
BUILDING DIVISION

This guide has been prepared to provide convenient information only. It is neither a bylaw nor legal document. Should there be any discrepancy between this guide and the relevant City bylaws and/or applicable codes, the text of the bylaws and codes shall be the legal authority. Additional information may be required during the processing of your Building Permit.

GUIDE FOR A RESIDENTIAL SWIMMING POOL APPLICATION

Definition

In this Guide, a private residential swimming pool means a structure used or intended to be used for swimming, bathing, or wading and having a surface area exceeding 14 sq m (150.7 sq ft) and a depth exceeding 600mm (23.62 in).

Building Permit is *not* required when:

- The swimming pool does **not exceed** 150.7 sq ft and a depth that is less than 600mm.

Building Permit is required when (not limited to):

- Inground swimming pools
- Above ground swimming pools that **exceed** 150.7 sq ft and a depth of 600mm.

This applies to both above and inground swimming pools.

It is recommended to contact the building department if you have further questions about private residential swimming pools.

BUILDING PERMIT APPLICATION SUBMISSION

- Building Permit Application Form
- Two sets of plans – 11"x17" recommended only. Plans must be large enough to be readable.
 - ✓ Site Plan showing the following:
 - Civic address and full legal description of the property
 - Location and name of the street(s) abutting the site,
 - North point (northern directional arrow)
 - Contours and grade of the property
 - Location and dimensions of any Right of Ways, easements and/or Restrictive Covenants
 - Setbacks to natural boundary of any swamp, pond, or watercourse
 - Fencing Details and indicate where the self closing door with a latch is located
 - Type of filter being used (Cartridge or Sand Filter)
 - All other structures (Pool equipment)
- Owner's Undertaking
- Agent Appointment (if applicable)
- Schedule B for Geotechnical and Structural Discipline (if applicable)
- Certificate of Insurance(s) from Registered Professional(s)
- Copy of a title search made within 30 days of the date of the application
- Copies of all legal documents identified on the title search such as right of ways, easements and covenants
- Copy of Corporate Summary is required if:
 - Agent is a company name or under a Corporate Number
 - Property Owner is a company name or under a Corporate Number

FEES

Building Permit fees are based on the value of construction. A \$157.50 non-refundable deposit fee will be collected once your application has received an accepted Submission Review. Once the deposit is paid, your application will then be placed in the queue for the Official Review.



Fencing Requirements for a Swimming Pool

As per the City of Mission’s building bylaw 3590-2003 Section 10 – “Private Residential Swimming Pools” a fence is required around the pool with a self-closing/self latching door or gate. The requirements for the fence are as follows:

- enclose the pool within a fence not less than 1.2 m (4 ft) in height, with no opening or gap greater than 50 mm (2 in) and no horizontal member or attachment located between 100 mm (4 in) and 900 mm (36 in) above ground level on the outside of the fence that will facilitate climbing.
- Permit access to the area enclosed by the required pool fence, other than through a dwelling unit, by means of a self-closing and self-latching door or gate designed to return to the secured latched position when not in use.
- Latches securing access doors and gates shall not be accessible from outside of the fence and shall be located a minimum of 200 mm (8 in) from the top of the door or gate; and a minimum of 450 mm (18 in) from any opening in the door, gate, or fence.

For a wire mesh fence and gate, the following will only be accepted where:

- The mesh is diagonal,
- The mesh strands are no more than 50 mm (2 in) apart in both directions,
- The mesh strands have been woven, welded, or otherwise constructed in such a manner as to be dimensionally stable
- The fence and gate are securely braced top and bottom to prevent sagging, bulging, or lifting
- The fence and gate are a minimum of 1.2 m (4 ft) in height



Pre-Application Submission Review Checklist Swimming Pools

Each application must include this form and all accompanying documentation to be accepted.

All buildings on a site require a separate building permit.

Property Address: _____ Permit Type: _____

Zone: _____

Applicant to fill out completely prior to submission.

1. ADMINISTRATIVE ITEMS	Yes	N/A	OFFICE USE	
			Accepted	Not Accepted
a. Have you supplied Owner’s Undertaking? Owner’s Undertaking Form ? ➤ NOTE: All permits require this form; this form states that the owner is aware of the changes performed on the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. If you are not the owner but the applicant acting on behalf of the owner, have you provided a completed Agent Appointment Form ? (ie: Contractor, builder, family member not on title) <input type="checkbox"/> Yes <input type="checkbox"/> No ➤ NOTE: If Agent is a Company Name or under a Corporate Number , you need to provide a BC Online Corporate Summary dated within 30 days. You can also call 604-775-5525 to obtain a copy of the Corporate Summary. See attached example.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have you provided a Certificate of Title (also known as a Title Search) (Itsa.ca) dated within 30 days? ➤ NOTE: If the owner is a Company Name or under a Corporate Number you need to provide a BC Online Corporate Summary dated within 30 days? You can call 604-775-5525 to obtain a copy of the Corporate Summary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Upon reviewing your Certificate of Title (also known as a Title Search) did you notice any registered documents such as covenants, easements, rights of way, Building Scheme or any other court decided document NOT including mortgage, priority agreements or assignment of rent)? <input type="checkbox"/> Yes <input type="checkbox"/> No				

