

City of Kamloops

ePermit for Homeowners

BUILDING AND PLANNING



NOVEMBER 2025



Canada's Tournament Capital

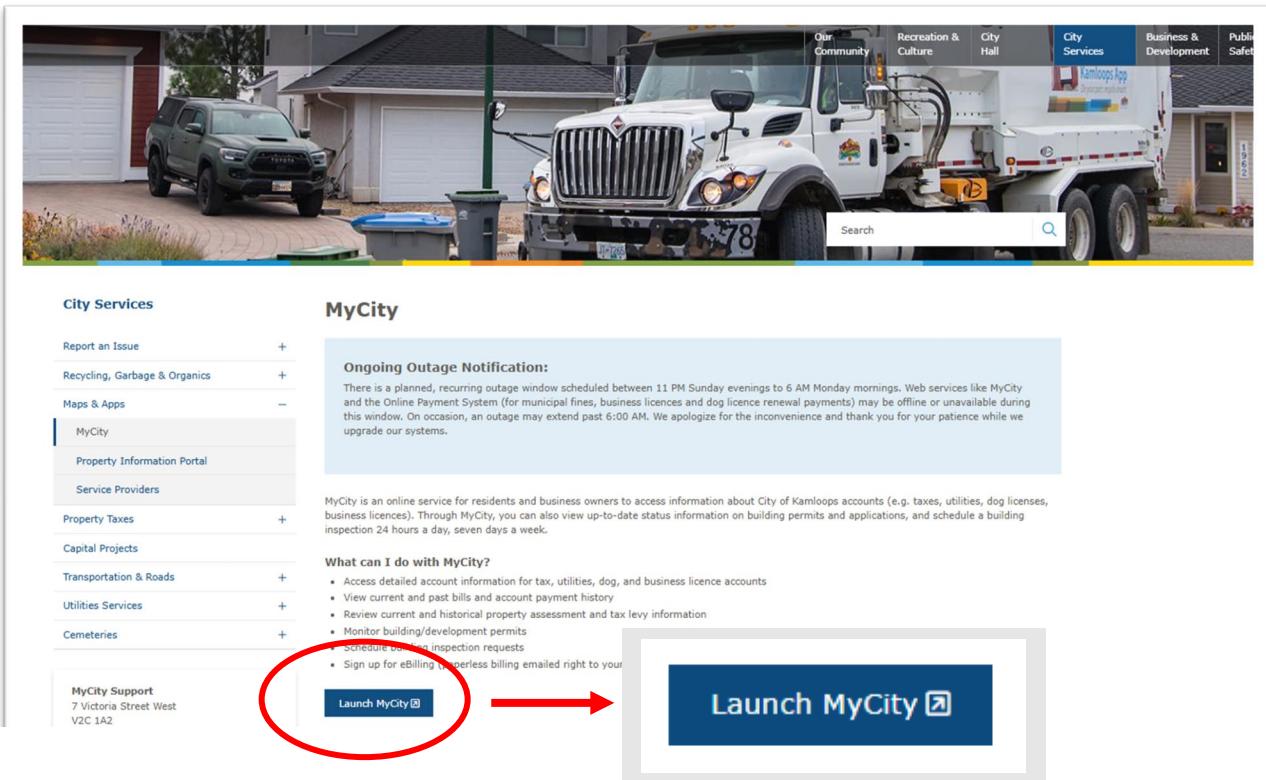
TABLE OF CONTENTS

Creating a MyCity Account.....	3
Registering a New MyCity Account	4
Homeowner Permit Application.....	6
Landing Page	6
Welcome Page.....	9
MyCity Login	10
Pool Type	10
Applicant Selection	11
Property Selection	11
Type of Pool.....	12
Applicant Contact Information	12
Builder/Contractor Contact Information.....	13
Business Licence Information	14
Business Licence Number.....	15
Description of Work	15
Construction Value.....	16
Confirmation Page, Fees, and Acknowledgements.....	16
Receipt Page.....	18
Uploading Documents	19

