

Pool Enclosure Permit Package

- ✓ **Requirement Checklist**
- ✓ **Application for Pool Enclosure Permit with sample drawing**

Forestry approval and a Zoning Clearance Certificate must be applied for before submitting a swimming pool enclosure application.

Roads, Parks and Forestry: Council passed a private tree by-law within the Urban Boundary of the City of Burlington, effective January 27, 2020. Please contact the Forestry Section to confirm if a tree permit is required prior to issuance of a zoning certificate for all residential applications. For further information on the Private Tree Bylaw and to apply for a permit, please contact the Roads, Parks, Forestry Department at (905) 335-6166 or visit our website at <https://www.burlington.ca/en/services-for-you/private-tree-by-law.asp>

A Zoning Certificate must be applied for with the Planning and Zoning Department. For further information on how to apply for the Zoning Clearance Certificate, please contact the Planning and Zoning Section at (905) 335-7642 or visit our website at <https://www.burlington.ca/en/services-for-you/Zoning-Clearance-Certificate.asp>

Apply for a Swimming Pool Enclosure Permit through the Building and Bylaw Department once Zoning Clearance Certificate has been approved.



APPLICATION FOR POOL ENCLOSURE PERMIT
 Building and By Law Department Phone : 905-335-7731 Fax : 905-335-7876

NOTE: Please submit two copies of detailed plans with your application – (see over for details)

ALL MEASUREMENTS MUST BE SUBMITTED IN METRIC

Scope of Work: In Ground Pool On Ground Pool
 Above Ground Pool Temporary/Inflatable Pool
 Hot Tub/Hydro Massage Pool with **Lockable Lid** **Yes** **No**

Estimated Value of Construction: \$ _____ (does not include landscaping)

OFFICE USE

Permit No: _____

Permit Fee: _____

Receipt No: _____

Payment Method: _____

Construction Address	Municipal Address					
	Zoning	Lot #	Plan #	Lot Frontage	Easements Y or N	Septic System Y or N

Swimming Pool/ Hot Tub Description (Type, Size & Shape)					
	Heater Y or N				

Property Owner	Name	Phone ()	E-Mail	
	Address	City	Postal Code	

Swimming Pool/ Hot Tub Contractor	Name	Phone ()	E-Mail	
	Address	City	Postal Code	

Applicant	Name	Phone ()	E-Mail	
	Address	City	Postal Code	

Tenant (if applicable) *see item #1b, below	Name	Phone ()	E-Mail	
	Address	City	Postal Code	

When your permit is ready for pick up please indicate how you like to be contacted

Phone E-Mail Owner Contractor Applicant Tenant

Personal information contained in this form is collected pursuant to the Municipal Act and will be used to carry out the works described on this application. . The undersigned agrees to carry out the work in accordance with all plans and documents which form the basis of permit issuance, and comply with all City By-Laws and regulations, and other applicable requirements. Questions about this collection should be directed to the Supervisor of Administration at 905-335-7731.

I, _____ of the City/Town of _____ do solemnly declare:
 (Print Name)

1. a) THAT I am the OWNER or the AUTHORIZED AGENT OF THE OWNER named in this application for a swimming pool permit
 or
 b) THAT I am the TENANT of the above noted property and enclose written authorization from property owner or developer.
2. THAT statements made herein are true and are made with full knowledge of circumstances relating to this application.
3. THAT I know of no reason why a permit should not be granted to this application.

Application Date

Applicants Signature

DETAILED PLAN: MEASUREMENT REQUIREMENTS

Setbacks from Property Lines:

- In ground pool: minimum 1.5m from property lines
- On ground/Above ground pool: 1.5m + 30cm for every 30cm above grade
- Temporary/inflatable : same as above ground pool requirements
- Pool equipment (heat pump & filter): minimum 60cm from property lines
- Septic system and weeping bed: must be a min 5m from pool

