

# 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

Applicant must submit all that are applicable:

- ☐ Completed **Application Form** signed
- ☐ **Permit Fee**
- ☐ **Site Plan** showing
  - o size of lot
  - o size and location of pool
  - o dimensions from each property line to pool and building(s)
  - o fence location
  - o direction of water drainage

Applicant Signature

Date



|                                   |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                 |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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              | BUILDING                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                 | PLANNING                                                                                                                                                                                                                                    | INFRASTRUCTURE                                                                                                                                                                                              | HERITAGE                                                                                                                                                                                                        |
|                                   | <input type="checkbox"/> INTERIOR RENOVATION<br><input type="checkbox"/> EXTERIOR RENOVATION<br><input type="checkbox"/> ADDITION<br><input type="checkbox"/> DECK<br><input type="checkbox"/> CHANGE OF USE<br><input type="checkbox"/> MINIMUM STANDARDS | <input type="checkbox"/> NEW CONSTRUCTION<br><input type="checkbox"/> ACCESSORY BLDG<br><input type="checkbox"/> POOL<br><input type="checkbox"/> DEMOLITION<br><input type="checkbox"/> SIGN<br><input type="checkbox"/> OTHER | <input type="checkbox"/> VARIANCE<br><input type="checkbox"/> PLANNING LETTER<br><input type="checkbox"/> PAC APPLICATION<br><input type="checkbox"/> COUNCIL APP<br><input type="checkbox"/> SUBDIVISION<br><input type="checkbox"/> OTHER | <input type="checkbox"/> STREET EXCAVATION<br><input type="checkbox"/> DRIVEWAY CULVERT<br><input type="checkbox"/> DRAINAGE<br><input type="checkbox"/> WATER & SEWERAGE<br><input type="checkbox"/> OTHER | <input type="checkbox"/> HERITAGE DEVELOPMENT<br><input type="checkbox"/> HERITAGE SIGN<br><input type="checkbox"/> HERITAGE INFILL<br><input type="checkbox"/> HERITAGE DEMO<br><input type="checkbox"/> OTHER |
| DESCRIPTION OF WORK               |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                 |
|                                   |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                 |
|                                   |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                 |
|                                   |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                 |
|                                   | PROJECT ESTIMATE (IF APPLICABLE)                                                                                                                                                                                                                           |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                 |
| EXPECTED CONSTRUCTION START DATE: |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                 | EXPECTED CONSTRUCTION COMPLETION DATE:                                                                                                                                                                                                      |                                                                                                                                                                                                             |                                                                                                                                                                                                                 |

☐ 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  
 onestop@saintjohn.ca  
 (506) 658-4067



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