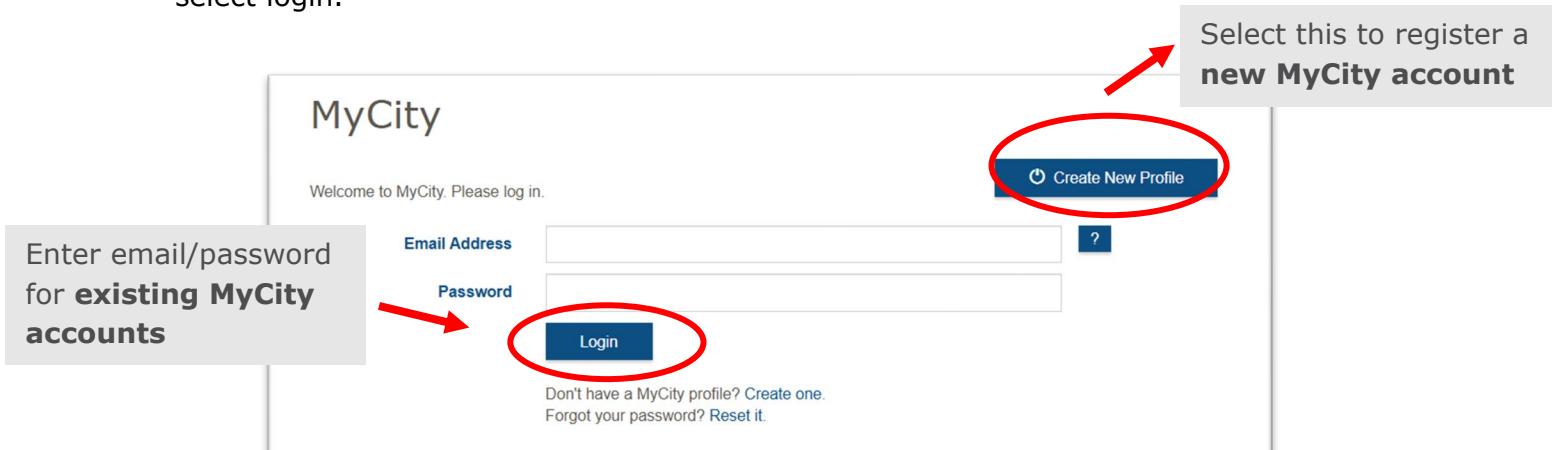
Creating a MyCity Account

In order to apply for a permit online you will need a MyCity account with the City of Kamloops.

You can register a new MyCity account, or use an existing account if you already have one. You can do this by visiting Kamloops.ca/MyCity, and selecting the 'Launch My City' button.



To register a new account, click on the 'Create New Profile' Button. If you have an existing account, enter the email address and password for the MyCity account and select login.



Registering a New MyCity Account

You will need to provide basic contact information to register a MyCity account.

Tip: All fields with a red star * are mandatory and must be completed.

Create A Profile

Complete this form to create a MyCity profile.

Applicant Information

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>
Phone *	<input type="text"/>

Password Information

Password must be 8 characters or longer and be no longer than 36 characters. Passwords must contain an upper case, lower case and numerical character.

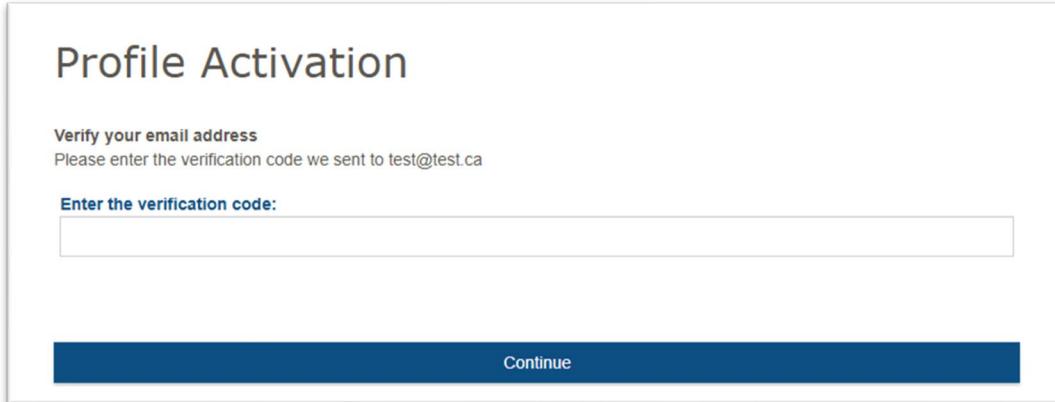
Password *	<input type="text"/>
Confirm Password *	<input type="text"/>
Security Question *	<input type="text"/> Select...
Security Answer *	<input type="text"/>

Buttons

[Back](#)  [Continue](#)

Continue once you have filled in all the information.

