

Swimming Pool Application Guide

Pools and Hot Tubs

A building permit is required when you wish to:

- install an above-ground or in-ground swimming pool
- install a hot tub
- install any gazebo or pool building over 10 m² (separate building permit required)
- refer to tol.ca/building for information on other projects requiring a permit

Application

Swimming pool or hot tub building permit applications are now accepted online at tol.ca/buildingpermits. Submitting your application digitally is convenient and allows for a faster application process. If you require assistance with submitting your online application, please contact Permits, Licences and Inspections.

The applicant must provide:

- Building Permit application form, completed and signed
- Agent Authorization (if applicable)
- a current title search (title search is to be no older than 30 days prior to permit application)
- disclosure of any restrictive covenants, rights-of-way, watercourses or easements on the property
- site plan and construction drawings drawn to scale (signed and sealed by a professional engineer, if applicable)
- pool design drawings to include perimeter fencing, gate access and how the discharge for pool water is being addressed (backwash, cartridge, rock pit)
- for properties serviced by a septic system, the following information must be completed by the Registered Onsite Wastewater Practitioner (ROWP):
 - site plans, signed and sealed by the ROWP
 - a Building Permit Referral form
- Letters of Assurance (Schedule B) signed and sealed by the professional engineer (if applicable – refer to Registered Professional Design section)
- completed and signed Soil Removal and Deposit Declaration
- Erosion and Sediment Control form – signed and dated
- Tree Cutting and Removal Declaration (if applicable)

Refer to the Langley Building Bylaw for additional information including fencing requirements.

Required prior to the issuance of the permit

- Damage Bond Return Form

Registered Professional Design

- pools with concrete and rebar require Letters of Assurance from a Professional Engineer, along with sealed drawings
- pools with concrete and vinyl require Letters of Assurance from a Professional Engineer, along with sealed drawings
- all pools in High Point require:
 - structural and geotechnical engineering (Engineer must state on the drawings that design is based on geotechnical report provided by Levelton Engineering)
 - a preliminary drawing showing the proposed fencing configuration/orientation
- pools on The Bluff (87th and Armstrong) require engineered structural drawings (Engineer to state on the drawings that the design is based on the geotechnical report provided by HBT Agra Ltd.)
- vinyl pools constructed with steel or aluminum do not require Letters of Assurance unless the property on which they are located has potential for slope stability concerns

Drawings

All plans and information for submission must be of an appropriate scale with sufficient detail to establish compliance with the BC Building Code and the bylaws of the Township of Langley. The plans may be submitted in metric or imperial scale.

Site plan	1:100	or	1/8" = 1'-0"
Cross sections	1:50	or	1/4" = 1'-0"
Construction details	1:20	or	1/2" = 1'-0"

Site Plan

- show the entire property, lot shape and size with setbacks to the buildings and proposed swimming pool and/or hot tub
- label all buildings on the property
- show any easements, rights-of-way, and watercourses/bodies of water on the property and the setbacks to the buildings
- overall building dimensions of all existing buildings, clearly indicating the proposed construction
- show any proposed decks, pool building or gazebo
- driveway location – existing and/or proposed
- septic system and well locations (if applicable)
- show all trees to be retained/removed

Building permit application process

Once compliance with municipal bylaws and other enactments has been demonstrated, a building permit can be issued following receipt of payment of the appropriate fees and bonds. The issuance of the permit may be delayed depending on:

- volume of applications
- the complexity of the project
- completeness of the application, including compliance with the applicable zoning, other bylaws and the current edition of the BC Building Code
- approvals from other departments and outside agencies

Prior to issuance

Following the submission of the building permit application but prior to issuance, additional items or inspections may be required.

- an accepted Driveway Application/Permit may be required prior to issuance of the Building Permit
- pool contractor must obtain a valid business licence to work in the Township of Langley
- no deposit of fill, excavation, erection, alteration, enlargement, repair, removal, or demolition of any building or structure, or part thereof, shall be commenced or undertaken without first obtaining a permit from Permits, Licences and Inspections

Inspections

The following activities must occur during the course of construction:

- inspections must be requested by the owner, builder, or agent
- all work being inspected must be complete and ready prior to inspection
- work must not proceed past any of the stages listed without prior clearance
- street address and permit card must be posted in a visible location on the site
- approved permit drawings are to be available on-site for all inspections
- final documentation must be submitted a minimum of 48 hours prior to final inspection

No person may construct a swimming pool or hot tub without a valid building permit. Swimming pools and/or hot tubs require fencing or locking lids. All pools and hot tubs require an accepted final inspection and must be authorized in writing by the Building Inspector.

See following page for recommended pool backwash disposal

Last updated: January 2025

