



Your guide to  
building

# POOL ENCLOSURES



Spring 2024





# POOL ENCLOSURES

Safe, accessible, and sustainable buildings are critical to making Barrie a great city. Building permits and inspections help ensure our building standards are intact and the spaces we create to live, work, and connect in are safe, usable, and accessible to everyone.

The process outlined in this guide is for your protection. It follows the Ontario Building Code, the *Building Code Act*, Barrie's Zoning By-law, and other applicable laws to ensure that you, your home, and the interests of your community are safe.

This guide is an outline of the typical pool enclosure construction process. It incorporates information you should consider when you are planning your project right up to project completion and permit close-out. This is not an exhaustive list of regulations. Each building permit application is reviewed individually and your home renovation process may change based on your specific situation. We have tried to provide you with a helpful and informative guide so you can build with confidence knowing that you and your neighbours will be safe while enjoying your residence in Barrie.

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# PLAN IT

The success of your project starts with proper planning. You should consider what it is that you want to build, how long it will take, your budget vs. project costs, and how to ensure quality by achieving a high end result.

This section is intended to get you thinking about the various components that could impact your project based on a typical pool fence. Upon review of your proposal, other standards may apply.

**Note:** The purpose of your pool enclosure is to restrict access into the pool. It's very important that your enclosure is not climbable from the outside allows others access your pool area.

## Zoning

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Pools are required to be setback at least 0.6m from the side and rear property lines on regular lots. If your pool requires a pool house or a small structure to cover the pool equipment, it must also be setback 0.6m from the side and rear lot lines; even if it does not require a building permit.

Please contact Service Barrie if:

- You have a corner lot (roads on two sides instead of one) to confirm where a pool may be permitted on your lot; and/or,
- To determine if there is an easement crossing the area you would like to build a pool and how to release that easement.

## Hire vs. DIY

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When considering whether to hire an installer/contractor or do it yourself, consider your own skills, abilities, and available time carefully:

- What type of pool/hot tub are you installing?
  - In-ground pool (entirely below grade)
  - On-ground pool (partially below grade and partially above)
  - Above ground pool (entirely above grade)
  - Hot tubs
- A hot tub located on a deck must be appropriately reinforced to support the substantial weight of the hot tub.
- Are you familiar with the requirements of the Pool Enclosure By-Law (found in 'Hot Tubs, Pools & Spas') at [barrie.ca/planning-building-infrastructure](http://barrie.ca/planning-building-infrastructure)?
- Can you provide an accurate Site Plan drawing?
- Do you have a septic system?

If you choose to hire a professional, you should protect yourself by remaining involved in and aware of the whole process. This is for your own benefit. If your hired professional cannot produce a building permit there's a chance one was never obtained. As the homeowner, you are ultimately responsible for obtaining a permit when one is required.



When choosing your professional, it's always a good idea to ask about:

- Previous projects
- Examples of work
- Years of experience
- List of references
- Qualifications

Hiring a professional can be of great value as they can reduce delays, minimize costs and help to prevent unexpected complications.

## Permit Applications

As a homeowner, you can authorize a professional to manage your building permit. In order to do so, you must sign the Property Owner Consent Letter (found in 'Building and Renovating' at [barrie.ca/planning-building-infrastructure](http://barrie.ca/planning-building-infrastructure)) and submit it along with your permit application.

## Budget

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There are many factors to consider when planning your budget. Common fees associated with constructing a pool include:

- Pool purchase cost
- Installer and contractor fees
- Equipment Rental
- Materials
- Permit Fees
  - Pool Enclosure
  - Right of Way Activities
  - Conservation Authority
- Pool filling and yearly maintenance
- Unforeseen costs

Generally, construction projects have unexpected costs. It's recommended to have a reserve fund for these cases. Always get a second opinion or quote to ensure you've budgeted correctly.

Hiring a professional can result in an additional upfront expense, however, it can help to deliver your project at a lower cost.

