



SWIMMING POOL – DOCUMENT CHECKLIST RESIDENTIAL

Any construction or an installation of a swimming pool requires a building permit.

- ☐ 1- Form completed and signed by the property owner or their representative
 - ☐ 2- A letter of authorization, if the applicant represents the owner
 - ☐ 3- Proof of ownership
 - ☐ 4- In case of co-ownership, a letter of authorization from the association of co-owners
 - ☐ 5- Descriptive letter of the scope of work
 - ☐ 6- Contextual photos in color of the property and the proposed location of the swimming pool
 - ☐ 7- Copy of the certificate of location

 - ☐ 8- Existing and proposed plans to scale and dimensioned in meter:
 - a) For above ground pool :
 - Location and dimensions of the swimming pool
 - Details of the protective enclosure (fence), the location and dimensions of the stairs, the barrier and any planned locking device
 - Calculation of impermeable surfaces (**existing versus proposed**)
 - Quotation of mechanical equipment (filtration, engine, water heater, etc.), including the noise level in decibels (dB)
 - b) For inground swimming pool :
 - Location and details of the dimensions of the pool (length, depth and width)
 - Section of the pool to demonstrate the proposed depth levels
 - Details of the protective enclosure (fence) and the planned locking device
 - Calculation of impermeable surfaces (**existing versus proposed**)
 - Quotation of mechanical equipment (filtration, engine, water heater, etc.), including the noise level in decibels (dB)
- Important:** Site plans that are not prepared by a land surveyor have to be prepared with reference to the up-to date plan of the certificate of location.
- Note :** Given the variety of information required in the site plan, it may be submitted in separate copies in order to facilitate the understanding and processing of your request.
- ☐ 9- If the project requires a tree felling, complete a permit application for tree felling and submit it at the same time of the swimming pool permit application
 - ☐ 10- Cost estimate of work
 - ☐ 11- Applicable fees : \$100

Please note that depending on the nature and complexity of the project, the Town of Baie d'Urfé reserves the right to require any other document necessary in order to establish a better understanding of the project and ensure its compliance with all applicable regulations.