The following screen will display. **Do not close this page.**

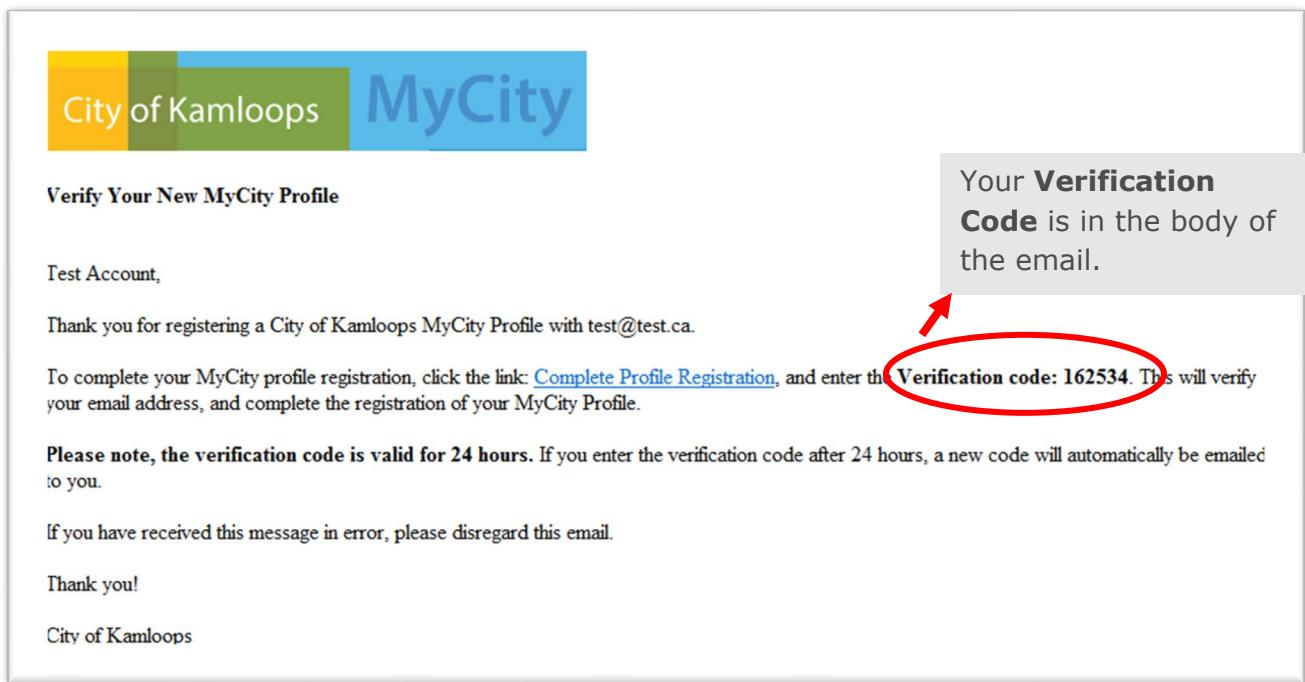


The image shows a 'Profile Activation' form. At the top, it says 'Verify your email address' and 'Please enter the verification code we sent to test@test.ca'. Below that is a text input field labeled 'Enter the verification code:' with a placeholder '_____'. At the bottom is a blue 'Continue' button.

An email will be sent to the email address used to register the MyCity Profile with an activation code.

Enter the verification code and click 'continue'.

Tip: The verification code must be entered to activate your account.



The image shows a sample verification email from 'City of Kamloops MyCity'. The subject is 'Verify Your New MyCity Profile'. It starts with 'Test Account,' and 'Thank you for registering a City of Kamloops MyCity Profile with test@test.ca.' It instructs the user to click a link to complete registration and enter a verification code. A callout box on the right says 'Your Verification Code is in the body of the email.' A red arrow points to the verification code '162534' in the email body, which is circled in red. The email ends with 'Thank you!' and 'City of Kamloops'.

