

### Pool Enclosure & Hot Tub Permit Application

<b>Project Information</b>	Pool Installation will be:		
	In-ground	Above-ground	
	Hot tub/Swim Spa	Temporary/Inflatable	
	Height of pool wall above grade:		
	Construction value for installation:		

<b>Property Information</b>	Project address		
	Property is within a plan of subdivision?	Yes	No
	Has the lot grading been certified?	Yes	No
	<b>Note: Lots within a plan of subdivision that <u>have not been certified</u> may require plan approval from the subdivision engineer at time of permit submission. See Pool policy.</b>		

<b>Applicant/ Authorized Agent</b>	Name:		
	Street Address:		
	City/Town/Village:		
	Province:	Postal Code:	
	Phone:	Email address:	

<b>Property Owner</b>  Same as Applicant	Name:		
	Street Address:		
	City/Town/Village:		
	Province:	Postal Code:	
	Postal Code:	Email address:	

<b>Contractor (if known)</b>  Same as Applicant	Contact name:		
	Company name:		
	Street address:		
	City/Town/Village:		
	Province:	Postal Code:	
	Phone:	Email address:	

**I acknowledge that:**

1. Minimum height of enclosure (e.g. fence) shall be 48" (1.2m) and shall not facilitate climbing.
2. Temporary snow fencing will be permitted as a temporary fence for a **maximum of 10 working days provided** it meets minimum height requirements and is soundly erected with posts.
3. Pools shall not be filled beyond 18" (45cm) of water without first obtaining the necessary approval of the Building Department or By-Law Department.
4. Hot tubs, whirlpools, spas etc. shall include a tight fitted cover and must be lockable. In the absence of a cover, such hot tub, whirlpool or spa shall be equipped with a pool fence or enclosure in accordance with the fence and hedge by-law.
5. For above ground pools taller than 48" (1.2m) in height, where the intent is to use the pool walls as the required enclosure, access to the pool must be restricted by way of removable ladders or lockable access.
6. No person shall alter existing drainage patterns/swales without approved engineered lot grading plan. No person shall adversely effect neighboring properties. No person shall alter existing grade at property line or raise grade in excess of 300mm within 3m of property line without providing engineered lot grading plan for review and approval.
7. A potential hazard exists where any embankment, retaining wall, fence, structure or pool equipment is located within 48" (1.2m) of a pool fence or enclosure. Ensure that pool fence/ enclosure is located at least 48" (1.2m) from such potentially climbable hazards.
8. Protect your septic bed from construction traffic.
9. The issuance of a pool permit does not provide clearances or permission to occupy a public roadway for construction. Nor does it provide permission to provide temporary or permanent driveways to facilitate construction. Should the use of a new driveway or roadway be required, I hereby acknowledge the necessary application, and permits will be obtained prior to construction from the Public Works Department.

**Declaration:**

1. I hereby certify that I am the legal owner or authorized agent of the owner, and that the above information is true and correct to the best of my knowledge.
2. I declare that there are no restrictions or covenants that prevent the issuance of a permit described in this application.
3. I have reviewed the general and acknowledgment information and will ensure that all requirements are met.
4. Notwithstanding the Municipal Freedom of Information and Privacy Act, I hereby consent to the disclosure of any Information acquired by the Municipality in the processing of this application or publication of reports.
5. I hereby certify that I am aware that a building permit is required for any building as defined in the Building Code Act prior to starting construction.

<i>Signature of Owner/Authorized Agent</i>	<i>Date</i>

Updated: February 25, 2026