

Pool Enclosure Permit Package

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

Please note: Forestry Review and Zoning Clearance Certificate will need to be applied for first.

A forestry review must be applied for with the Roads, Parks, Forestry Department. They have an online portal to submit their requirements. (<https://webforms.burlington.ca/Roads-and-Parks-Maintenance/Private-Tree-Permit-Application>)

For further information, contact the Roads, Parks, Forestry Department at (905) 335-6166 or visit our website at www.burlington.ca

A zoning certificate must be applied for at the Planning and Zoning counter located on the 2nd floor of City Hall prior to submitting a Pool Enclosure Permit application. Zoning requires their own two sets of detailed drawings are required for the zoning review along with a completed Site Alteration Form. Zoning does not need copies of the Arborist report, they will just require confirmation of Forestry's approval prior to the issuance of a Zoning Clearance Certificate. (This would be in the form of a Tree Permit, or an email indicating no permit is required.) Once you receive either one of these from Roads, Parks, Forestry Department, please email to Zoning so they know they can issue the Zoning Clearance Certificate. Or if you have these done in advance submit the Roads, Parks, Forestry Department approval with the Zoning Clearance Certificate application. (<https://www.burlington.ca/en/services-for-you/Pools.asp#>)

For further information, contact the Planning and Zoning Section at (905) 335-7642 or visit our website at www.burlington.ca

Requirements for Pool Enclosure Permit – Swimming Pool:

- Completed application for pool enclosure permit
- Two copies of detailed drawings which include:
 - Type of pool (in ground, on ground, above ground)
 - Size and shape of pool
 - Pool location including the setbacks from property lines
 - Fencing details (material and height)
 - Gate details showing self-latching/self-closing
 - Location and setback measurement of pool equipment from property line
 - Location and setback measurement of septic system (if applicable).
 - Any easements on property and who they belong to
 - **All measurements must be in metric (m)**
 - See the example site plan for specific measurement requirements
- Two copies of a survey issued by an Ontario Land Surveyor (if available)
- Zoning Clearance Certificate
- Forestry Permit or letter/email indicating no permit is required
- Proof of ownership of property OR letter of authorization
(if the property is within an unassumed subdivision a developer authorization letter is required, if property is a rental home or condo – an authorization letter from property owner or condo board is required)
- Permit Fee
 - In ground Pool \$327.00
 - On ground Pool \$327.00
 - Above Ground Pool \$166.00
 - Temporary/Inflatable Pool \$82.00

Requirements Pool Enclosure Permit - Hot Tub/Hydro Massage Pool:

**Hot Tub/Hydro Massage Pool must have a water surface area that is less than 8m², otherwise it is classified as a swimming pool and follows the requirements for a swimming pool above.

- Completed application for pool enclosure permit
- Two copies of detailed drawings which include:
 - Size and shape of hot tub/hydro massage pool
 - Location and setback measurement from property lines
 - Fencing details (material and height) and/or if hot tub has a lockable lid
 - Gate details showing self-latching/self-closing
 - Location and setback measurement of septic system (if applicable).
 - Indicate easements on property and who they belong to
 - **All measurements must be in metric (m)**
 - See the example site plan for specific measurement requirements
- Two copies of a survey issued by an Ontario Land Surveyor (if available)
- Proof of ownership of property or developer authorization letter if property is in an unassumed subdivision or being used as a rental home OR approval from the condo board if applicable
- Permit Fee
 - Hot Tub/Hydro Massage Pool \$82.00



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:

<input type="checkbox"/> In Ground Pool	<input type="checkbox"/> On Ground Pool
<input type="checkbox"/> Above Ground Pool	<input type="checkbox"/> Temporary/Inflatable Pool
<input type="checkbox"/> Hot Tub/Hydro Massage Pool with Lockable Lid	<input type="checkbox"/> Yes <input type="checkbox"/> 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

