

# Building Permit Application Checklist (Pools and Hot tubs)

Items required for a complete building permit application submission:

## REQUIRED FORMS

✓	Check when included
	Completed Pool Permit Application form.
	Agent Authorization form (required if the property owner is not submitting the application)
	Approval from other agencies as required (GRCA, Source water protection, MTO, etc..)
	Road Occupancy Permit/damage deposit

## SITE PLAN

✓	Check when included
	Property address
	Dimensions and area of the property
	Location of proposed pool and distances to property lines, fences, pool pump, and any existing structures
	Location and square footage of all existing structures on the property
	Location and size of the septic tank and tile bed and distance from proposed pool
	Location of any easements and overhead wires on the property
	Location, height, and type (wood, chain link, iron) of fences and gates (gates must be self-closing and lockable)
	Site plans may be hand drawn but must be clear and drawn to scale
	All site plan details may be shown on a grading plan

## DESIGN PLANS

✓	Check when included
	Grading Plan (required for <b>On-ground</b> and <b>In-ground</b> pools, in urban settlement areas only)
	Manufacturer's specifications of any prefabricated guards, fences, handrails etc.

### Notes:

- Please hold all payments until the plans review has been completed and a voucher for payment has been emailed to the permit applicant.
- Hot Tubs with lockable covers do not require a building permit.
- Above ground pool means: An outdoor swimming pool of which no part is below ground level.
- On ground pool means: An outdoor swimming pool that is partially installed in the ground and partially installed above ground.
- In ground pool means: An outdoor swimming pool that is built entirely into the ground as a permanent fixture.
- Decks surrounding above ground a privately-owned outdoor swimming pool are permitted to be used as an enclosure in accordance with the provisions of By-law 3522-24, the Ontario Building Code and the zoning by-law.

Please ensure that your proposed pool enclosure meets all applicable requirements of By-law 3522-24 prior to construction. Compliance with these requirements helps prevent unauthorized access and improves safety for children and pets.

For questions regarding pool enclosure requirements, please contact the Building Department.

 519-632-8800

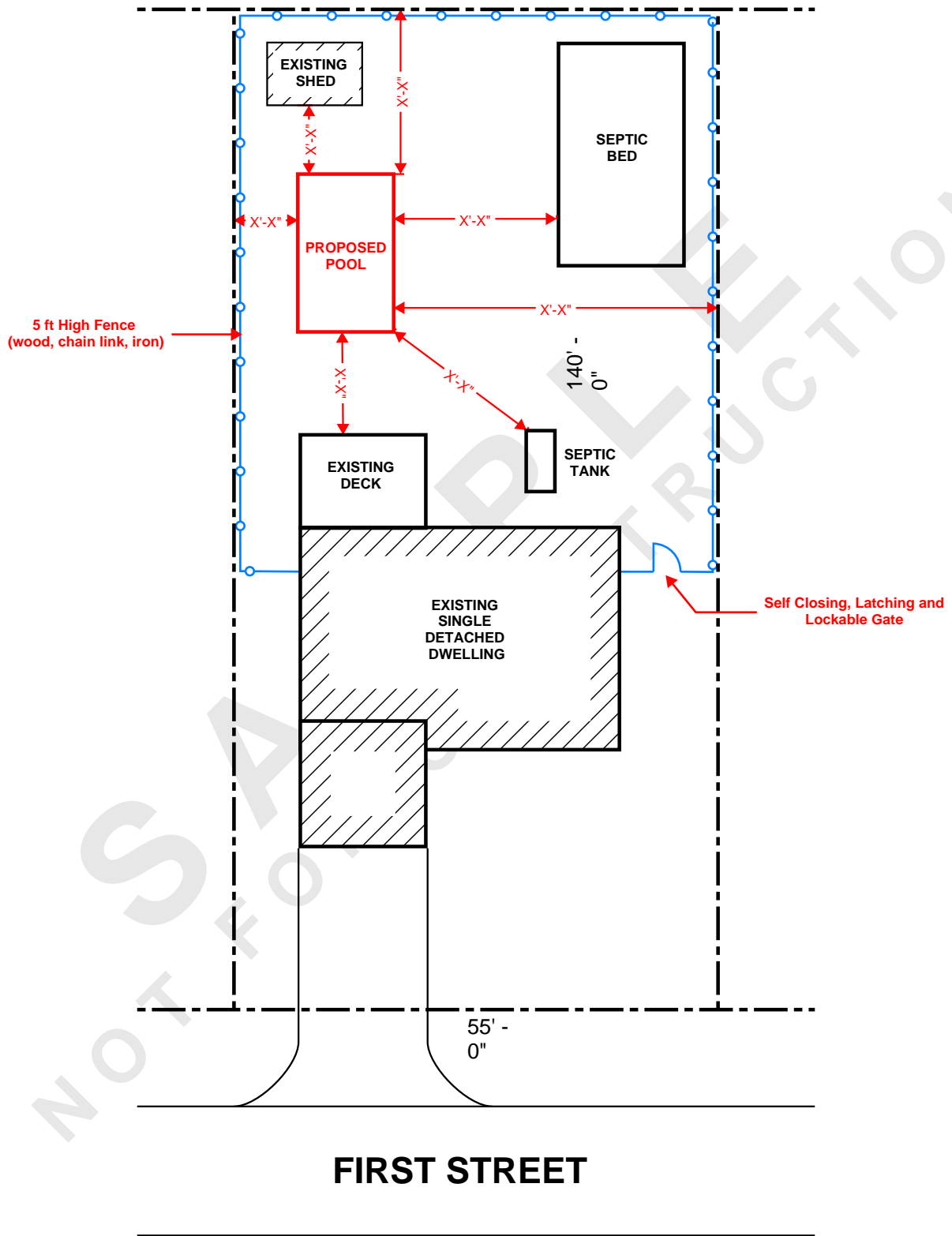
 [building@northdumfries.ca](mailto:building@northdumfries.ca)

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Ayr, Ontario, N0B 1E0





**BASIC SITE PLAN EXAMPLE**

This sample site plan should give you an idea of the information which we need to be included.