If you did not receive a 'Verify Your New MyCity Profile' email, please check your spam/junk mail folder. If you still have not received the email, contact the City of Kamloops at 250-828-3554 or email building@kamloops.ca for assistance.

Homeowner Permit Application

Landing Page

Once you have a registered MyCity Account, you can apply online through Kamloops.ca/ePermit. From this page, click 'Apply Online' under 'Construction Permits'.

Building Permits

Need help? Understand when a building permit applies to your project.

[Learn More](#)



Construction Permits

Submit your construction permit application if you are a homeowner, residential contractor, or commercial contractor.

[Apply Online](#)



Building Inspections

Schedule an inspection with a City of Kamloops Safety Codes Officer to confirm your project meets permit requirements.

[Apply Online](#)



Tools, Tips & Guides

Resources to help you use ePermit.

[View More](#)



Building Information Requests

Welcome to the Building Information Request online application.

[Request Online](#)

For permit applications available for homeowners, click 'Apply Online' under the 'Homeowners' section.

Building Permit eApply

Need help? Understand when a building permit applies to your project.

[Learn More](#)



Homeowners

If you're planning to take on your own project, you can apply for permits directly through the City.

This applies to common home improvement projects such as building a deck, adding a garage, finishing a basement, or creating a secondary suite.

[Apply Online](#)



Residential Project Contractors

Contractors hired to perform residential work can apply for permits here.

[Apply Online](#)



Commercial Project Contractors

Contractors hired to perform commercial work can apply for permits here.

[Apply Online](#)

Click on the type of permit you would like to apply for.

Homeowner Permits

Need help? Understand when a building permit applies to your project.

[Learn More](#)



Accessory Building Permit

This is a singular application form for all accessory building or structure [Full List](#)



Demolition Permit

A demolition permit to remove or tear down any building or structure safely and in compliance with regulations.



Plumbing Permit

Plumbing systems require a Plumbing Permit before installation, alteration, or repair work can begin.



Multi-unit Residential

Multi-unit buildings require a Building Permit before construction, renovation, or addition work can begin.



Single Family Dwelling

Single family dwellings require a Building Permit before construction, renovation, or addition work can begin.



Swimming Pool Permit

Note: Pools 7.5 m² or less in area with a lockable lid do not require building permit.

When you are ready to apply, select the 'I'm Ready to Apply!' button.

Homeowner Swimming Pool Permits

Need help? Understand when a building permit applies to your project.

[Learn More](#)



How to prepare to apply:

Prepare the following materials:

- State of Title, current within last 30 days, including copies of all covenants, easements and right-of-ways
- Scaled site plan
- Detailed cross sections
- Engineer's Design Drawing (if applicable) for pool design and retaining walls
- Geotechnical engineer schedules B, D and copy of insurance (if applicable)

[I'm Ready To Apply!](#)

If you're experiencing an issue with the new application process, please [let us know](#).

Tip: Review all the requirements and documents in the 'How to Prepare to Apply' section. This will help you have all the required information/documents ready to go before you start your application.

Welcome Page

You are now ready to start your application. The landing page lists all required information and documents needed to complete your application.

When you are ready to start your application, click '**Continue**'.

Swimming Pool Permit Application

Welcome!

You're about to start a Swimming Pool Application.

You must have a MyCity profile to apply online. If you don't have one yet, you create one [here](#).

Once you start the application you will have 30 days to submit it. Your application will be saved to your MyCity profile until you submit and pay for it. You can access it by logging into [MyCity](#), then clicking on the **In Progress Applications** button at the top of the Registered Accounts page.

Application fee payments must be made by Visa or Mastercard. A non-refundable 2.75% service fee will apply.

Required Documentation for all Applications:

- **Contact Information** - for the owner and contractor, if you have one
- **Title Search** - dated within the last 3 months (can be accessed through [LTSA.ca](#))
- **Charges on Title** - Non-financial charges, legal notations, covenants, statutory right of way, etc.
- **Agency Agreement** - if you're applying on behalf of the property owner
- **BC Company Summary** - if the property is owned in a company name
- **Site Plan** - indicating pool location and setbacks from property lines & buildings

Additional Documents:

- **Development Permit Reference Number** - if you have already submitted a development permit application
- **Pool Specifications and Layout**
- Oversight from a Geotechnical Engineer may be required depending on geographical location and registered Covenant documents

Note: Additional documentation may be required, depending on the scope of work to be done.

