

Civic Address: _____

The items stated below are minimum submission requirements for all swimming pool applications. Additional requirements may be identified during the subsequent application & plan reviews.

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED

- Completed Application Form and Fees** - Applications will not proceed into the permit queue until application fees have been paid in full.
- Completed Letter of Authorization** - Each owner of the property must sign this form.
- Title Search (*retrieved within the last 30 days*)** for each property involved must be submitted with this application. A **\$25 fee** for document retrieval will be required if the application does not include this document at time of submission.
- Identification of Contaminated Sites Form** (*\$100 processing fee applicable where submission to Ministry of Environment and Climate Change Strategy required*)
- 2 Copies of a Site Plan** showing all existing and proposed structure(s) to an appropriate scale (*the maximum drawing size accepted is A1 or 24"x36"*)
- 2 Complete Sets of Signed and Sealed Structural Drawings** (*originals must be submitted*)
- Letters of Assurance – Schedule B** (*if applicable; must be originals*):
 - Structural
 - Geotechnical and Geotechnical Report
- Geotechnical Report** – If you're submitting a Schedule B-Geotechnical, you require either signed and sealed Geotechnical drawings or a Geotechnical Report at time of application (*must be originals*).