

HOT TUB PERMIT APPLICATION CHECKLIST

ALL of the requirements set out in this checklist are necessary for the review of the application and for a timely decision to be rendered. To expedite the evaluation, staff have been instructed to accept only complete applications.

- ☐ Digital submissions must be in legible, clear, to scale and in PDF format only and emailed to development@beaumont.ab.ca
- ☐ Hard copy applications can be dropped at the City Office (5600 49 St) between 8:30am - 4:30pm (Closed from 12:00pm-1:00pm)

APPLICATION REQUIREMENTS

- ☐ Permit Application Form
 - ☐ Project address & legal description
 - ☐ Applicant name, mailing address, phone number and email
 - ☐ Owner information completed
 - ☐ Construction Value
 - ☐ All applicable fields completed
 - ☐ Ensure application is not cut off
 - ☐ Signed and Dated
- ☐ Building Permit Authorization - To be completed only if applicant is not the registered homeowner
 - ☐ Owner name, mailing address, phone number and mail
 - ☐ Applicant name, mailing address, phone number and mail
 - ☐ All applicable fields completed
 - ☐ Ensure form is not cut off
 - ☐ Signed and Dated

DEVELOPMENT PERMIT REQUIREMENTS

- ☐ Site Plan - must include:
 - ☐ Address of Property
 - ☐ Location and dimensions of the hot tub
 - ☐ Lot dimensions
 - ☐ Distance from the house to rear and side property lines
 - ☐ Distance the hot tub will be from rear and side property lines
 - ☐ Lockable cover or location of 1.8 metre fence (choose one and indicate choice on site plan)

BUILDING PERMIT REQUIREMENTS

- ☐ Hot Tub Information:
 - ☐ Lockable cover or location of 1.8 metre fence (choose one and indicate choice on site plan)
 - ☐ Location and dimensions of the hot tub
 - ☐ Available information from hot tub manufacturer
- ☐ PERMIT FEES are calculated via the current Fee Schedule from our website at www.beaumont.ab.ca
 - ☐ Staff will phone to arrange payment ONLY after verifying the application is complete.
- ☐ Electrical Permit Application Form to be submitted to questions@inspectionsgroup.com

Planning & Development
5600 - 49 Street
Beaumont, AB T4X 1A1
780-929-8782
development@beaumont.ab.ca

DATE RECEIVED
OFFICE USE ONLY

DATE PAID
OFFICE USE ONLY

Note:
Electrical, Plumbing and Gas Permits each have their own application forms to be submitted to: questions@inspectionsgroup.ca

Property Information

Street Address: _____

Plan: _____ Block: _____ Lot: _____

Applicant and Property Owner Information

Applicant/Contractor Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

Is the Applicant also the Registered Owner?

☐ Yes (Do not fill out below)

☐ No

(Fill out below - written authorization from registered owner required)

Owner Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email (required): _____

Proposed Development

Construction Value: _____ \$
(Approximate cost of material & labour)

I am applying for a: ☐ Development Permit AND/OR ☐ Building Permit

Check one of the following:
Additional Dwelling Unit - Sq Ft: _____ - Number of proposed bedrooms in Dwelling: _____
Accessory Building (other than Garage) - Sq Ft: _____
Detached Garage - Sq Ft: _____
Basement Development* - Sq Ft: _____
Covered Deck - Sq Ft: _____
Uncovered Deck - Sq Ft: _____
Hot Tub - Sq Ft: _____
Corner Lot Fence**
Other: _____
Home Based Business*** - Major Minor - Business Name: _____

Has work on the above indicated item already commenced? ☐ Yes ☐ No

*No Development Permit Required **No Building Permit Required ***Business License Required, Building Permit may be required

OFFICE USE ONLY

Permit Number: _____

Land Use District: _____

Tax Roll: _____

☐ Permitted Use
☐ Permitted Use w/ Variance
☐ Discretionary Use

Fees	Receipt #:
Development Permit: _____	
Building Permit: _____	
Safety Code Levy: _____	
Variance: _____	
Notification Fee: _____	
GST: _____	
Other: _____	
Total Fees: _____	

Applicant Authorization

1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.

2. I give consent to allow authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application.

3. I understand this is only an application and does not constitute approval to commence construction.

4. I acknowledge that notification fees associated for a discretionary use or variance application will be billed to me separately at cost. I will be notified of required payment of these fees via email that I have provided on this form. I am aware that not paying these fees promptly will cause delays in the review of my application.