## Timeframe

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Varying factors can impact how long it can take until your pool project is complete and safe to enjoy, such as:

- Excavation
- Pool assembly and/or rough concrete coat
- Plumbing and Electrical hookups
- Backfill
- Pool bottom grouting
- Forming, coping, concrete pour
- Liner installation
- Inspections

**Note:** The lot grading of your property must not be affected by the installation of a pool or hot tub and there must be no detrimental effect on adjacent properties.

## Required Permits

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A pool enclosure permit is not necessarily a permission to build. Other approvals may be required (i.e. right of way activity permits, conservation authority approvals, tree demolition approvals, electrical safety authority approvals, etc.)



## Above Ground Pools

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.

- Only the ladders or stairs providing access to an above ground pool need to be enclosed in accordance with the City of Barrie Pool Enclosure By-law Number 94-59.
- Pumps, air conditioners, heaters, filters or other appliances or equipment shall be located not less than 1.2 meters (3.49 ft.) from the top rail of the pool walls or shall be enclosed in accordance with the City of Barrie Pool Enclosure By-law Number 94-59.

## In and On Ground Pools

All in-ground and on-ground pools require a fence constructed in compliance with the Pool Enclosure By-law.

## Adjacent to Deck

If the proposed pool will be adjacent to a deck additional guards and/or gates may be required to restrict access.

**Note:** A separate permit may be required for the deck if being constructed.

## Call Before You Dig

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Always contact Ontario One Call before you dig, even if it's just with a shovel, to locate any underground cables or lines below the surface. The FREE service is available 24/7. Call 1-800-400-2255 or visit [ontarioonecall.ca](http://ontarioonecall.ca).

- What's buried underground:
  - Natural gas pipelines
  - Electrical services
  - Telephone lines
  - Television cables
  - Water pipes
  - Sewer connections
- What you can't see CAN cause a lot of damage:
  - Damaged hydro and gas lines create safety hazard to you and to others
  - Repairing damaged underground services can be costly; you could face legal action as a result
  - Digging in the wrong spot could result in a loss of service to you or to your entire neighbourhood



## Other Required Approvals

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### Conservation Authority Permits

Your property may be regulated by a conservation authority. Contact the following to see if your property is regulated:

- Lake Simcoe Regional Conservation Authority - [www.lsrca.on.ca](http://www.lsrca.on.ca)
- Nottawasaga Valley Conservation Authority - [www.nvca.on.ca](http://www.nvca.on.ca)

### Zoning Approval

Zoning Approval under the *Planning Act* must be obtained before a permit can be issued. When you apply for a building permit Planning Services will review the application for approval.

### Right of Way Activity Permit

If you will be crossing City property (i.e. parks, boulevard and/or sidewalk) with construction vehicles, a Right of Way Activity (ROWA) permit may be required.

All applications for ROWA permits can be made online through APLI, (see page 15 for details).

The applicant is required to pay a fee for the issuance of a ROWA permit. Call the Operations Centre for more information (705) 739-4210.

## Fees

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Permit fees are collected to cover the Building Department's operational costs. For the fee listing, please refer to the Fees By-law at [barrie.ca/ByLaws](http://barrie.ca/ByLaws).



# Application Checklist

PE BPC



**Building Department**  
70 Collier Street, City Hall, P.O. Box 400  
Phone: (705) 726-4242 [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca)

## Permit Application Checklist – Pool Enclosures

### Item 1 - Documentation

Your application must include item A (and supporting documents B and C, if applicable):

Submitted:		YES	NO
<b>A</b>	Permit Application (online <a href="#">APLI</a> permit application)	<input type="checkbox"/>	<input type="checkbox"/>
<b>B</b>	Conservation or other authority clearance letter (if required)	<input type="checkbox"/>	<input type="checkbox"/>
<b>C</b>	Property Owner Consent Letter (if you are not the owner of the property)	<input type="checkbox"/>	<input type="checkbox"/>

### Item 2 - Site Plan

Your site plan must be to scale and should identify the following:

Submitted:		YES	NO
<b>A</b>	Lot Lines	<input type="checkbox"/>	<input type="checkbox"/>
<b>B</b>	Dwelling Location	<input type="checkbox"/>	<input type="checkbox"/>
<b>C</b>	Location of pool relative to all property lines	<input type="checkbox"/>	<input type="checkbox"/>
<b>D</b>	Location and construction of pool enclosure <ul style="list-style-type: none"><li>The fence surrounding the pool or property is required to be non-climbable and at a minimum 1.2m (4ft.) in height.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
	Any easements on the property <ul style="list-style-type: none"><li>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.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E</b>			
<b>F</b>	Existing and proposed grades and drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>

**Note for Above Ground Pools:** where the sides of the above ground pool are taller than 1.2m (4 ft) an enclosure is only required around the stairs into the pool. Pool pumps and other mechanical equipment must be kept a minimum of 4 ft. away from the edge of the pool.

**Note for Hot Tubs:** outdoor spas need not be enclosed by a pool enclosure provided they are enclosed by a solid, locked cover that is secured over the entire water surface when the area surrounding the spa is unattended by a supervisory adult.

**Note for Right of Way Activity (ROWA) Permits:** a permit is required if activities are occurring over a municipal right of way (i.e., heavy machinery crossing curbs, sidewalks, or boulevard). You can apply for a ROWA permit through APLI.

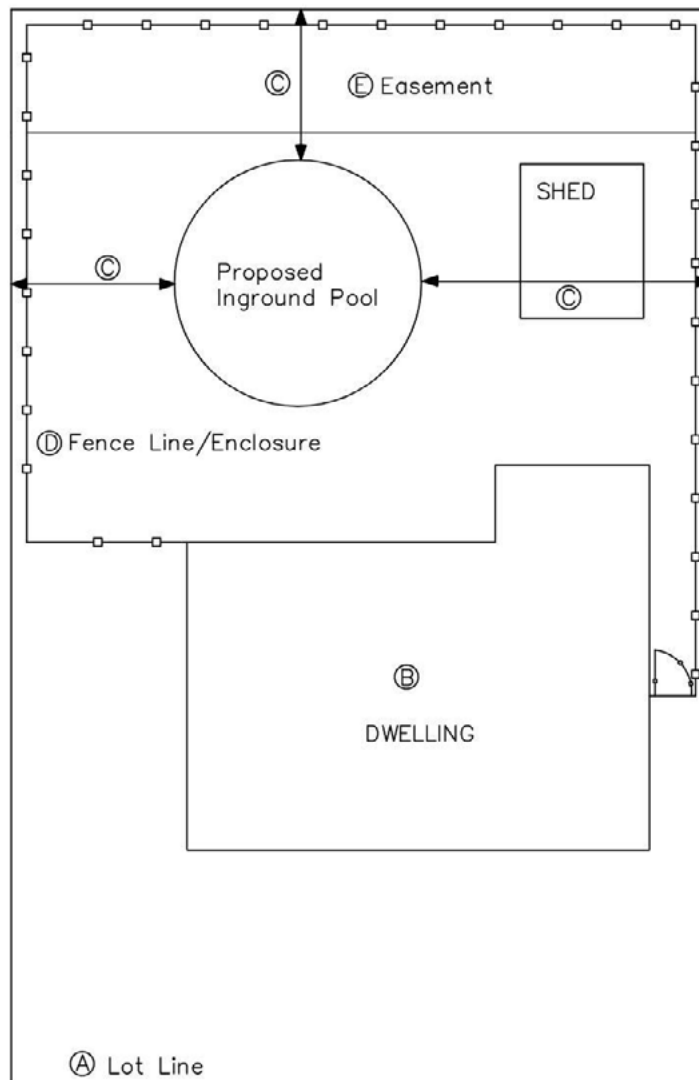
May 2022

PLAN IT



PE BPC

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May 2022



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 70 Collier Street, City Hall, P.O. Box 400  
 Phone: (705) 726-4242 [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca)

## Pool Enclosure Standards

**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.**

Every pool enclosure shall be designed, constructed, and maintained to discourage the entry of small children into the pool area.

The following standards are deemed by the Corporation to satisfy the intent of Article 8 (1) of the Pool Enclosure By-Law:

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.
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.
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.
Non-Climbable:	Within the enclosure's minimum required height, no horizontal or diagonal components shall be located 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.
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.