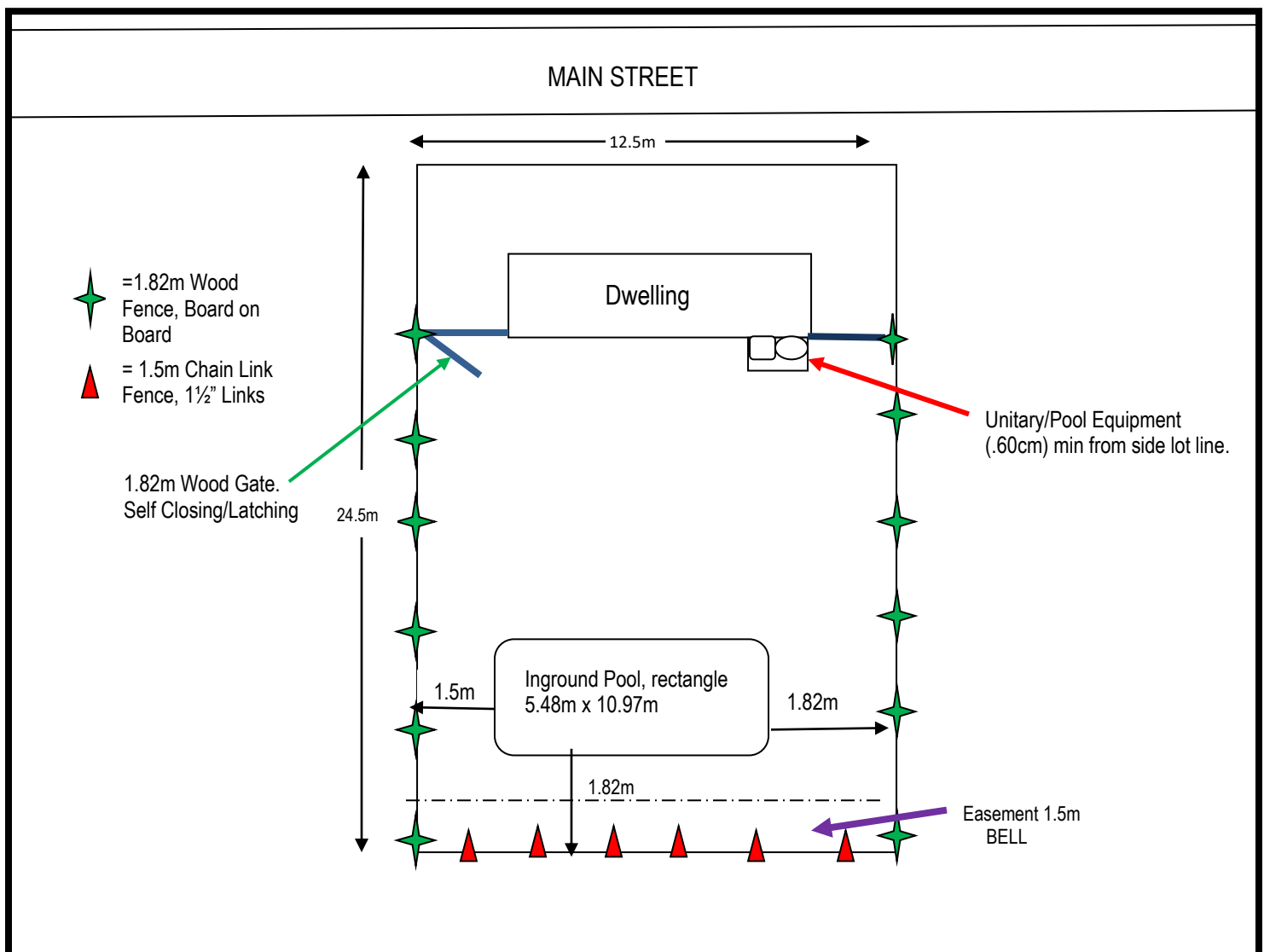
Fence Types and Heights, including Gates:

- Fencing height details: 4' = 1.2m, 5' = 1.5m, 6'6" = 2m
 - Wood: 1.2m min, 2m max
 - Chain link: 1.2m min if 1½" links OR 1.82m min if 2" links and 2m max
 - Wrought iron: 1.5m min, 2m max
- Gate location(s), height, type and must indicate "Self Closing/Latching"

Other:

- Easements: measurement, location and owner of easement
- Hydro lines (if any lines are running across or into property)

SAMPLE DRAWING ONLY



NOTE: All proposed accessory buildings are subject to separate applications and approvals and **are not included** in this application