Once you complete your online application, you will receive a reference number, which will allow you to review your submission under your MyCity profile.

Tip: All fields with a red star * are mandatory and must be completed.



Continue ➔

Having trouble with your application? Please call 250-828-3554 or email building@kamloops.ca for assistance.

Please note: Online application fee payments must be made by Visa or Mastercard and are subject to credit card service fee (2.75%).

MyCity Login

Log in to your MyCity account.

Swimming Pool Permit Application

MyCity Login

[Create New Profile](#)

Welcome to MyCity. Please log in.

Email Address [?](#)

Password

[Login](#)

Don't have a MyCity profile? [Create one.](#)
Forgot your password? [Reset it.](#)

Pool Type

Select the type of pool the permit application is for.

Swimming Pool Permit Application

Pool Type Selection

Select the type of pool you are applying for:

Hot tub or small/shallow pool (under 7.5 m² and 0.6 m deep). [?](#)

Larger pool (over 7.5 m² or 0.6 m deep) [?](#)

[Back](#) [Continue →](#)

Having trouble with your application? Please call 250-828-3554 or email building@kamloops.ca for assistance.

Applicant Selection

Select who is filling out the application form.

Tip: The applicant will be main contact for any communication about the application.

Swimming Pool Permit Application

Applicant Type Selection

Note: The applicant will be the primary point of contact for the application and will receive correspondence and communication.

I am the...?

Property Owner

Builder/Contractor

[← Back](#) [Continue →](#)

Having trouble with your application? Please call 250-828-3554 or email building@kamloops.ca for assistance.

Property Selection

Search for the address of the property that you are submitting the application for. For example, search for your home address if this is where the work will be completed.

Swimming Pool Permit Application

Property Selection

Use the search field to search for properties to add to your application.

- Search format: Unit# House Street. Example: 1 222 3 ST W with a unit# or 123 MAIN ST E without a unit#
- Enter a minimum of 4 characters to search.
- Click on address below to move onto the next step.

[Civic Address ✓](#) [PID](#)

7 VICTORIA ST W [🔍](#)

7 VICTORIA ST W
PL 13422 LT AM3&4 DL 232 KAMLOOPS [↗](#)

[← Back](#)

Tip: If you didn't get any results, start typing in your property address below using the following format:

- Without a unit, use the format "123 Main" (don't enter the street type or direction for best results)
- With a unit, use the format "2 123 Main" (don't enter the street type or direction for best results)

Having trouble with your application? Please call 250-828-3554 or email building@kamloops.ca for assistance.

Click on the address line to continue.

Type of Pool

Select the type of pool for your project. This guide is written for an in-ground pool.

Swimming Pool Permit Application

In-ground or Above-Ground Selection

Select if this is an In-Ground or an Above-Ground pool:

In-ground Pool

Above-ground Pool

[← Back](#) [Continue →](#)

Having trouble with your application? Please call 250-828-3554 or email building@kamloops.ca for assistance.

Applicant Contact Information

Confirm your contact information and enter your mailing address. Make sure the information is correct; the name, phone, and email will auto populate from your MyCity account.

Swimming Pool Permit Application

Property Owner (Applicant) Contact Information

Note: The applicant will be the primary point of contact for the application and will receive correspondence and communication.

Property Owner (Applicant) Contact Information

Please enter your contact information below.

First Name ***** Initial

Last Name *****

Phone *****

Contact Email Address *****

Confirm Email Address *****

Property Owner (Applicant) Mailing Address

Please enter your mailing address information below.

Additional Information [?](#)

Unit House *****

Click 'Continue' once all information is entered.

Builder/Contractor Contact Information

Enter the contact information for the contractor or builder completing the project work.

The contact can be entered as a person (individual), or company.

Swimming Pool Permit Application

Builder/Contractor Contact Information

I want to enter the contact details as a...?

Individual(s)

Company ✓

Builder/Contractor Contact Information

Please enter the contact information of the builder/contractor below.

Business Name *

Test Business

Phone *

123-123-1231

Contact Email Address *

testbusiness@test.ca

Confirm Email Address *

testbusiness@test.ca

Builder/Contractor Mailing Address

Please enter the mailing address information of the builder/contractor below.

