



Swimming Pool Application Checklist

Building permit applications **must include the items below in bold** to be accepted by Building Services.

Applications will be refused if items are missing, not readable, or are incomplete.

Building Permit Application completed in full

Two (2) hard copies and one (1) electronic copy (PDF) of complete drawings showing construction of pool

Site plan including:

- **Setback of the pool from all property lines, from existing structures and proposed structures**
- **Setback from high watermark/all water bodies, if any**
- **Setback from the sewage system and septic tank**
- **Setback from overhead power lines**
- **The dimensions and area of the lot and a north arrow**
- **The location, dimension, and area of the pool in relation to the building lot**
- **The street name and address with driveway location**
- **Any right-of-way, easements, ditches**

Agent authorization form (if applicant is not the registered owner)

If a deck is to be built in conjunction with the swimming pool, **a separate building permit application for the deck is required.**

Additional items related to the property **may** also be requested as part of your building permit application package. These items may include, but are not limited to, the deed or recent tax bill (proof of property ownership), the most recent land survey, the well record, etc.

For any project on your property that is close to or within the appropriate Conservation Authority's (CA) regulated area, per O. Reg. 41/24, you must provide either a copy of the approved permit from the CA for this project, or written confirmation (email) from the CA that a permit is not required from their office for this project.

Please note that all applications are reviewed by the Planning Department for compliance with Comprehensive Zoning By-law 13-21, as amended, and Outdoor Swimming Pool By-law No. 01-14. Further information may be required from the applicant to satisfy compliance with the Ontario Building Code or other applicable law. Total fees will be determined during the Building Inspectors review.

Main Administration Office
6544 New Dublin Rd
RR 2
Addison, ON K0E 1A0

Township of Elizabethtown -Kitley

Ph: (613) 345-7480
(800) 492-3175
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APPLICATION TO PERMIT

Building Code Act - Separate Applications Are Required for Each Structure

To be completed in Full - Incomplete application forms may result in delay of processing

* Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law. **CHECK APPROPRIATE BOX:**

**Above Ground
Swimming Pool**

select one: *Soft-sided (inflatable)*
Hard-sided

**Outdoor
Hot Tub**

**In-Ground
Swimming Pool**

Owner(s)

Mailing Address

Phone: Email:

Contractor/Installer (if different from property owner)

Name(s).....

Mailing Address

Phone: Email:

PROPERTY INFORMATION

Roll Number

Street Address

Concession, Lot (s)

Subdivision Information (if applicable): Registered Plan No., Lot

Survey Information (if applicable): Reference Plan 28R-....., Part(s)

Lot Area acres $\pm$; Lot Size ft. x ft. $\pm$

APPLICATION TO PERMIT (Continued)

1. Please Provide a Brief Description of the Work	
.....	
.....	
2. Dimensions - of Proposed Structure	
of Pool	Length, Width or Diameter, Height
of Deck	Length, Width, Height N/A
3. Setbacks From Proposed Structure to Lot Lines (<i>Viewed from Road</i>)	
Left Side Yd ft. Right Side Yd ft. Rear Yd ft. Front Yd ft.	
Required Plot Plan / Site Sketch has been Submitted	
4. Swimming Pool Gate/Latch and/or Fence Details	
..... N/A	
5. Estimated Valued of Work (required for the records of Statistics Canada)	

DECLARATION

I, the undersigned, am the authorized owner/agent of the owner named above and I certify the truth of all statements/representations made.

I understand that the issuance of a permit shall not be deemed a waiver of any provisions of any by-laws or requirements of the Building Code Act or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from specific conditions, plans, specifications or a building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with by-laws or requirements of the Building Code Act, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

Please correspond with the Property Owner on all matters relating to this application.
Contractor

Date
Signature of Owner or Authorized Agent

Site Sketch/Plan



1. Lot Dimensions: Lot Area _____ acres $\pm$; Lot Dimensions _____ ft. $\pm$

2. Setbacks from Proposed Structure to Lot Lines (View from Road):

Left Side Yard: _____ ft.

Right Side Yard: _____ ft.

Front Yard: _____ ft.

Rear Yard: _____ ft.

3. Dimensions of: - Proposed Structure:

Width: _____

Length: _____

Height: _____

Area Sq. Ft.: _____

Distances to:

septic (tank and tile bed) Note: New construction is to be a minimum of 5 ft. from septic tank and 17 ft. from tile bed. New construction not to be within mantle area.

well

****Please Include all of the above on the Site Sketch***

A separate site plan is acceptable but must include all site plan requirements as outlined in the checklist on page 1 of this application package

To Be Completed in Full - Incomplete application forms will result in delay of processing



6544 New Dublin Rd, RR 2, Addison, ON K0E 1A0

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**AUTHORIZATION FOR AN APPLICATION FOR A
BUILDING PERMIT BY A PERSON OTHER THAN THE
LEGAL OWNER**

I, _____, being the legal owner of the subject
property described as Lot _____, Concession _____, Township of Elizabethtown-Kitley,
authorize _____ whose mailing address and phone number
is _____
to apply for a Building Permit and the associated site inspection on my behalf.

Signature of Legal Owner