Indicate ALL structures on the site plan.

Show the size and location with dimensions from the property lines.

This sample is intended to provide a guide for drawing a site plan.

**THIS SAMPLE CAN NOT BE USED FOR YOUR SITE PLAN**

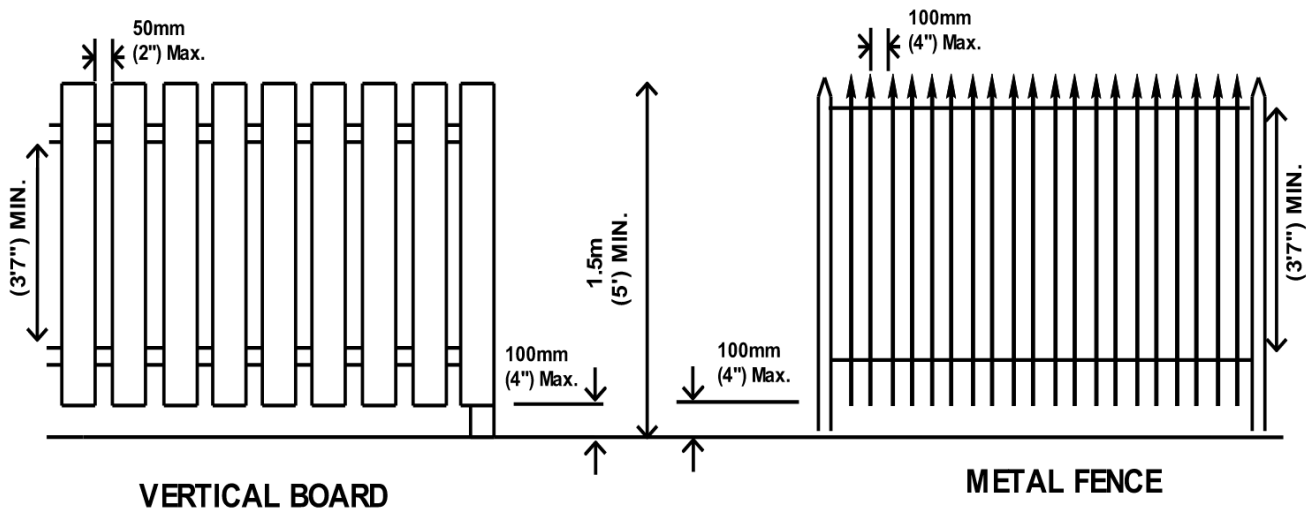
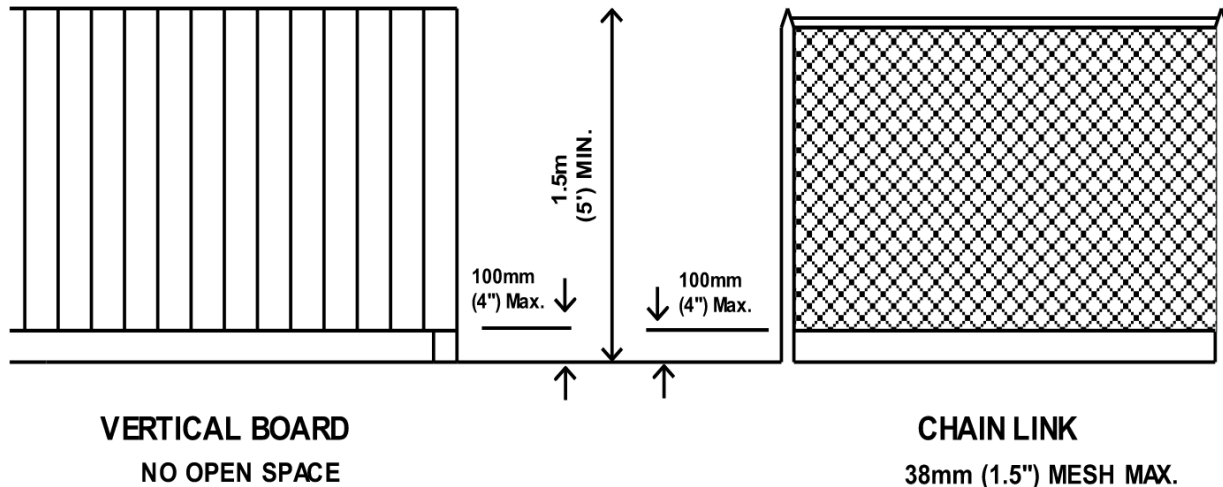
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# Construction Requirements

To help ensure the safety of all residents, swimming pool enclosures must comply with the requirements of By-law 3522-24 for Privately Owned Swimming Pools.



Pool fences must be a minimum of 1.5 m (5 ft) in height.

The pool and its enclosure must be located at least 1.0 m (3 ft 3 in.) from all side and rear property lines.

No air conditioners, pumps, decks, furniture, or other climbable objects may be located within 1.0 m (3 ft 3 in.) of the outside of the fence.

Horizontal rails must be installed on the pool side of the fence and spaced at least 1.1 m (43 in.) apart.

Vertical pickets must be spaced no more than 100 mm (4 in.) apart.

Chain-link fencing must have a mesh size no greater than 38 mm x 38 mm (1.5 in. x 1.5 in.).

All gates must be:

- Self-closing
- Self-latching
- Capable of being locked

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