Additional Information

?

Unit

House *

1

Street *

Victoria Street

Click 'Continue' once all information is entered.

Business Licence Information

This application requires the builder/contractor to have a valid City of Kamloops or Inter-Community Business Licence.

To proceed with the application, and enter the builder/contractor's licence number, select 'Yes', then 'Continue'.

Swimming Pool Permit Application

Valid Business License?

Do you have a valid City of Kamloops Business Licence number or Inter-Community Business Licence?

Yes

No

◀ Back

Continue ➔

Having trouble with your application? Please call 250-828-3554 or email building@kamloops.ca for assistance.

Tip: If you do not have the licence number, please reach out to the builder/contractor. If you need to leave the application and return to it a later time with this information, you can access your 'In Progress Applications' through your MyCity account within 30 days.

Business Licence Number

Select the best option for the application. For homeowners with a builder/contractor, enter the City of Kamloops Business Licence Number, or Inter-Community Business Licence (ICBL).

Swimming Pool Permit Application

Business Licence Information

Select an option that is applicable for the Business license information:



Select a licence registered to MyCity profile

For contractors or builders who already have a licence connected to their MyCity account. Homeowners should not select this option.



Enter the contractor's City of Kamloops Business Licence number

For contractors entering their own licence number. Property Owners can enter a City of Kamloops Business Licence on behalf of the contractor here.



Enter the contractor's Inter-Community Business Licence (ICBL)

Contractors can enter their own ICBL, while Property Owners can enter their contractor's ICBL

Business Licence

Please enter your Licence Number below.

Licence Number

123456

◀ Back

Continue ➔

Click 'Continue' once the information is entered.

Description of Work

Provide a brief description of the work that is being completed for your project.

Swimming Pool Permit Application

Description of Work

Project Description

Please enter the details of the application below.

Description of Work (Please be as specific as possible)

◀ Back

Continue ➔

Click 'Continue' once all information is entered.

Construction Value

Enter the estimated construction value for the project.

Construction value is determined as per City of Kamloops Building Regulation Bylaw definition and includes materials, labour, and profit. This value determines the Building Permit Fee which is applied as per City of Kamloops Fees and Charges Bylaw and is due at time of permit issuance.

Swimming Pool Permit Application

Construction Value

Estimated Construction Value (\$)* ?

◀ Back Continue ➔

Click 'Continue' once the value is entered.

Confirmation Page, Fees, and Acknowledgements

Please review all the details of the application of this page before proceeding to make a payment. If you need to update any information, click the 'Edit' button on the section that needs to be changed.

Swimming Pool Permit Application

Confirmation

Pool Type Selection

Larger pool (over 7.5 m² or 0.6 m deep)

Edit

Applicant Type Selection

Property Owner

Edit

Property Selection

Subject Property Address: 7 VICTORIA ST W KAMLOOPS BC V2C 1A2

Legal Description: PL 13422 LT AM3&4 DL 232 KAMLOOPS

Edit

The 'Application Fees' section on the confirmation page displays the fee associated with the permit application, including the credit card service fee (2.75%).

Application Fees	
Swimming Pool Application Fee	\$175.00
Credit Card Service Fee	\$4.81
Total	\$179.81

Review the Acknowledgements at the bottom of the confirmation page.

You must accept all acknowledgements to proceed to payment.

Acknowledgement	
<input type="checkbox"/>	I confirm that the information with this application is accurate and may be relied upon by the City of Kamloops. The application fee is non-refundable and additional permit fees will apply prior to your permit application being approved. For an explanation of fees, please refer to the City of Kamloops Fees and Charges Bylaw .
<input type="checkbox"/>	I consent to the collection of personal information by the City of Kamloops in accordance with the Freedom of Information and Protection of Privacy Act. Information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Questions can be directed to building@kamloops.ca ; and
<p>I understand that records held by the City of Kamloops - including, but not limited to, applications and supporting documents submitted by the owner/agent - may be published, requested, or disclosed in accordance with the Freedom of Information and Protection of Privacy Act.</p>	
<input type="checkbox"/>	Owner/Applicant/Agent Acknowledges:
<p>1. I hereby apply for a building permit for the construction as described herein and I hereby certify that the above information is correct and I agree to comply with all pertinent bylaws whether the detailed information is contained herein or not, and that, if I am not the property owner of the property upon which the above construction is to be carried out on, I have been authorized by way of an agency agreement, by the owner as his/her owner's agent to act on his/her behalf.</p> <p>2. If I am an owner of a partial interest in the property upon which the above construction is to be carried out, I hereby represent and warrant to the City of Kamloops that I have been duly authorized by each owner who holds an interest in the property to make this application on their behalf.</p>	
<p style="text-align: right;">Continue ✓</p>	

Click 'Continue' to proceed to online payment through our 3rd party payment provider.