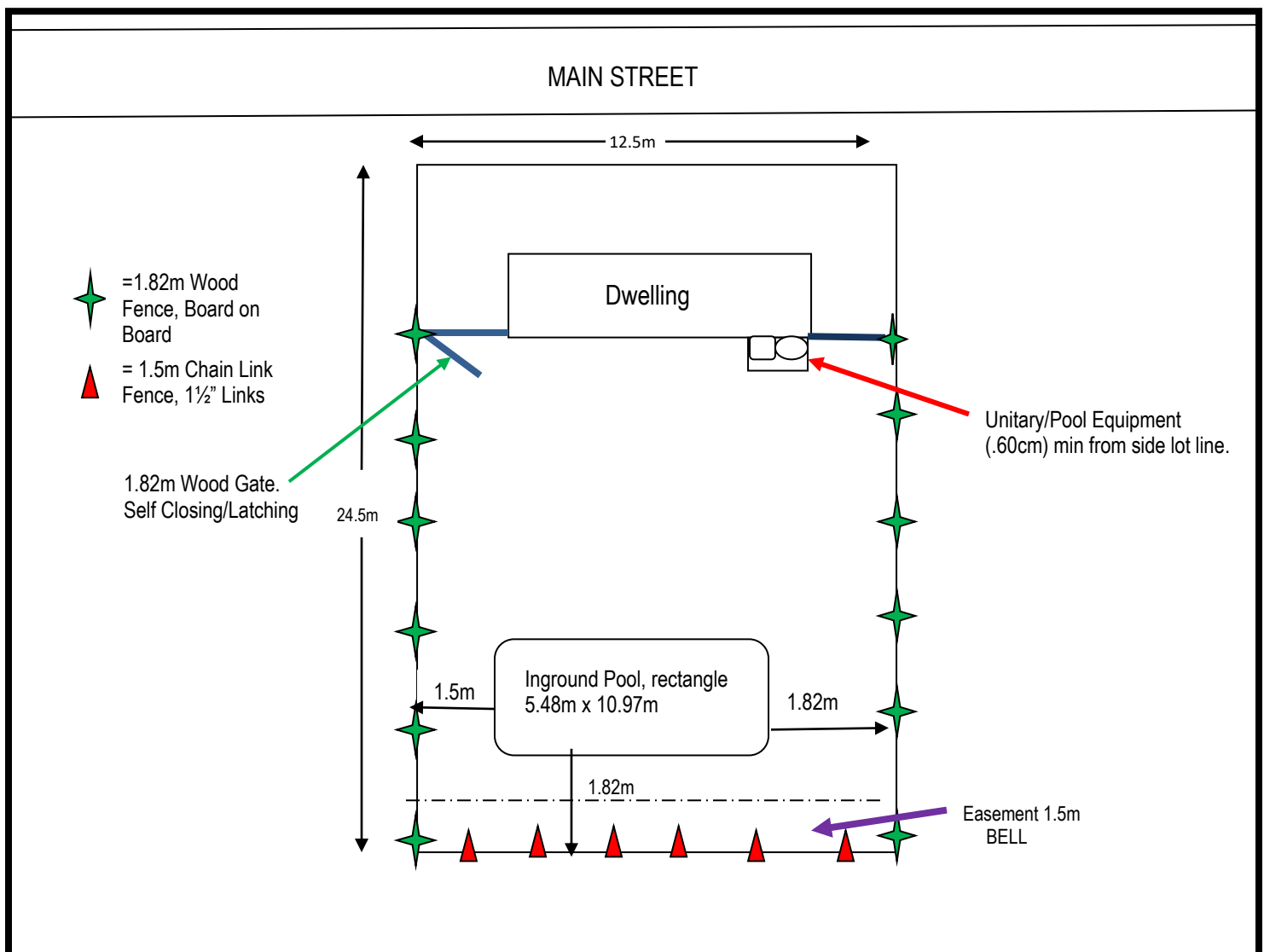
Fence Types and Heights, including Gates:

- 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