

## Pool Permit

**PLEASE NOTE:** Only complete applications will be accepted

## Description of Property

**Civic Address:**

Sooke	British Columbia	
City	Province	Postal Code

**Legal Description:**

Lot	Block	Section	Plan	PID

## Applicant Contact Information (Please note that Inspection Notices will be forwarded solely to the Applicant)

**Applicant is:**

Sole Property Owner  Yes  No (See Owner's Authorization Form)

**Name:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Phone Number(s):**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

City	Province	Postal Code
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## Owner Contact Information

**Name:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Phone Number(s):**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

City	Province	Postal Code
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## Builder Contact Information

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

**Email:** \_\_\_\_\_ **Phone Number(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CityProvincePostal Code

## Plumber Contact Information

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

**Email:** \_\_\_\_\_ **Phone Number(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CityProvincePostal Code

**Trade Qualification #** \_\_\_\_\_

## Description of Project (attach a separate page if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Value of Construction:** \_\_\_\_\_

**Property is Serviced By** *(check all that apply):*

Municipal Sewer System	<input type="checkbox"/>	CRD Water Supply	<input type="checkbox"/>	Municipal Storm Drain	<input type="checkbox"/>
Private Sewage/On-Site Septic System	<input type="checkbox"/>	Private Well/On-Site Water Supply	<input type="checkbox"/>	Private/On-Site Storm System	<input type="checkbox"/>

## Site Disclosure Statement (SDS) for Contaminated Sites

Pursuant to the *Environmental Management Act*, the Province of British Columbia requires an applicant to submit a [Site Disclosure Statement Form](#) on properties that are or were used for commercial or industrial purposes as defined within the provincial regulations, i.e., [Schedule 2](#) activities. Please indicate if the subject property qualifies for the following major exemptions for requiring a Site Disclosure Statement:

**The property has always been used for residential purposes**  Yes  No *(See SDS Form - Schedule 1)*

## Application Requirements Checklist

Other than the hardcopy drawing sets, all required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

**PLEASE NOTE:** All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to [building@sooke.ca](mailto:building@sooke.ca). If the application cannot be submitted electronically, please contact the Building Safety department at [building@sooke.ca](mailto:building@sooke.ca) or 250-642-1634 to make alternative arrangements for submission.

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Application Form	Completed Application Form.
<input type="checkbox"/>	Owner's Authorization Form	Signed by all Property Owners registered on Title <i>(if required)</i> .
<input type="checkbox"/>	Corporate Registry/ Company Search	Required only if the registered property owner is a registered company, current within 30 days of application submission.
<input type="checkbox"/>	LTSA Title Search	Copy of LTSA Title Search, current within 30 days of application submission.
<input type="checkbox"/>	Copy of All Charges Registered on Title	Provide copies of the non-financial legal documents registered on the Certificate of Title (Covenants, Easements, Right-of-Ways, etc.).
<input type="checkbox"/>	Application Fee	Per <a href="#">District of Sooke Bylaw Fees and Charges Bylaw No. 752</a> , payable via cash, cheque or debit.
<input type="checkbox"/>	Site Disclosure Statement Form <a href="#">(Schedule 1)</a>	Required only if the property has NOT always been used for residential purposes.
<input type="checkbox"/>	BC Archaeological Information	Response from <a href="#">Archaeology Information Request form</a>
<input type="checkbox"/>	Letters of Assurance	Letters of Assurance ensuring compliance with the BC Building Code, including Permit to Practice number(s) <i>(if applicable)</i>
<input type="checkbox"/>	Engineered Systems	Provide shop drawings for all designs. All point loads over 4000 lbs to be shown on shop drawings. (Additional systems are not required if the building system is included in the sealed engineered drawings)
<input type="checkbox"/>	Site Plan <input type="checkbox"/> Hardcopy Set (x2) <input type="checkbox"/> Digital Set (x1) (Plans to be drawn to an acceptable drafting scale to a maximum size of 24" x 36")	<input checked="" type="checkbox"/> <b>Site Plan:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow and scale.</li> <li><input type="checkbox"/> Full Dimensions of Lot</li> <li><input type="checkbox"/> Legal description and civic address of subject property.</li> <li><input type="checkbox"/> Location and dimensions of all property boundaries, covenant areas, easement areas, right-of-way areas, etc.</li> <li><input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank for watercourses and riparian areas/SPEAs.</li> <li><input type="checkbox"/> Topographic information, including watercourses.</li> </ul>

REC.	ATTACHMENT	DETAILS
		<input type="checkbox"/> Location and dimensions of all applicable existing buildings and structure including setbacks. <input type="checkbox"/> Location and dimensions of all proposed pool and associated fencing, including gate with setbacks. <input type="checkbox"/> Location, setbacks, and elevations of all retaining walls, steps, stairs, and decks. <input type="checkbox"/> Location of all existing and proposed water lines, wells, septic fields, sanitary sewer, and stormwater drain facilities.  <input checked="" type="checkbox"/> <b>Development Summary</b> ( <i>Project Information Table</i> ): <input type="checkbox"/> Civic address and legal description. <input type="checkbox"/> Zone ( <i>existing</i> ). <input type="checkbox"/> Total lot area ( <i>m<sup>2</sup></i> ).  <b>Permitted and Proposed:</b> <input type="checkbox"/> Site coverage (%) – including above ground pool(s). <input type="checkbox"/> All setbacks ( <i>m</i> ).
<input type="checkbox"/>	Design Details	<input type="checkbox"/> Design Details <input type="checkbox"/> Fence and gate construction details
<input type="checkbox"/>	Other	

## Application Submission Acknowledgement

- I hereby make an application as specified herein, and declare that all the information submitted in support of the application is true and correct in all respects.
- I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.

**PLEASE NOTE: Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.**

Applicant's Signature

Date