Receipt Page

Approved transaction

Once payment is complete, a receipt screen will display confirming that payment was successful. If needed, please print a copy of this page for your records as you will not be able to return to this page.

Document Submission

The permit application requires additional documentation before it can be reviewed by City staff. **The application will not be considered complete until all documentation has been received.**

Click on the '**Submit Documents**' button to open the document submission portal.

City Of Kamloops Application

Receipt

Your payment was successful.

Payment & application details are shown below. Please print for your records.

Payment Information	
Order Number:	456806
Authorization Code:	B46210
Order Amount:	\$179.81
Transaction Date:	Dec 02, 2025 08:45:37 PM
Transaction Type:	200
Transaction Date:	12/2/2025
Transaction Time:	23:45:34
Response Code:	027
ISO Code:	01
Message:	Approved
Reference Number:	660195550010027710
Cardholder Name:	dc

Thank you for submitting your Swimming Pool Permit Application. You will receive an email confirmation shortly that includes a list of all documents required to support your application.

To submit the documents to complete your application, please select the "Submit Documents" button below.

If you need to come back to this application to submit your documents, please login to your [MyCity Profile](#), then click on the "In Progress Applications" button at the top of the Registered Accounts page.

This application will not be considered complete until all documentation has been received.

Submit Documents

Application BP054895 Created

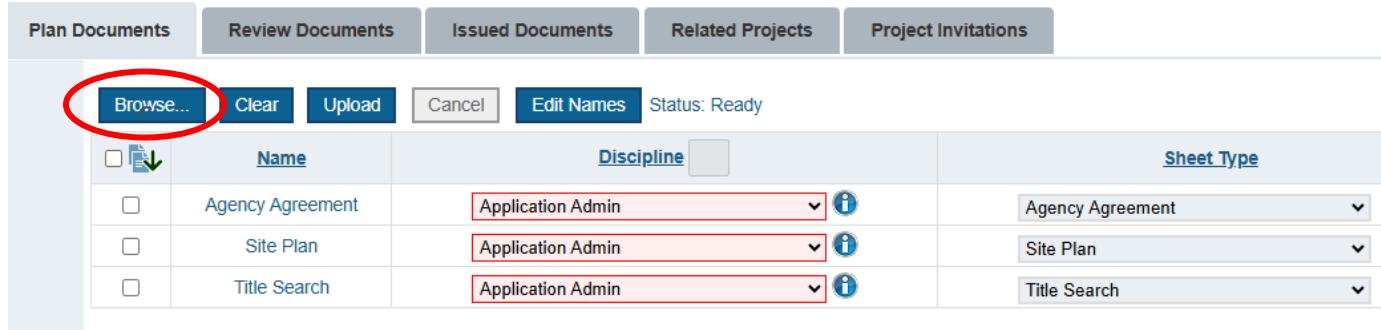
Application for 2222 SADDLEBACK DR KAMLOOPS BC V2B 0G7 has been created and will be reviewed by city staff

Tip: The 'Submit Documents' button link is active for 5 minutes. If the link expires, visit your MyCity account, and click on the permit application tile to submit your documents.

Uploading Documents

To upload your documents, click on the 'Browse...' button and select the required documents for the application. Using the drop-down menus, select a discipline and sheet type for each of the documents.

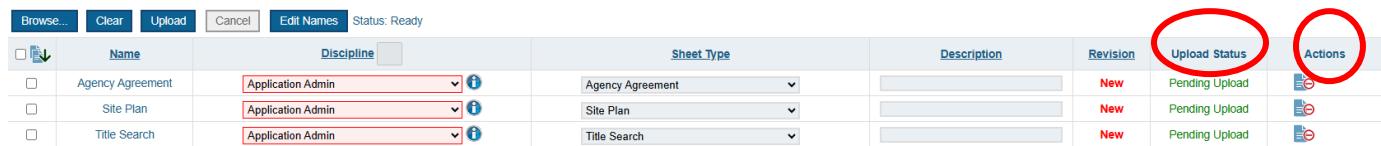
Tip: multiple documents can be added when selecting files.



