

Pool Construction Permit Submission Requirements and Application Form

Pursuant to the Pool Regulation

June 2023

The following will assist you in providing a complete submission to **Vancouver Coastal Health** and, therefore, ensuring that your application is processed in a timely manner.

Submission of design drawings must include:

1. One original copy of the [“BC Application for Construction Permit \(form V1 R1 dated July 2013\)”](#), duly completed.
2. Two complete sets of construction plans and specifications plus a pdf of the plans.
3. Two complete "VCH Pool Design Data Sheets" as designed for each pool (with exception of changes to change rooms/washrooms only) plus an electronic (word or pdf) version of the data sheet.
4. All drawings, data sheets and specifications are to be signed and sealed and dated by a professional engineer or architect registered to practice in British Columbia.
5. To expedite the processing of the application for Construction Permit, kindly provide a letter of transmittal (in word format or equivalent that can be copied) referencing all job numbers, drawing numbers and submitting inquiries or attachments. This will assist us in ensuring all documents are correctly referenced.
6. To facilitate review of the applications, the design package should be complete, some of the frequently missing details include:
 - Allowance for ‘cleansing shower’ (shower with full privacy protection) is to be clearly indicated in the layout plan.
 - Consideration to minimize foot traffic conflict between pool users and non-pool users.
 - Pool signs in compliance with requirements under the Pool Regulation – it should be clearly indicated that the wordings and locations are to be determined on opening inspection.
 - Clearly indicate that all floor/wall junctions within areas accessible by bathers (for example, the pool deck, washrooms, corridors, pool basins) are to be cove tiled.
 - Clearly indicate that contrasting colour tiles or marking are to be installed along edges of pools, stairs and benches. All edge tiles are to have rounded edge/nose tiles.
 - If pool deck gutter drains are used instead of skimmers, show clearly:
 - Construction tolerance for the main pool edge to be within 1/16"
 - Surge tank capacity calculation
 - Vertical depth markers that are not submerged and visible from inside the pool
 - For datasheets for whirl pools, clearly indicating if all the main drains are interconnected or the drains for the hydrojets are separately connected to the hydrojet pump.

Submission on completion of works must include:

- A Statement of Compliance by each professional engineer or architect involved in the project to certify that the works within his/her area of responsibilities have been installed and built according to the accepted submission. It is therefore important that there is no deviation from the accepted submission without prior approval. If the post construction review by the Design Engineer or Architect reveals deficiencies of a minor nature, they must be listed with identified timelines for resolution.
- A copy of a completed Swimming Pool Data Sheet providing detail of the pool as constructed.
- A copy of the up-to-date pool safety plan prepared in accordance with s.13 of the Pool Regulation.

For information on the application process, contact the local Environmental Health Officers in your area:

Service Area	Phone	Email Address
Central Coast & West Chilcotin	604-983-6793	HealthProtectionNS@vch.ca
North Shore	604-983-6793	HealthProtectionNS@vch.ca
Powell River	604-485-3310	HealthProtectionCG@vch.ca
Richmond	604-233-3147	HealthProtectionRH@vch.ca
Squamish	604-892-2293	HealthProtectionCG@vch.ca
Sunshine Coast	604-885-5164	HealthProtectionCG@vch.ca
Vancouver	604-675-3800	EnvironmentalHealth@vch.ca
Whistler	604-932-3202	HealthProtectionCG@vch.ca

Completed construction permit application packages should be submitted to:

Christopher Keung, Public Health Engineer,
Health Protection #1200 – 601 West Broadway,
Vancouver, B.C., V5Z 4C2 Phone: 604-675-3800
E-mail: PublicHealthEngineering@vch.ca

VCH construction permit application package includes the following:

- BC Application for Construction Permit (form V1_R1 dated July 2013)
- VCH Pool Design Data Sheet

The pool construction permit application package may be downloaded from the [VCH website](#).