1. ADMINISTRATIVE ITEMS - Continued	Yes	N/A	OFFICE USE	
			Accepted	Not Accepted

Property Address: _____

<p>➤ If YES, please provide complete copies (all pages) of the covenants, easements, rights of way, building schemes and any other court decided documents NOT including mortgage, priority agreements or assignment of rent.</p> <p>NOTE: You can obtain these documents from ltsa.ca or from a notary or lawyer and they do not need to be dated within 30 days.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. PLANNING COMPLIANCE</p>	Yes	N/A	Accepted	Not Accepted
<p>a. Have you filled out and attached the Planning Compliance form? Please complete both pages of the form attached.</p>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<p>3. TYPE OF FILTER</p>	Yes	N/A	Accepted	Not Accepted
<p>c. What type of filter does your pool have?</p> <p>Cartridge Filter? <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>NOTE: If you use a cartridge filter an on-site storm water detention infiltration system is not required</p> <p>Sand Filter? <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>➤ If Yes, and you don't have City of Mission Storm Connection you will be required to provide an Engineered Sealed Design (Development and Subdivision Control Bylaw 5650-2017, Schedule C: Section 4 and Section 5) for on-site stormwater detention/infiltration system (rock pit) with a Schedule B</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. BUILDING AND SITE COMPLIANCE</p>	Yes	N/A	Accepted	Not Accepted
<p>a. Have you provided 2 sets of Architectural Drawings per Building Bylaw 3590-2003, Section 7, clearly showing:</p> <p>i) Site plans? – Indicate where the pool is on the property. Please ensure the pool is sited by a minimum of 1.5m from the property lines.</p> <p>ii) Filling the Pool – Indicate how you will be filling up the pool and where the water is coming from.</p> <p>iii) Fencing Details – Indicate the type of fence being placed around the pool and where the self closing door with a latch is located – refer to the handout "Fencing Requirements for a Swimming Pool"</p> <p>iv) Is there an outbuilding for the pool equipment with a water supply? If so, have you applied for a separate accessory building permit?</p> <p>v) Is the equipment in the building rated for interior or exterior use? <input type="checkbox"/>Interior Use <input type="checkbox"/>Exterior Use</p>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Property Address: _____

			OFFICE USE	
4. BUILDING AND SITE COMPLIANCE - Continued	Yes	N/A	Accepted	Not Accepted
b. Does your building meet the specifications of the Floodplain Management Bylaw such as:				
Any stream:				
(a) Flood Construction Level – 1.5 metres above natural boundary of the stream	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Floodplain Setback – 15 metres from the natural boundary of the stream	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silver Creek and Stave River:				
(a) Flood Construction Level – 3.0 metres above natural boundary of the stream	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Floodplain Setback – 30 metres from the natural boundary of the stream	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fraser River, Hatzic Lake, Hayward Lake, Stave Lake, and Silvermere Lake:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please refer to Floodplain Management Bylaw 4027-2007				

I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void and will be cause the application to be returned, when discovered.

Name of Applicant (please print) _____ **Signature** _____ **Date** _____

PLEASE NOTE: If an application is deemed to be incomplete, an applicant may lose their place in line. A resubmission may be treated as a NEW application. Please take all necessary precautions to supply all the information requested in a single submission. The District will NOT accept information in a piecemeal fashion.



PERMIT #: _____

ROLL #: _____

DATE RECEIVED: _____

DATE APPROVED: _____

BUILDING PERMIT APPLICATION

Please Print

INSPECTION SERVICES DEPARTMENT

Site Address: _____

Legal Description: _____

Value of Construction: _____

PERMIT TYPE

- SINGLE FAMILY DWELLING
- MANUFACTURED / MOBILE HOME
- TWO FAMILY DWELLING
- MULTI-RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- INSTITUTIONAL

DESCRIPTION

- NEW CONSTRUCTION
- ADDITION
- ALTERATION / RENO
- TENANT IMPROVEMENTS
- SECONDARY SUITE
- DEMOLITION
- SPECIAL INSPECTION

- OTHER: _____
- ACCESSORY BUILDING
- SIGN
- GARAGE / CARPORT
- WOODSTOVE
- SPRINKLER
- SERVICES

BRIEF DESCRIPTION OF PROJECT: _____

Business Name: _____ **Business Licence # (if applicable)** _____

APPLICANT

NAME: _____

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____ FAX: _____

PROPERTY

NAME: _____

OWNER

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____ FAX: _____

BUILDER

NAME: _____

ADDRESS: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

PHONE: _____ E-MAIL: _____ FAX: _____

I HEREBY CONFIRM THAT THE INFORMATION SUPPLIED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT: _____

OWNER OR AGENT SIGNATURE

OFFICE USE ONLY COMMENTS:

District of Mission Building Bylaw 3590-2003

OWNER'S UNDERTAKING

Re: **Property Address:** _____

Legal Description: _____

Permit #: _____

This line to be completed by the District of Mission

This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the District of Mission will rely on same.

