

Building Permit Application Form Outdoor Pools & Hot Tubs/Spas

Date: _____

Prerequisite approvals (select one)

Does your project require a prerequisite development permit prior to building permit application? Learn more about prerequisite approval requirements at: winnipeg.ca/permitprocess

- ☐ Yes, my development permit number is _____ (e.g. 12-345678).
- ☐ No, I do not require a prerequisite development permit. I understand that my building permit application will be refused if it is determined that I have an outstanding prerequisite approval.

If you have questions about which application you require for your project, call Permits Direct Line at 204-986-5140 or email ppd-zoningapplications@winnipeg.ca.

Greenfield subdivision ☐ Yes ☐ No

Outdoor pools and hot tubs/spas in new greenfield subdivisions with prior development agreements on title do not require prerequisite development permit approval if submitted at the same time as a new home application. In this case, your development permit will be processed as part of your combined development/building permit application.

Location of work

Street number:	Street name:	Unit number:
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Applicant information

Please identify the applicant: ☐ Homeowner ☐ Contractor

Homeowner information (required)	Homeowner's name: (print)	Address: (if different from above)
	Email address:	Daytime phone number:
Contractor information	Company Name: (print)	Contact person:
	Mailing address:	Daytime phone number:
	Email address:	

General information

Declared construction value (required):	Area of structure:	Type of pool:	<input type="checkbox"/> In-ground pool <input type="checkbox"/> Above-ground pool	<input type="checkbox"/> Hot tub/spa <input type="checkbox"/> Other _____
Is construction access crossing City property? <input type="checkbox"/> No <input type="checkbox"/> Yes				
If crossing City property, other than where a private approach exists, a crossing permit must be obtained. Contact the Public Works Department at 204-986-6006 or pwd-uos-permits@winnipeg.ca to obtain a permit.				
Note: The height and location of overhead power supply conductors must be acceptable. See the Pools brochure or call Manitoba Hydro for more information.				

Additional permits

If a hot tub/spa is being installed, will it be installed in an existing deck? If yes, one copy of building plans (construction drawings) are required with this application for review. Specifications, including dry weight and water capacity, are also required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical permit for pool or hot tub/spa by (separate electrical permit is required):	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor
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Description of work

Required documentation – one copy, fully dimensioned (select all that apply)

<input type="checkbox"/> Owner Statement (not required if owner is the applicant) Note: For greenfield locations, provide a Letter of Authorization instead of the Owner Statement.
<input type="checkbox"/> Declaration Form for Building Permit Application (required if you have a prerequisite development permit)
<input type="checkbox"/> Declaration Form for Development Permit Exemption (Pools or Hot Tubs)
<input type="checkbox"/> Site plan <ul style="list-style-type: none"> • street/lane locations • distance from pool, hot tub/spa to all property lines • location of proposed pool, hot tub/spa and all existing buildings and structures • location of required fencing and gate • location of pool equipment • location of hydro meter on the dwelling and location of overhead electrical lines if applicable • location of construction access • legal description
For in-ground pools only, the following additional building plans are required: <ul style="list-style-type: none"> <input type="checkbox"/> Structural drawings of the pool, sealed by an engineer <input type="checkbox"/> Professional Designer's Certificate for Housing
For hot tubs/spas on existing decks, the following additional building plans are required: <ul style="list-style-type: none"> <input type="checkbox"/> Construction plans of deck to verify that the structure is capable of supporting the additional loads imposed by the placement of the hot tub/spa, and specifications, including dry weight and water capacity

Submission options

Submit your application package to the Zoning & Permits Branch using one of the following options:
<ul style="list-style-type: none"> • Apply online at winnipeg.ca/permitsonline • Email ppd-permit@winnipeg.ca (PDF attachment or link to online file transfer) • One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

Digital submission requirements (select all that apply)

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following documents that are applicable to your application:
<input type="checkbox"/> PDF 1 Application Forms (Owner Statement/Letter of Authorization, Declaration Form)
<input type="checkbox"/> PDF 2 Site Plan
<input type="checkbox"/> PDF 3 Building Plans (structural drawings, construction plans)
<input type="checkbox"/> PDF 4 Professional Designer's Certificate for Housing

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as

authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.