5. I declare that the information contained in this application is correct and true to the best of my knowledge.

6. I declare that I will notify the Development Authority of any proposed changes to the plans submitted with this application.

7. I consent to receiving notifications & correspondence regarding this application via email to the address provided on this application.

8. By checking the "I agree" box, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature.

I agree ☐

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Development Permit

Date Deemed Complete: _____

Date of Decision: _____
(See attached Notice of Decision)

Building Permit

See Attached Report

Safety Codes Officer: _____ Designation No. _____ Date: _____

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and for administrative purposes directly related to the program or service for which you are applying. It may be entered into an automated system to generate content or make decisions, recommendations, or predictions. If you have questions about the collection or use of your personal information, contact the Access and Privacy Officer at 780.929.8782.

Updated: 2026-09-14

Owner Information:

I (We), _____ being the registered land owners of:
(name(s) of Registered Land Owner(s))

Municipal Address: _____ Postal Code: _____

Legal Description: Plan: _____ Block: _____ Lot: _____

Owner Phone number: _____

Owner Email: _____

Do hereby authorize the below to make an application for the necessary development / building permits required to complete the project associated with this application:

Applicant Information:

Applicant/Contractor Name: _____

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____

Email: _____

ALL REPORTS WILL BE PROVIDED TO OWNER AND APPLICANT

Registered Land Owner(s):

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Authorization:

By checking the "I agree" box, you agree and authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature.

I agree ☐

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and for administrative purposes directly related to the program or service for which you are applying. It may be entered into an automated system to generate content or make decisions, recommendations, or predictions. If you have questions about the collection or use of your personal information, contact the Access and Privacy Officer at 780.929.8782.

ELECTRICAL PERMIT APPLICATION FORM

Estimated Project Completion Date: DD / MMM / YYYY

Cost of Installation (Labour & Material Including Equipment) \$_____

The Permit Holder hereby certifies that this installation will be completed in accordance with the Alberta Safety Codes Act. A permit may expire if the undertaking to which it applies: (a) is not commenced within 90 days of issue of the permit, (b) is suspended or abandoned for a period of 120 days. An extension can be considered when applied for in writing prior to permit expiry date.

Cell: _____ Email: _____

"I hereby declare I am the owner of the premises in which the work will be conducted, and reside or will reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations"

Master Electrician Signature

Project Location in the City of Beaumont:

Directions: _____

BUILDING TYPE:

- ☐ Single / Multi Family Dwelling
☐ Commercial
☐ Residential
☐ Industrial
☐ Institutional

Square Feet: _____

TYPE OF WORK:

- ☐ New Work
- ☐ Renovation
- ☐ Connection
- ☐ Temporary Service
- ☐ Other

SERVICE INFORMATION:

Does this installation Require a Service Connection

- ☐ Yes ☐ No

SUPPLY SERVICE: ☐ Overhead ☐ Underground

Service Information: Amps: _____

Volts: _____

Phase: _____

ANNUAL PERMIT: ☐ Yes ☐ No

Description of Work: _____

Payment Type: ☐ Cash ☐ Cheque ☐ Interac ☐ M/C ☐ Visa

Permit Fee: \$ _____

+ SCC Levy*: \$ _____

Total Cost: \$

Receipt #:

*\$4.50 or 4% of the permit fee maximum \$560.00

The Inspections Group Inc.

