



Fast TRACK Building Permit Checklist for Pool Enclosures

General Requirements: Complete the Permit to Construct or Demolish Application form and Schedule 1 Designer form

Your application should include:

Submitted:		YES	NO
A	Application for Permit to Construct or Demolish		
B	Conservation or other authority clearance letter (if this is required, we will advise later in the permit application process).		N/A
C	Property Owner Consent Letter (if you are not the owner of the property)		

Pool Enclosure Checklist for In-ground Pools

Provide a site plan.

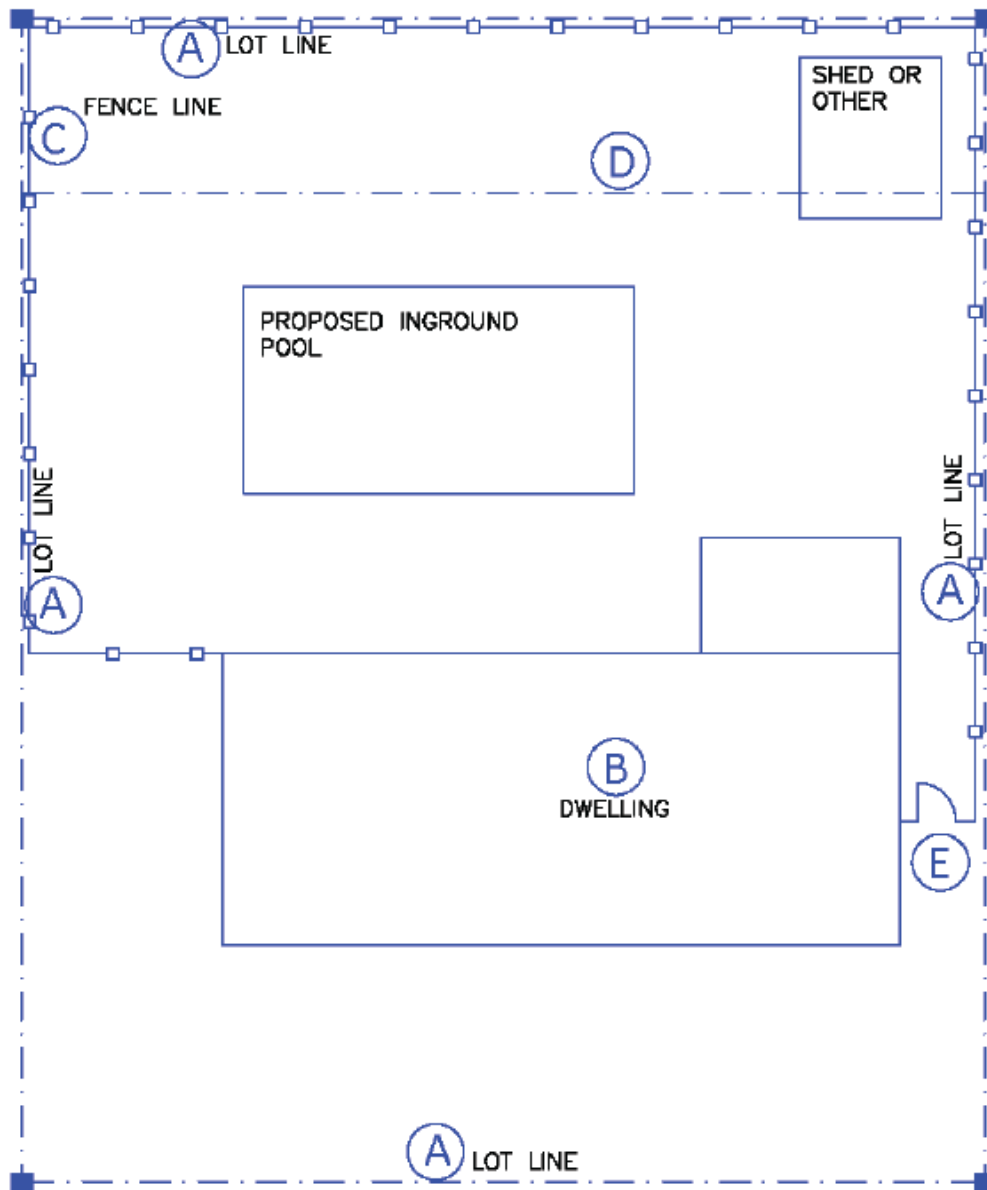
The site plan must identify the following:

Submitted:		YES	NO
A	Lot lines		
B	Dwelling location		
C	Location and construction of pool enclosure <ul style="list-style-type: none"> ▪ Note - The fence surrounding the pool or property is required to be non-climbable and at a minimum 1.2m (4ft.) in height. 		
D	Any easements on the property <ul style="list-style-type: none"> ▪ Note - Pools and spas/hot tubs cannot be constructed on easements. However, you may be able to have the easement released. Contact the Legal and Real Estate Services branch for more information. 		
E	Provide details for keeping the gate closed, secured, and latched whenever the pool area is unattended by a supervisory adult. <ul style="list-style-type: none"> ▪ Note - Outdoor spas/hot tubs need not be enclosed with a fence provided they have a lockable cover. 		