In accordance with Section 6.0.2 of the Site Alteration By-law, all site alterations must comply with By-law 2014-100 and cannot affect the grading of abutting properties.

PE BPC



## Building Department

70 Collier Street, City Hall, P.O. Box 400  
Phone: (705) 726-4242 [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca)

Additional requirements apply to the following enclosure types:

Board Fences	All board material shall be of minimum 19mm thickness (1' nominal thickness). All horizontal support rails shall be of minimum 39mm x 89mm (nominal 2" x 4") material. All support posts shall be of minimum 89mm x 89mm (nominal 4" x 4") material spaced not more than 2.5m (8.2 ft) apart.
Lattice Fences	The openings of any lattice material shall be not greater than 51mm x 51mm (2" x 2") in size. 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).
Chain Link Fences	All chain link fences, posts and rails shall be of galvanized or vinyl coated material. All chain link mesh material shall be a minimum of No. 14 gauge wire. The openings of any chain link fencing material shall not be greater than 51mm x 51mm (2' x 2') in size.

Reference – Pool Enclosure By-Law



# APPLY ONLINE

We've made it easier and faster to get a pool enclosure. Through APLI you can apply for your permit online, 24/7. No trip to City Hall is needed.

## Create an account

- Set up your profile
- Confirm your account
- Log in

## Apply online

- Our SAVE & RESUME feature allows you to save your work and return to it at your convenience.
- Refer to the Building Department's 'How-to' guide in 'Residential Permits' at **barrie.ca/planning-building-infrastructure** or click the 'Resources' tab.

## Uploading documents

- All documents submitted shall comply with the Building By-law requirements found at **barrie.ca/ByLaws**.
- The Building Department will only accept certain file types when receiving digital submissions. Please see the Electronic Document Submission Standards in 'Residential Permits' at **barrie.ca/planning-building-infrastructure**.

## Review your submission

- You will have a chance to review your entire application prior to submission.

## Pay fees

- APLI allows for online payments under \$5,000 for building permit applications.

**Visit [eservices.barrie.ca](https://eservices.barrie.ca) and get started today!**



## Permit Application Review Process:

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1. Applications for a pool enclosure permit must be submitted by the owner or authorized agent to the City of Barrie.
2. Once the application has been submitted with correct documentation, it will be reviewed to determine if complete and will either be accepted, denied, or deemed missing information.
  - a. Notification will be provided to the applicant.
  - b. Notification will be provided if any other agency approvals are required to be submitted.
3. Once the application has been accepted, it will be distributed to various city staff for compliance review including:
  - a. Development Services for zoning approval
  - b. The Building Department for Pool Enclosure By-law review
4. The applicant will be notified of any deficiencies found during the review process.
5. Your permit will be issued when the application has been reviewed and found to be in compliance with the Pool Enclosure By-law, zoning requirements, conservation authority requirements, and all fees have been paid.
6. The applicant will be notified of the permit issuance and advised to log into APLI to print off a copy of the issued permit documents.

## Communication with the Building Department

During the plan examination process, the permit applicant will be notified of any other information or agency approvals required to be submitted with the application. Applicants receive notifications from APLI throughout various stages of the permit process. You can check the status of your permit application at any time through the APLI portal.

### If your application is denied:

- **Incomplete Application:** A permit application will be deemed incomplete if it does not adhere to the Application Checklist. Missing items such as drawings or documents are examples of an incomplete application.

A notification of an incomplete application will be provided stating the reasons the application is incomplete and your application will not be processed until the missing information or fees owing are provided. Incomplete applications are not subject to ministry timelines.

**Note:** A permit application may be denied if:

- The application does not contain sufficient information to conduct a review.

## Permit Refunds

If your permit application has been denied or if you wish to cancel your application, you may be issued a refund. All refunds are issued in accordance with the City of Barrie's Building By-law.

**Note:** Where permits are cancelled, an inspection of the property may occur to ensure construction has not commenced without a permit.

# COMPLETE IT

## Project Site Requirements

### Permit Placard

Print your permit placard and post it in a visible location at the project site.