300W, 14310 111 Avenue NW

Edmonton AB T5M 3Z7

Phone: (780) 454 5048 Toll Free: (866) 554 5048

Fax: (780) 454 5222 Toll Free: (866) 454 5222

www.inspectiongroup.com

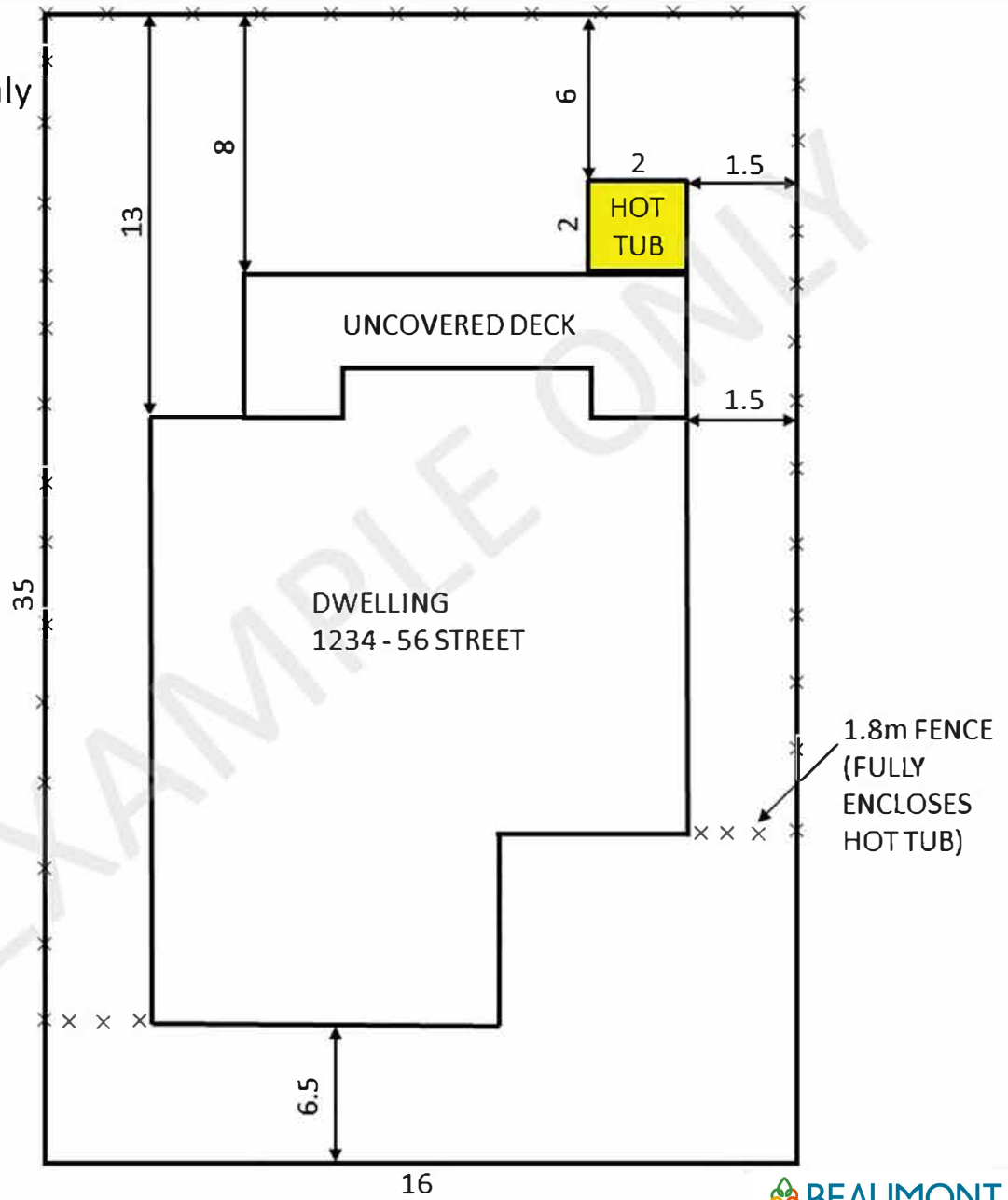
questions@inspectionsgroup.com

REMIT PAYMENT AND APPLICATION TO THE INSPECTIONS GROUP INC.

PLEASE CONTACT THE INSPECTIONS GROUP INC. FOR INSPECTIONS ALLOWING UP TO 5 WORKING DAYS NOTICE AND PROVIDE SAFE ACCESS.

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and for administrative purposes directly related to the program or service for which you are applying. It may be entered into an automated system to generate content or make decisions, recommendations, or predictions. If you have questions about the collection or use of your personal information, please contact the Access and Privacy Officer at 780-929-8782.

Site Plan –
Example Only



SWIMMING POOL, HOT TUB, WADING POOL INSTALLATION

FOR ALL OPEN OR ENCLOSED, ATTACHED OR DETACHED, SWIMMING POOLS, HOT TUBS OR WADING POOLS

GENERAL

1. Hot tubs are considered swimming pools, in accordance with the definition in Division A, Section 1.4.1.2 of the 2019 National Building Code – Alberta Edition, which reads:

Swimming pool means a structure, basin or tank containing an artificially created pool of water that is used for swimming, recreation, bathing, diving, wading, healing or therapy, religious rituals or other purposes, and includes all *buildings*, equipment and facilities used in connection with it.

Wading pool means a swimming pool that is 600 mm or less in depth throughout and is used for swimming, bathing, wading, or other similar purposes.

