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OUTDOOR SWIMMING POOLS

This information package* is intended to help you, the homeowner or contractor, to better understand building permit procedures and other approvals which may be required for the installation of a pool.

We urge you to read all of this information carefully and keep it handy for future reference.

If you should have any questions, please contact:

Building Department: Ontario Building Code

613-345-7480 *Building By-Law
Swimming Pool By-Law*

Email: cbo@ektwp.ca

Planning Department: Zoning By-Law

613-345-7480 *(Includes minimum setback requirements from lot lines etc.)*

Email: planning@ektwp.ca

**** Please note this is a guide prepared to help you understand the development process. This package

is intended to give general information only and is not an interpretation of the relevant by-laws or acts.

For specific requirements and procedures, please refer to the appropriate legislation and/or consult with the appropriate department at the Township Office.

APPLYING FOR A POOL PERMIT

To apply for a pool permit, a **completed application** must be submitted with the **required drawings** to the Township office (for review by the Chief Building Official (C.B.O.)).

It is important to detail the height and type of fencing/enclosures and gates in the application form. Incomplete application forms and/or drawings will delay the process. Should you have any questions in completing the application, Township staff would be happy to assist you.

It is recommended that you allow **one to two weeks processing time**. Due to the number of matters required to be reviewed, pool permits cannot and will not be issued on an as-you-wait basis.

REQUIRED DRAWINGS AND SPECIFICATIONS

Site Plan

Dimensioned site plans (plans noting measurements) will be reviewed for compliance with the zoning and pool by-law. The site plan must show:

- Location of:
 - pool
 - deck
 - fence
 - gates
 - equipment (filter, heater, pump, etc.)
 - septic tank and tile bed
 - *proposed* accessory structures (shed, cabana, etc.) and existing structures
 - significant landscaping features (retaining walls, trees, etc.)
 - easements (hydro, gas etc.)
- Distance between pool and:
 - property line(s)
 - fences
 - septic tank
 - tile bed
 - other structures
- Details pertaining to the drainage of the property (location of swales, catch basin, significant changes in elevation, etc.)

Construction must be in accordance with the plans. If any changes are required, revised drawings **MUST** be submitted for review and approval by the C.B.O.

Note: Should a raised deck or other accessory buildings be constructed in conjunction with the pool, two (2) complete sets of construction plans will be required.

MUNICIPAL REGULATIONS

1. **ZONING:** For required minimum distances for pool, deck or accessory building please contact the planning department.

2. **POOL ENCLOSURE / FENCE:**

For complete construction requirements refer to the Township pool by-law.

The enclosure / fence shall:

- be a minimum of 1.5 metres (4 ft) high
- be at least 1.0 metres (3 ft) away from the pool
- be constructed in such a manner so as to prevent entry
- have all gates equipped with self-closing and self-latching devices located inside the gate at the top (locks are not required by are certainly recommended when the pool is not in use)

It is important to ensure that a ladder-type situation is not created for easy access to the pool area, either by way of the fence design or, as a result of proximity to climbable objects. *(Refer to the pool by-law for required distances between such items).*

When the **rear door of a garage accesses the pool area**, it is required to have the same features as are required on enclosure / fence gates (self-closing, self-latching devices).

3. **INSPECTION:** *(Required prior to filling the pool with water)*

A copy of the approved plans must be on site and the following must be completed before the required inspection *(otherwise the inspection may not be carried out)*:

- pool installation
- fence, gates and latches



Does My Pool Need a Fence?

This information is intended to help you to better understand the pool permit procedure and safety and enclosure requirements for the installation of a pool.

Applying for a Pool Permit:

Please submit a completed pool permit application form with details on the type of pool being installed and construction drawings (if a deck or other accessory building is being constructed in conjunction with the pool).

Zoning/Setback Requirements:

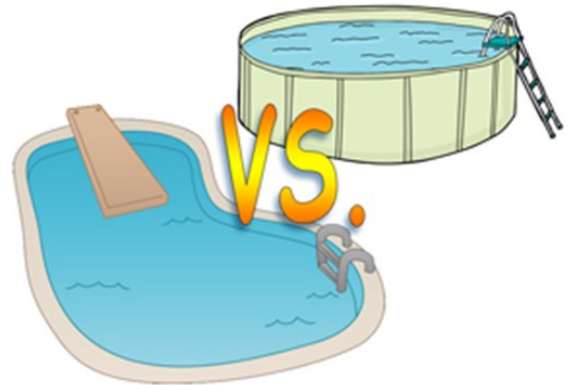
For required minimum distances for pool, deck or accessory building please contact the Planning Department.

Pool Enclosure/Fence Safety Requirements:

It is important to detail the height and type of fencing/enclosures and gates in the application form.

The type of pool will determine the enclosure requirements.

We recommend that you submit a picture of the pool to be installed with your pool permit.

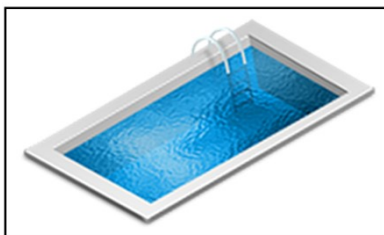


Enclosures/fencing shall:

- be a minimum of 1.5 metres (4 ft.) high
- be at least 1.0 metres (3 ft.) away from the pool
- be constructed in such a manner so as to prevent entry
- have all gates equipped with self-closing and self-latching devices located inside the gate at the top (locks are not required but recommended when the pool is not in use)

Examples of pools that require a fence:

In-ground Pools:



Soft-Sided / Easy Set Pools
(regardless of height)



Examples of pools that **may** require a fence **or** need to be retrofitted on the exterior such that side strapping and hosing/equipment cannot be climbed by children and also have a removable ladder:

Steel Frame Self-setup Pools:



Examples of pools that **may not** require a fence but require a locking or removable ladder (provided there is no exterior hosing/equipment that can be climbed by children) **or** a self-closing/latching gate if accessed by a deck:

Traditional Hard-Side Above-Ground Pools:
(typically installed by a pool contractor)



Steel Frame Pools
(without exterior strapping)



Should you have any questions regarding whether your pool and proposed enclosure will meet the requirements of Pool By-law 01-13 & 05-32, Township staff would be happy to assist you.

Inspection: Required after installation of pool, deck, fencing, etc. prior to filling the pool with water. Please contact the Building Department to schedule your inspection.

***Please never leave any child unattended in the pool area.
Competent adult supervision is necessary to prevent drowning and injury.***

Should have any questions, please contact:
Building or Planning & Development Department: 613-345-7480
Email: mail@ektwp.ca