### Drawings & Documents

A scalable and legible hard copy of the reviewed permit drawings and supporting documentation must be available on-site for use by the Inspector during your permit inspections.

### Required Inspections

It is the property owner's responsibility to ensure all inspections are carried out.

- Pool Enclosure Inspection

Inspections are typically done within three days of the request.

### How to Schedule

Once your permit has been issued, you can log on to APLI and request your inspection.

You must provide the contact information for the person who will be on-site during the inspection. There is an option to do this in APLI.

If you need to reschedule or cancel a booked inspection, please do so as soon as possible in order to avoid a re-inspection fee.

Upon booking your inspection, the Inspector will contact the identified on-site person the morning following the request to provide the tentative date and time of inspection.

**Note:** sometimes inspection times need to change. If this occurs, the requestor will be contacted as soon as possible.

	
<b>BUILDING PERMIT NUMBER</b> <u>PMT23-00000</u>	
MUN. ADDRESS	<u>123 Sunshine Lane</u>
UNIT NO.	<input type="text"/> LOT NO.
PURPOSE	
PROJECT DESCRIPTION	<u>POOL ENCLOSURE</u>
PROPERTY DESCRIPTION	<input type="text"/>
ISSUED BY	<u>Plans Examiner Name</u> DATE <u>01/02/2023</u>
	for Chief Building Official
Protecting the Occupants of Barrie's Buildings	
All work must comply with the <i>Building Code Act</i> , the Ontario Building Code, and all other applicable laws, Regulations and By-laws. Please request an inspection through <a href="#">APLI</a> or through Service Barrie (email <a href="mailto:Service.Barrie@barrie.ca">Service.Barrie@barrie.ca</a> or call 705-726-4242).	
Please post this card in a conspicuous location at the project site.	

## On-site Safe Inspection Requirements

- Someone must be present on-site to meet the inspector.
- Printed reviewed building plans and drawings must be available on-site for the Inspector to review.

## Your Inspection

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Building Inspectors will perform the required inspections to review the project for compliance with the reviewed building permit documents.

You will receive an inspection report by email once your Inspector has completed and documented their inspection.

If permit drawings are not available on-site for the Inspector to review, your inspection can not be completed.

## Permit Close-out Procedure

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Upon passing the pool enclosure inspection. The Inspector will proceed to close your permit file. You will receive a notification advising that your permit has been closed.

## After your project is complete

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### Proper Pool & Hot Tub Maintenance

#### Filling Your Pool or Hot Tub

Barrie residents and business owners have three options:

1. You can use your own service (your garden hose). This method could take several days to complete depending on volume and will impact your water bill.
2. The City provides a service to allow residents to fill swimming pools via fire hydrant.
  - a. The homeowner or contractor must supply their own fire hose which can be obtained from any rental agency. The fire hose must fit a 2 ½" gate valve or an adaptor can be used. Contact 705-739-4220 Ext. 4805 to book your pool fill and to obtain a cost estimate. If you choose to fill your pool yourself, you are not exempt from sewer charges.
  - b. Your pool contractor or maintenance team can also contact the Water Operations Branch (705-792-7920) on your behalf. Staff will open and attend the hydrant closest to the pool; the contractor will provide the hose, connection, attendance at the pool, and any traffic control measures required i.e.: hoses crossing streets and sidewalks.
3. You can hire a private water pumper truck service.



## Pool Maintenance

Discharging the water from your pool should be taken into consideration when planning for a pool on your property. Discharge your pool or hot tub across your lawn, leading to the storm sewer, so your lawn can absorb most of the water. Never drain your pool or hot tub on a rainy day as it makes it harder for the lawn to absorb the water. Do not add chemicals to your pool or hot tub for two weeks before draining.