2. Swimming pool or hot tub installations may require the following permits: development, building, electrical and plumbing. **Wading Pools do not require a permit.** Please go to www.beaumont.ab.ca for all applicable fees.
3. A site plan showing the location, dimensions and setbacks from property lines and existing buildings is required. The plan must also indicate size of the pool or hot tub, including the surface area of the water.
4. A swimming pool shall have a clear deck space of 900 mm (3 ft) on all sides.
5. Except for a pre-manufactured private swimming pool that is entirely above ground, plans and specifications for a private swimming pool shall be submitted.
6. Prior to installing a swimming pool or hot tub, any changes from the existing wiring installation or any new wire installations require an electrical permit.
7. Prior to installing a swimming pool or hot tub, any changes in the existing plumbing system for a swimming pool or hot tub connection may require a plumbing permit.

Method of draining hot tubs:

- a) Drainage water for hot tubs is considered contaminated, and as such cannot be discharged to the ground surface or roadways. Please make provision for the discharge of these waters to the sanitary sewer through the plumbing system of your dwelling.
- b) If using a garden hose connected to the drain of the hot tub and discharging the water into the floor drain in the basement – no plumbing permit is required.
- c) If a plumbing stand pipe is provided for hot tub drainage - a plumbing permit is required.

SWIMMING POOLS (2019 National Building Code – Alberta Edition, Division B, Article 7.2)

1. Except as provided in Sentence (7) and except for wading pools, the entire area of an outdoor swimming pool shall be protected by a fence, building wall or enclosure that can prevent access by unauthorized persons, and its height above the outside ground level shall not be less than:
 - a) 1.8 metres (5.9 ft) for a private swimming pool; and
 - b) 2.0 metres (6.56 ft) for all other swimming pools.
2. An opening for access through a fence around a swimming pool or a private swimming pool shall be protected by a gate that is:
 - a) the same height as the fence;
 - b) equipped with a self-closing device;

Continued on next page...

- c) equipped with a self-latching device on the inside of the gate located not less than 1.5 metres (4.9 ft) above the ground level; and
 - d) capable of being locked.
- 3. The fence and gate around a swimming pool or a private swimming pool shall
 - a) be constructed so that all horizontal and diagonal members are located on the swimming pool side and
 - b) not permit the passage of a sphere whose diameter is more than 100mm
- 4. Barbed wire shall not be used on or as a fence or gate around a swimming pool or a private swimming pool.
- 5. No device shall be installed on or adjacent to a fence or gate around a swimming pool or a private swimming pool that could cause an electric current to pass through the fence or gate.
- 6. A fence is not required around any portion of an outdoor private swimming pool if the top of the outside wall of the private swimming pool is not less than 1.8 m above the level of the ground outside the wall and the wall is constructed so that the only means of access to the private swimming pool is through a gate or similar facility.
- 7. Sentence (1) does not apply to a swimming pool that is provided with a cover that
 - a) has been designed and constructed in conformance with ASTM F 1346, "Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs" and
 - b) is provided with lockable devices to prevent access to the water by unauthorized persons

HOT TUBS Measuring Greater than 2.4m (8') (across the widest portion of the water's surface)

1. Must follow the installation requirements of *Swimming Pools* as noted above.

HOT TUBS Measuring Less than 2.4m (8') (across the widest portion of the water's surface)

According to STANDATA 06-BCV-06, "Protective Covers for Hot Tubs" published by Alberta Municipal Affairs dated September 2007, can be used as an alternative to providing a fence and gate around a hot tub to prevent access by unauthorized persons, a fence and gate conforming to Article 7.2.2.1 [and shown as 1. and 2. under *Swimming Pools*, above] of the Alberta Building Code 2014 need not be provided around an exterior hot tub for a single family dwelling provided:

1. The hot tub does not exceed 2.4 metres (8') across the widest portion of the water's surface;
2. The hot tub is provided with a cover that:
 - a) Meets ASTM standard F1346-91, "Standard Performance Specification for Safety Covers and Labelling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs." This standard contains performance requirements for hot tub covers to prevent unintentional drowning including, but not limited to:
 - i) a static load test of 220kg for covers greater than 2.4m in diameter,
 - ii) a static load test of 125kg for covers less than 2.4m in diameter, and
 - iii) deflection tests to prohibit the passage of a test object; and
 - b) is provided with lockable devices to prevent access to the water by unauthorized persons.
3. The cover is in place and locked at all times the hot tub is unsupervised.

The above ruling applies throughout the Province of Alberta.

If you have any questions on the above regulations, please call the City of Beaumont for a Building Safety Code Officer or a Development Officer at 780-929-8782.

