



Document Submission Checklist
Pools, Above Ground and Inground
 Pursuant to Section G of an application to Construct or Demolish

Applicant's Name	Address of Project	Date
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The following is a list of drawings/documents which are required in order to submit an application to obtain a building permit.

	Description	Req'd	Rcv'd	Comments
Required Documentation	Application for a Permit to Construct or Demolish	✓		
	Acknowledgement by Applicant of Incomplete Application	✓		
	Plot Plan (max size 11"x17" paper) or Survey – Scaled with setbacks	✓		-Must include enclosure (fence) details and self-closing, self-latching, lockable gate locations
Other	Schedule 1 Designer Information (signed by Qualified Designer or homeowner)			
	Letter of Authorization (if applicant is not the owner of the property)			
	Health Unit Approval			
	Geotechnical Engineering Requirements (Commitment Certificate and Owner's Undertaking)			
	Lot Grading Commitment Certificate and Owner's Undertaking			
	Written Cost Estimate signed by Homeowner			

***2 SETS OF ALL DRAWINGS ARE REQUIRED AT TIME OF PERMIT APPLICATION SUBMISSION. MINIMUM CONSTRUCTION DRAWING SIZE IS 11"X17" PAPER. MUST BE TO SCALE AND ALL ROOMS IDENTIFIED AND DIMENSIONED.**

Please be advised that additional information may be required following a full review of your application.