Here are the steps to safely discharge chlorinated water:

1. Super chlorinate to get rid of the bacteria, algae, and organic matter.
2. De-chlorinate the water before discharging by placing a de-chlorination tablet in the water then letting it sit for two weeks or longer to allow the chlorine to dissipate.
3. Run the pump to circulate the water and assist the dissipation of the chlorine. Sunlight will also help.
4. Filter backwash water and de-chlorinate before discharging.
5. Test your pool, hot tub, or spa water ensuring chemical levels are as close to zero as possible before discharging.
6. Discharge your pool, spa, or hot tub water across your lawn leading to the storm sewer, so your lawn can absorb most of the water and reduce the flow.

To discharge salt water pools, it is recommended to discharge to the sanitary sewer system connection on your property, drain onto your lawn, or have the salt water hauled by a Ministry of the Environment approved and licenced hauler if it cannot be discharged into the City's sanitary sewer system or onto your lawn.

## The **ON GUARD** Card

Upon passing the final inspection on your pool enclosure permit, the Building Inspector will provide you with an **ON GUARD** package containing:

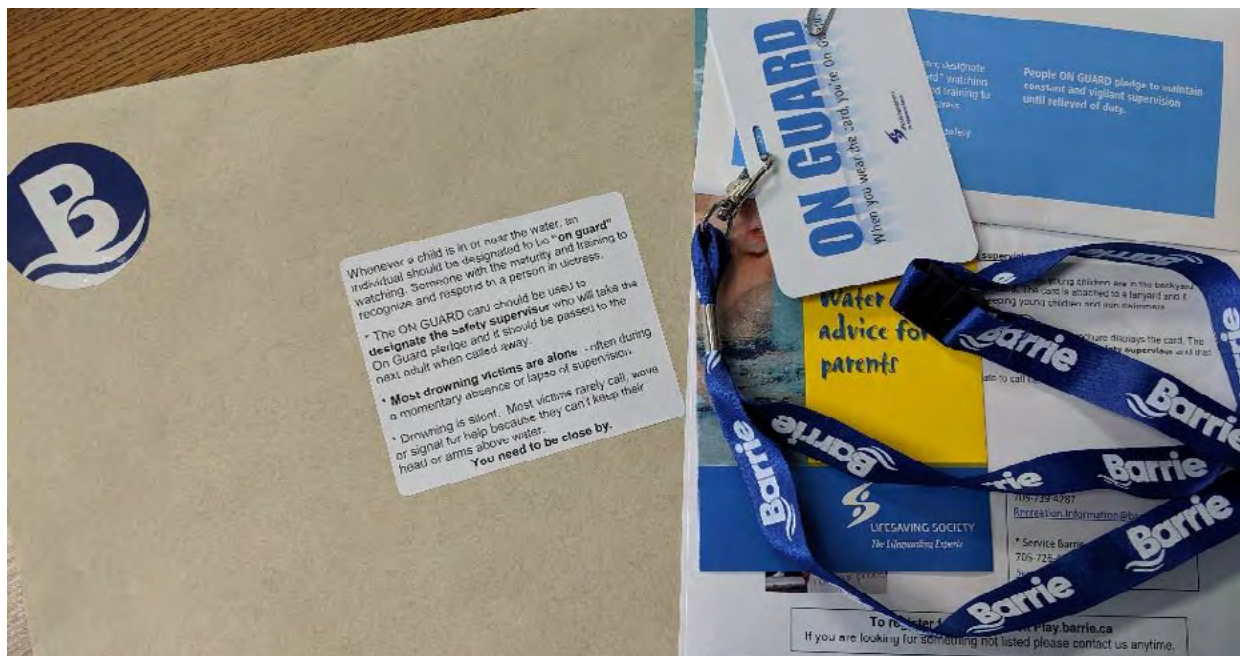
- ON GUARD card attached to a City of Barrie lanyard
- Drowning prevention information
- ON GUARD information sheet

A backyard pool provides the ultimate summer fun for kids, friends, and family. However, it is important to know the risks so you can avoid danger. By knowing the risks, you can establish rules for the pool so everyone can stay safe and have fun. The single most important way to keep everyone safe is to ensure that **young children are always supervised in and around the pool.**

When poolside, a **designated safety supervisor** should wear the ON GUARD card. The safety supervisor pledges to maintain **constant and vigilant supervision of the pool** until relieved of duty. The card should be passed on to another adult if the safety supervisor is called away.