I confirm that I have applied for a *permit* pursuant to Building Bylaw 3590 –2003 and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections there under.

Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility, whether or not any work to be performed pursuant to the *permit* applied for is done by me, my *agent*, a contractor or a *registered professional* to ensure compliance with the *Building Code* and the Bylaw.

I am not in any way relying on the District of Mission or the *Building Official* of the District of Mission, to protect the *owner* or any other persons as set out in the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the District of Mission or its *Building Official*.

Owner's Information:

Name: _____

Address: _____

Telephone: _____ **Email:** _____

Contact Person: _____

Telephone: _____ **Email:** _____

Date: _____

Signature: _____



D E V E L O P M E N T S E R V I C E S D E P A R T M E N T

AGENT APPOINTMENT

"I (We) the undersigned, being the registered owner(s) of the property located at _____

Property Address

_____ (the 'property') hereby irrevocably appoint

Property Address

_____ of _____

Name

Company

_____, _____ as the agent

Telephone

Email

for all purposes, including the granting of all undertakings, in respect of:

- an application for land development and any matters that are directly or indirectly related to the development application;
- the granting of any undertakings, in respect of an application for a building permit in accordance with the provisions of Building Bylaw 3590-2003 and any other matters that are contained directly or indirectly within the provisions of the bylaw"; and/or
- the demolition of a building(s) on the property.

Signature (registered owner)

Name (please print)

Signature (registered owner)

Name (please print)

Signature (registered owner)

Name (please print)

Dated _____

This form must be completed by the home designer or architect and submitted with the Pre-Application Submission Review Checklist when applying for a building permit.

Property Address: _____

Zone of Property: _____

1. I have checked the [zone](#) and my plans comply with the allowable:

- | | | |
|---------------------------|------------------------------|-----------------------------|
| a. Use(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Setbacks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Building Height | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Lot Coverage | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered **No** to any of the above, you will be required to obtain a Development Variance Permit from Council, and **a Building Permit will not be issued until this is addressed.**

2. I am aware of, have shown, or addressed all:

- | | | |
|--|------------------------------|-----------------------------|
| a. Right-of-Ways | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Easements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Covenants (design, no-build, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Do you need a **Development Permit** for any of the following?

a. **Riparian Area Protection Regulation?**

Is the building within 30 metres of a watercourse? Yes No

If **YES**, have you provided a completed [Riparian Areas Protection Regulation Assessment Report](#) that has been registered with the Province of BC? Yes No

If you answered **Yes** to the above, you will be required to obtain an Environmental Development Permit.

A Building Permit will not be issued until this is addressed.

b. **Geohazard Report?**

Does this site need a site-specific geotechnical report as listed on title? Yes No

If **YES**, have you provided a site-specific geohazard report? Yes No

[\(Assistance to Developers and Building Permit Applicants Undertaking Landslide Hazard Assessments\)](#)

Note: The Building Inspector may ask for a geotechnical report even if there isn't one registered on title, based on site conditions or where the home is placed on the lot.

If you answered **Yes** to the above, you will be required to obtain a Geohazard Development Permit.

A Building Permit will not be issued until this is addressed.

c. **Fire Interface?**

Is this building within the District of Mission's [Fire Interface Development Permit Area: Map 17 Fire Interface DP Area](#) (OCP Bylaw 5670-2017, Appendix C)? Yes No

If **YES**, have you designed your building to comply with the District of Mission's [Fire Interface Guidelines](#)? Yes No

If you answered **Yes** to the above, you will be required to obtain and address any design issues in a Fire Interface Development Permit.

A Building Permit will not be issued until this is addressed.

Name of Owner or Agent (please print)	Signature	Date
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DESIGNER MUST COMPLETE THIS PORTION

Form and Character Development Permit

Does the development address the requirements of the Form and Character Development Permit and with all restrictive covenant(s) listed on title?

If NO, please explain.

NOTE: Depending on the restrictive covenant, there may be instances where the District cannot consider modifications.

Designer's Recommendation: Approve Deny Request Modification

Name of Designer (please print)	Signature	Date
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