Zoning Standards – Minimum distance from lot line must be shown on the site plan.

Submitted:		YES	NO
	Front yard (inground pools only)		
	Interior side yards		
	Exterior side yards (corner lots)		
	Rear yard		
	Rear yard (corner lots)		

See page 2 for drawing specifications:



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NOTE: ANY WORK OUTSIDE
PROPERTY LINE REQUIRES A
RIGHT OF WAY ACTIVITY PERMIT.
CONTACT OPERATIONS CENTRE
705-739-4210



Pool Enclosure Checklist for Above Ground Pools

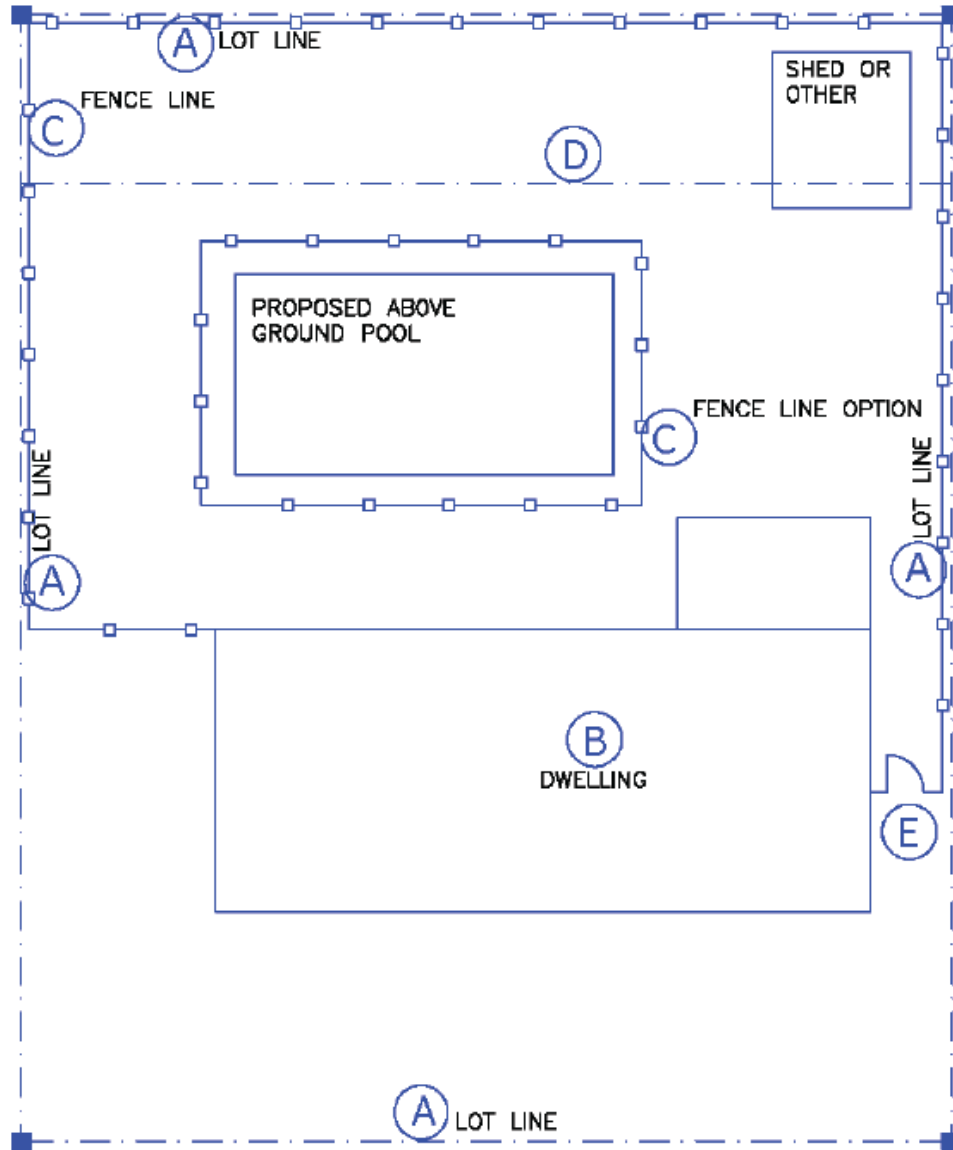
Provide a site plan and specifications for the scope of work. The site plan and scope of work must identify the following:

Submitted:		YES	NO
A	Lot lines		
B	Dwelling location		
C	Location of the pool enclosure <ul style="list-style-type: none"> ▪ Note - Above ground pools may be exempt from the fence enclosure requirement if the pool walls are non-climbable, a minimum of 1.2m (4ft.) in height and any access points to the pool are either removed or safely enclosed whenever the pool area is left unattended. 		
D	Any easements on the property <ul style="list-style-type: none"> ▪ Note - Pools and spas/hot tubs cannot be constructed on easements. However, you may be able to have the easement released. Contact the Legal and Real Estate Services Branch for more information. 		
E	Provide details for keeping the gate closed, secure, and latched whenever the pool area is unattended by a supervisory adult. <ul style="list-style-type: none"> ▪ Note - ABOVE GROUND POOLS - Only the ladders or stairs providing access to an above ground pool need be enclosed in accordance with this by-law provided the following conditions are maintained: - 7 - (i) The sides of an above ground pool shall be not less than 1.2 metres (3.94 ft.) in height measured from the finished grade and any climbable fixture or feature on the exterior face of the pool wall to the top rail of the pool wall, as determined at the time of the initial pool enclosure approval. (ii) Pumps, air conditioners, heaters, filters or other appliances or equipment shall be located not less than 1.2 metres (3.94 ft.) from the top rail of the pool walls or shall be enclosed in accordance with this by-law. 		
	Note - Outdoor spas/hot tubs need not be enclosed with a fence provided they have a lockable cover.		N/A

Zoning Standards – Minimum distance from lot line must be shown on the site plan.

Submitted:	YES	NO
Front yard (inground pools only)		
Interior side yards		
Exterior side yards (corner lots)		
Rear yard		
Rear yard (corner lots)		

See page 4 for drawing specifications:



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All items above must be included in order for your application to qualify for the FAST TRACK permit process. Failure to provide any of the above documentation will result in an incomplete application.

Drawings are to be legible and easily interpreted. (Minimum drawing size accepted is 8 ½" x 11" with an appropriate scale.)

"Enclosure" means a fence, wall or other structure or thing, including gates and doors, which surrounds the perimeter of a pool which would discourage the entry of a person into the enclosed area.

Pool Enclosure Standards

- 1) Every pool enclosure shall be designed, constructed, and maintained so as to discourage the entry of small children into the pool area.
- 2) The following standards are deemed by the Corporation to satisfy the intent of Article 8.(1).
 - a. **HEIGHT:** Every pool enclosure shall be not less than 1.2 metres (47.23 inches) in height measured from the finished grade and any climbable fixture or feature on the exterior side of the pool enclosure, to the top of the pool enclosure, as determined at the time of the initial pool enclosure approval.
 - b. **RIGIDITY:** Every pool enclosure shall be constructed and maintained to be rigid and secure, able to resist any reasonable lateral forces that may be applied to the enclosure material within its minimum required height.
 - c. **OPENINGS:** No openings, spaces or gaps in the enclosure material shall allow the passage of a spherical object having a diameter of 100mm (3.94 inches) within the enclosure's minimum required height.
 - d. **NON-CLIMBABLE:** Within the enclosure's minimum required height, no horizontal or diagonal components shall be located so as to facilitate the climbing of the enclosure. Horizontal or diagonal members shall be spaced not less than 900mm (35.42 inches) measured between the top edge of adjacent members.
 - e. **GATES AND DOORS:** All gates and doors of the pool enclosure other than from the property's dwelling unit, shall be kept in a closed, secure, and latched position whenever the pool area is unattended by a supervisory adult. All gates shall be of equivalent construction and height as the minimum requirements of the pool enclosure and shall be supported on substantial hinges.
- 3) Without limiting the generality of the above noted principles, the following situations shall be further regulated within the minimum required height of the enclosure as follows.
 - a. **BOARD FENCES**
 - i. All board material shall be of minimum 19mm thickness (1 inch nominal thickness).
 - ii. All horizontal support rails shall be of minimum 39mm x 89mm (nominal 2" x 4") material.
 - iii. All support posts shall be of minimum 89mm x 89mm (nominal 4" x 4") material spaced not more than 2.5m (8.2 feet) apart.
 - b. **LATTICE FENCES**
 - i. The openings of any lattice material shall be not greater than 51mm x 51mm (2" x 2") in size.
 - ii. All lattice material shall be laterally supported at all edges and at horizontal and vertical spacing of not more than 1.2 metres (3.94 ft).
 - c. **CHAIN LINK FENCES**
 - i. All chain link fences, posts and rails shall be of galvanized or vinyl coated material.
 - ii. All chain link mesh material shall be a minimum of No. 14 gauge wire.
 - iii. The openings of any chain link fencing material shall be not greater than 51mm x 51mm (2 inch x 2 inch) in size.
 - iv. The chain link mesh material shall be supported at the top and bottom by an approved reinforcing cable or a rail.
 - v. Every chain link pool enclosure shall be supported by posts that are not less than 38mm (1.5 inches) in diameter, spaced not more than 2.5 metres (8.20 ft.) apart.