**65% of Drownings occur between May to September.** The sad reality is that each year there are tragic stories of children who drowned in a pool because an adult turned their back or eyes for a minute to answer the phone, talk to someone, flip the burgers on the barbeque, get a towel, or any number of things. **92% of children who drown had absent or distracted supervision.**

If you have questions about the program, please contact Recreation & Culture Services 705-739-4223 or Service Barrie 705-726-4242.



**WEAR THE CARD** when you are **ON GUARD**



## Drowning is fast and silent

A message from the Lifesaving Society and children everywhere.



[www.lifesavingsociety.com](http://www.lifesavingsociety.com)

## Summary of Requirements

Below is a high-level checklist of the main items you will need to complete in order to build a pool and/or hot tub enclosure:

PLAN IT	<input type="checkbox"/> <b>Do you have the required approvals?</b> (all items below must be completed) <ul style="list-style-type: none"> <li><input type="checkbox"/> My proposed pool fits within the zoning guidelines of my property <ul style="list-style-type: none"> <li>• Pools, pool houses and structures to cover pool equipment are required to be setback at least 0.6m from the side and rear property lines. Corner properties require other setbacks.</li> </ul> </li> <li><input type="checkbox"/> My property does not have an easement crossing the area, I would like to build the pool (contact Service Barrie for more info).</li> <li><input type="checkbox"/> My property is not regulated by any conservation authorities OR I have obtained Conservation Authority Approval: <ul style="list-style-type: none"> <li>• These authorities govern construction within environmentally protected areas. Contact Lake Simcoe Region Conservation Authority and/or Nottawasaga Valley Conservation Authority</li> </ul> </li> <li><input type="checkbox"/> I will not be crossing City property (i.e. sidewalk) with construction vehicles OR I have a Right of Way Activity permit to cross City property with construction vehicles.</li> </ul>
	<input type="checkbox"/> <b>Are your pool drawings to scale, legible and complete?</b> (all items below must be completed) <ul style="list-style-type: none"> <li><input type="checkbox"/> I will create my own drawings <ul style="list-style-type: none"> <li>• Must include a site plan and enclosure specifications</li> </ul> </li> </ul>
	<input type="checkbox"/> <b>Do you need an enclosure permit?</b> (one item below must be completed) <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes, unless my pool is not capable of holding more than 18" depth of water.</li> </ul> <p><b>Note:</b> Refer to Pool Enclosure By-law (<a href="http://barrie.ca/ByLaws">barrie.ca/ByLaws</a>) for a list of requirements such as:</p> <ul style="list-style-type: none"> <li>• Location of pumps, air conditioners, heaters, filters, or other appliances</li> <li>• Guard and gate requirements</li> <li>• Temporary fencing</li> <li>• Prohibited material for pool enclosure</li> </ul>
APPLY ONLINE	<input type="checkbox"/> <b>Can you apply online?</b> (all items below must be completed) <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes, anyone can apply online by visiting <a href="http://eservice.barrie.ca">eservice.barrie.ca</a> to create an account and follow the steps.</li> </ul>
	<input type="checkbox"/> <b>Have you paid all fees associated with building your pool?</b> (check all applicable items) <ul style="list-style-type: none"> <li><input type="checkbox"/> Permit fees</li> <li><input type="checkbox"/> Zoning fees</li> </ul>
COMPLETE IT	<input type="checkbox"/> <b>Has your permit been issued?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes, you can start construction</li> </ul>
	<input type="checkbox"/> <b>Have you scheduled your required inspections?</b> (all items below must be completed) <ul style="list-style-type: none"> <li><input type="checkbox"/> Pool fence <ul style="list-style-type: none"> <li>• The Pool Enclosure is to prevent access into the pool. It shall be non-climbable from the outside ensuring access to your pool is restricted by others.</li> </ul> </li> </ul>



# CONTACT US

**Phone:** 705-726-4242

Monday–Friday, 8 a.m.–5 p.m. (excluding holidays)

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**Email:** [ServiceBarrie@barrie.ca](mailto:ServiceBarrie@barrie.ca)

