

Building Permit Application Form Outdoor Pools & Hot Tubs/Spas

Date: _____

Development permit requirements (select one)

Does your project require a development permit? Your development permit can be reviewed at the same time (concurrent review) or before (sequential review) your building permit application. Learn more about supporting approval requirements at: winnipeg.ca/permitprocess

Yes, I need a development permit. Select application review type.

- Concurrent – my development permit application number is: _____ (e.g. 12-345678)
- Sequential – my development permit number is: _____ (e.g. 12-345678)
- No, I don't need a development permit. I understand that my building permit application will be refused if it is determined that I need a development permit.

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

Greenfield subdivision Yes No

Outdoor pools and hot tubs/spas in new greenfield subdivisions with prior development agreements on title don't need prior development permit approval if submitted at the same time as a new house application. The development permit will be processed under one combined development/building permit application.

Location of work

Street number:	Street name:	Unit number:

Contact information (Provide as much contact information as possible.)

Identify the applicant: Owner Contractor

Owner (required)	Name:	Mailing address: (if different from above)	
	Email address:	Phone number:	
Contractor	Company name:	Contact name:	
	Email address:	Phone number:	
	Mailing address:		

General information

Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>	\$
Type of pool: <input type="checkbox"/> In-ground pool <input type="checkbox"/> Hot tub/spa <input type="checkbox"/> Above-ground pool <input type="checkbox"/> Other _____	
<input type="checkbox"/> Imperial <input type="checkbox"/> Metric (pools only)	Area of structure (pools only):
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 and Hot Tubs/Spas brochure or call Manitoba Hydro for more information.	

Additional permits

If a hot tub/spa is being installed, will it be installed on a deck? Note: Separate permits are required for new deck construction.	<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)

Refer to the [Residential Permit Resources](#) webpage for document templates.

Owner Statement (not required if owner is the applicant) – refer to template
Note: For greenfield locations, provide a Letter of Authorization instead of the Owner Statement.

Declaration Form for Building Permit Application (refer to template)

Declaration Form for Development Permit Exemption (required if your project is exempt from a development permit) - refer to template)

Site plan

- 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:

Structural drawings of the pool, sealed by an engineer

Professional Designer’s Certificate for Housing – refer to template

For hot tubs/spas on a deck, the following additional building plans are required:

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:

- 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 groups of documents that are applicable to your application:

- PDF 1** Application Forms (Owner Statement, Declaration Form)
- PDF 2** Site Plan
- PDF 3** Building Plans (structural drawings, construction plans)
- 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.