



Swimming pools and spas

Building permit application checklist

What do I need to submit?

For a swimming pool or spa

To apply for a building permit, you will need to submit the following information:

- A completed Building Permit application form (BA1 or BA2)
- One (1) copy of a scaled site plan (min scale 1:200) clearly showing the location of the proposed pool/spa and the safety barrier to be installed around the pool/spa
- One (1) copy of structural drawings of the pool signed and certified by a practising structural engineer
- One (1) copy of elevation details for the pool safety barrier showing footing size, fixings, gate hinge and latch height from ground level.

For a swimming pool or spa barrier/fence

To apply for a building permit, you will need to submit the following information:

- A completed Building Permit application form (BA1 or BA2) signed by all the owners of the property and the builder
- One (1) copy of a scaled site plan (min scale 1:200) showing the location of the dwelling and other existing structures, the proposed pool / spa and the safety barrier / fence on the lot
- One (1) copy of an elevation drawing (min scale 1:100) of the proposed safety barrier / fence showing footing dimensions, height of the fence / barrier, and latch height from ground level.

Please note:

If the pool builder or spa installer is not going to install the required safety barrier, you or your nominated pool fence contractor must submit **a separate building permit application** for the proposed pool fence. Please be aware that your swimming pool building permit may not be issued until your pool barrier permit has been approved. The City generally strives to issue the permits for the pool and safety barrier simultaneously.