<input type="checkbox"/> 	Name	Discipline	Sheet Type
<input type="checkbox"/>	Agency Agreement	Application Admin	Agency Agreement
<input type="checkbox"/>	Site Plan	Application Admin	Site Plan
<input type="checkbox"/>	Title Search	Application Admin	Title Search

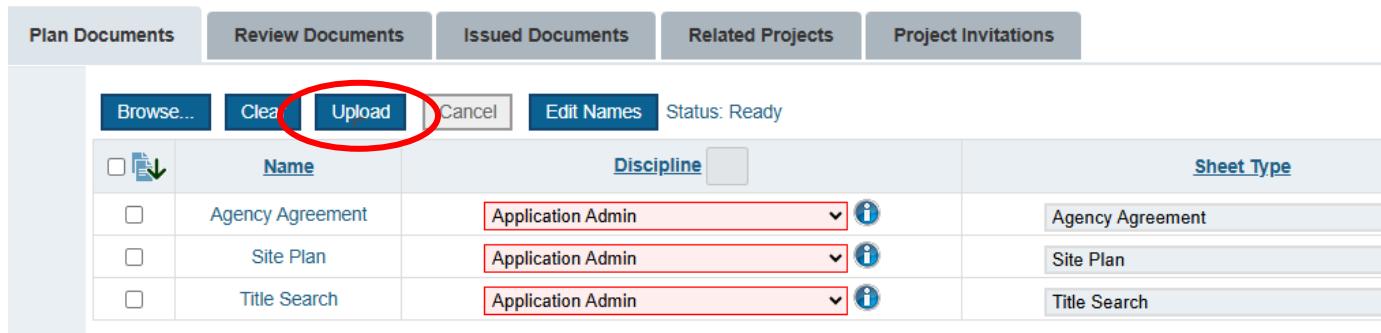
The 'Upload Status' will be in 'Pending Upload' at this stage.

If you need to remove any documents, use the 'Actions' column to remove the file: 



<input type="checkbox"/> 	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	Agency Agreement	Application Admin	Agency Agreement		New	Pending Upload	
<input type="checkbox"/>	Site Plan	Application Admin	Site Plan		New	Pending Upload	
<input type="checkbox"/>	Title Search	Application Admin	Title Search		New	Pending Upload	

Once you have added all your documents, click the 'Upload' button



<input type="checkbox"/> 	Name	Discipline	Sheet Type
<input type="checkbox"/>	Agency Agreement	Application Admin	Agency Agreement
<input type="checkbox"/>	Site Plan	Application Admin	Site Plan
<input type="checkbox"/>	Title Search	Application Admin	Title Search

(continued on next page)

A confirmation will be displayed. Click 'Yes' to complete the upload.



The 'Upload Status' will now show 'Success' when the documents are successfully uploaded.

Browse... Clear Upload Cancel Edit Names Status: Done						Upload Status
	Name	Discipline	Sheet Type	Description	Revision	Upload Status
<input type="checkbox"/>	Agency Agreement	Application Admin	Agency Agreement		1	Success
<input type="checkbox"/>	Site Plan	Application Admin	Site Plan		1	Success
<input type="checkbox"/>	Title Search	Application Admin	Title Search		1	Success

When all documents have been uploaded successfully, click on the '**Submit for Review**' button.

Important Note: City staff will not be notified to start the application review until all documents have been submitted for review.

Project Information Plan Documents Review Documents Issued Documents Related Projects Project Invitations

Project BP054895 Group <None> Name Swimming Pool Permit Application

Plan Submission

Actions [Submit for Review](#)

Once the 'Submit for Review' button has been selected, the application status will be in 'Application Review'.

Project Information Plan Documents Review Documents Issued Documents Related Projects Project Invitations

Project BP054895 Group <None> Name Swimming Pool Permit Application

Status Application Review

Actions [Submit for Review](#)

After your documents have been successfully submitted, you will receive a confirmation email that your plans have been received, and City staff will be notified.