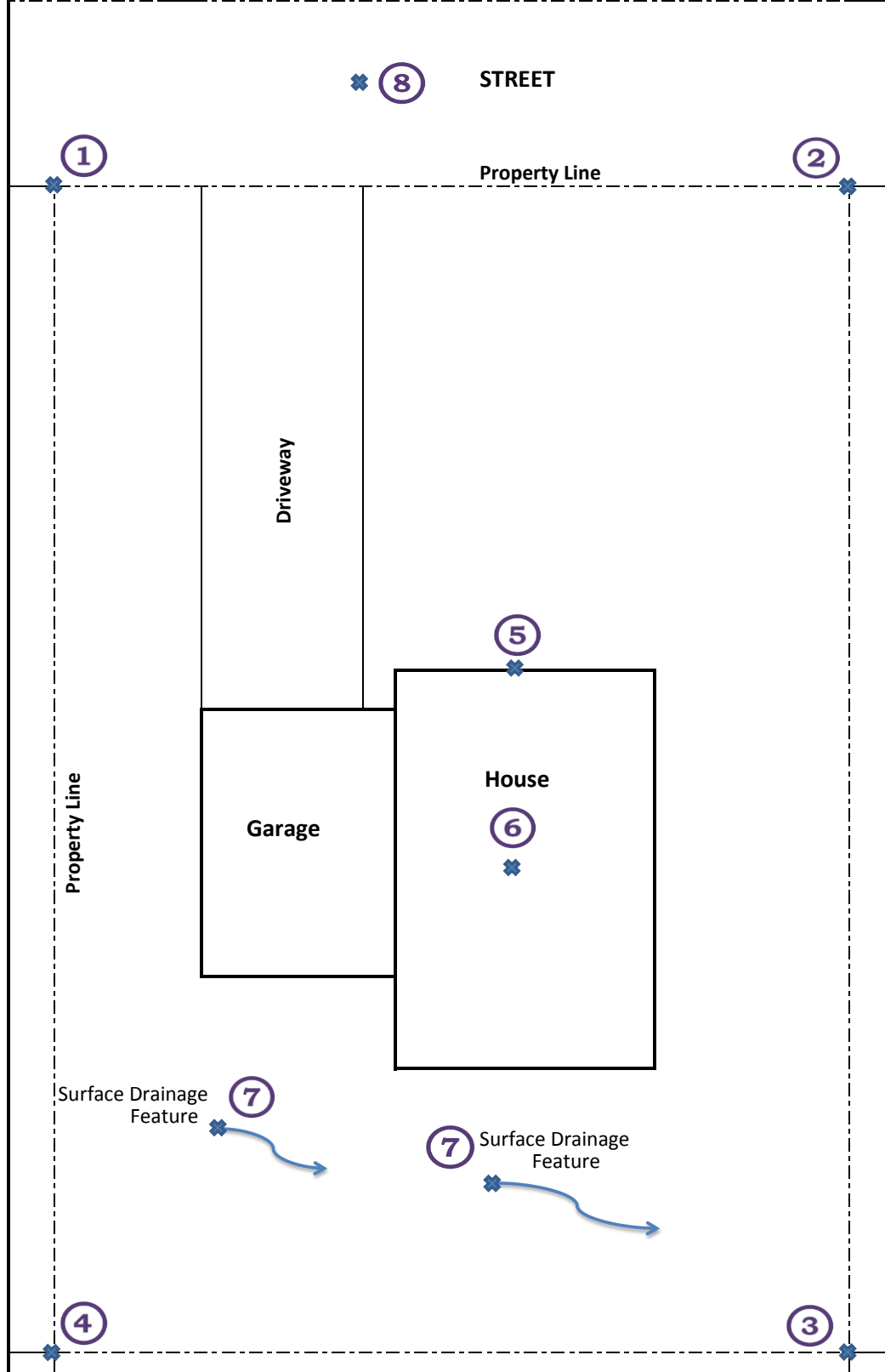


Property Line

Property Line



SAMPLE SKETCH



RESIDENTIAL ROUGH GRADING PLAN

APPLICANT/OWNER: \_\_\_\_\_

PID #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPROVED SUBDIVISION/LOT GRADING PLAN: \_\_\_\_\_

INFORMATION REQUIRED:

All elevations to be geodetic;  
All elevations to be in metres;  
All elevations to be to three decimal places.  
Benchmark and Reference Location:

\_\_\_\_\_  
\_\_\_\_\_

		Approved Grading Plan Elevation (metres)	Building Permit Application Proposed Elevation (metres)	Occupancy Permit Approval As-Built Elevation (metres)	Difference (Proposed vs As-Built) (+/- 100mm)
1	Elevation at the corner of the Lot				
2	Elevation at the corner of the Lot				
3	Elevation at the corner of the Lot				
4	Elevation at the corner of the Lot				
5	Top of foundation wall elevation				
6	Basement floor elevation				
7	Location and grade of all Surface Drainage Features (swales, depressions in finished grades, etc.)				
7	Location and grade of all Surface Drainage Features				
8	Elevation at centreline of Street				

PROFESSIONAL ENGINEER OR LAND SURVEYOR CERTIFICATION:

Company Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

In accordance with the Saint John Building By-law,

I, \_\_\_\_\_  
*print name*

confirm the rough grading of the Lot is in general conformance with the Approved Grading Plan and within the accepted tolerance.



Professional Seal





**SKETCH**

✱ ⑧ STREET

Property Line

①

②

Property Line

④

③

**RESIDENTIAL ROUGH GRADING PLAN**

APPLICANT/OWNER: \_\_\_\_\_

PID #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPROVED SUBDIVISION/LOT GRADING PLAN: \_\_\_\_\_

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I, \_\_\_\_\_  
*print name*

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Professional Seal