



**TOWN OF  
COMOX**

**BUILDING PERMIT APPLICATION A100-08**

**Swimming Pool Permit**

**\$50 Application Fee**

**\$100 Permit Fee**

1809 BEAUFORT AVE  
COMOX BC V9M 1R9  
PHONE: 250-339-2259  
FAX: 250-339-7110  
WEB: [www.comox.ca](http://www.comox.ca)

**Project Description** \_\_\_\_\_

Civic Address \_\_\_\_\_ PID \_\_\_\_\_

Legal Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Plan \_\_\_\_\_

*Please print clearly.*

**APPLICANT**

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>City</b>	
<b>E-mail</b>		<b>Postal code</b>	
<b>Phone</b>	<b>Cell</b>	<b>Fax</b>	

*The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.*

<b>Applicants Signature (required)</b>	<b>Date</b>
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**OWNER** *A completed Form I or Form II is also required (on website)*

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>City</b>	
<b>E-mail</b>		<b>Postal code</b>	
<b>Phone</b>	<b>Cell</b>	<b>Fax</b>	

**CONTRACTOR**

<b>Name</b>		<b>Company</b>	
<b>Address</b>		<b>E-mail</b>	
<b>Phone</b>	<b>Fax</b>	<b>Business Licence #</b>	

**PLUMBER**

<b>Name</b>	<b>Company</b>	<b>Business Licence #</b>	<b>Phone</b>
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*Any personal information provided in this application 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. Questions about the collection of the information may be directed to the Freedom of Information Officer.*



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**Information Required for Submission**

Permit Fees are based on Value of Construction  
 \$750 Damage Deposit is required for swimming pools over \$10,000  
 Acceptable Payment Methods: Cash / Debit / Cheque

Req'd	Rec'd	Documents
√		<b>Copy of Certificate of Title (CURRENT within 30 days)</b> Obtained from Land Titles Office <b>(for every application)</b>
√		<b>Covenants, Easements, and Rights-of-way</b> Obtained from Land Titles Office. Review charges on Title to determine if any Covenants, Easement, or SRW in favour of the town apply <b>(for every application, see new handout on webpage)</b>
√		<b>Development Permit Area /&amp; or Schedule "w"</b> Obtain DP from Planning if identified in OCP.
√		Erosion & Settlement Control Plan (Bylaw 1824) Contact Public Works for further information (250-334-5410)
		<b>Form I</b> Owner's authorizations
√		<b>Form II</b> Owner's acknowledgement <b>(for every application)</b>
√		<b>Contaminated Site Screening Form</b> Required for projects involving soil disturbance

Req'd	Rec'd	Plans	Details
√		SET of PLANS REQUIRED (digital submission in addition to physical copies)	
√		<b>Site Plans</b> Metric only at scale of 1:100	North arrow and scale, date, property address, current zoning
			Lot area and dimensions, rights-of-way, easements
			Dimensions & setbacks of proposed & existing buildings & structures
			Every private swimming pool shall be provided with a sturdy, non-climbable barrier (not less than 1.5 meters in height and no openings greater than 10 centimeters in their least dimension, enclosing the private swimming pool itself or an area, including the private swimming pool, of the parcel on which it is situated.
			Where only the private swimming pool itself is enclosed, the enclosure shall be such that the private swimming pool is open to full view through the enclosure
			Every gate in an enclosure which provides access to a private swimming pool shall be kept in a lock-closed position when not in use, be equipped with a self closing device, be openable from the private swimming pool side only, and only be opened for the purpose of access to or egress from the private swimming pool
			Every enclosure, including the gates, enclosing a private swimming pool shall be maintained by the owner in good order and safely perform its intended function

Value of Construction: \$ \_\_\_\_\_

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