

ABOVE GROUND / IN-GROUND POOL ENCLOSURES

PERMIT APPLICATION & INFORMATION



Building Department

permits@southglengarry.com – 613-347-1166 Ext. 2205



Permit Application for Above Ground and In-Ground Pool Enclosures

Permit Requirement:

- A pool enclosure permit is required if you have or plan on constructing/installing a pool.

Permit Fees:

- \$100.00 application fee
 - o Payable by cash, cheque, debit or online by credit card/debit

Forms required to be included as part of the Permit Application:

1. "Application for a Swimming Pool Enclosure Permit" form(attached)
2. "Consent and Acknowledgment" form, if applicable (attached)
 - Required if someone other than the property owner is the permit applicant

Drawings & information required to be included as part of the Permit Application:

- Site Plan illustrating information such as but not limited to the following:
- Lot size and the dimensions of property lines;
 - Locations and dimensions of proposed and existing structures and their respective setback distances from property lines;
 - Location of, and distances to, municipal drains;
 - On-site sewage system location and clearance distances;
 - Municipal roadway and driveway location;
 - Rights of way, easements, and the location of all services; and
 - North arrow

One set of drawings and information is required to be included as part of the application submission

All drawings shall be legible, to scale, dimensioned and provide sufficient information that describes the extent of proposed work.

How to Apply: (select 1 of 3 options below)

1. **Apply online through Cloudpermit, an online system allowing users to track and monitor their pool enclosure permit.**
2. **Download and complete the fillable PDF pool enclosure permit application and email it directly to the building department (permits@southglengarry.com).**
3. **Deliver application to the municipal office.**



Township of South Glengarry

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

www.southglengarry.com

This form summarizes the minimum required information to be submitted, as part of a permit application, in accordance with the Township of South Glengarry's Pool Enclosure By-Law 16-18. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Please ensure that your permit application is complete. Note that incomplete applications may not be accepted for processing.

Regarding your Enclosure

Every owner shall construct and maintain an enclosure that is a minimum of 1.5m in height (measured from the ground level outside the enclosure). The enclosure cannot have any openings that are large enough for a spherical object larger than 100mm in diameter to pass through. The enclosure must be at least 1m away from the nearest inside pool wall. To remove the hazard of climbing over the enclosure or diminishing the structural integrity, there cannot be anything against or within 1m of the enclosure. Lastly, the enclosure must close off the entire pool area.

If there are any openings in a wall of a building or structure which forms all or part of an enclosure, and could provide a means of ingress directly into the swimming pool area, they must be protected by a door, window or other covering and kept closed and locked at all times when such swimming pool is not under competent supervision.

If the construction of a deck is required as part of your application or enclosure, a separate building permit application may be required. Please contact Township of South Glengarry building department for more information.

When planning your pool location, please consider the locations of overhead and/or underground power lines. There are specific distances that your pool must be from overhead wires, which can be as much as 7.5 metres both horizontally and vertically. Please contact your electrical service provider to determine if your proposed pool location will meet the minimum clearance requirements from the power lines.



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APPLICATION FOR A SWIMMING POOL ENCLOSURE PERMIT

Applicants are required to submit a fully completed application for each permit applied for.

A. Location				
Civic Number	Street	Postal Code		
Municipality	Plan Number	Part Number		
Roll Number	Estimated Cost of Works			
B. Applicant				
Name		Civic Number	Street	
Postal Code	Municipality	Phone Number	Fax	
C. Contractor				
Name		Address		
Phone Number		Fax		
D. Swimming Pool				
Type of Swimming Pool	Above Ground Pool		In Ground Pool	
Shape of Pool:	Round <input type="checkbox"/>	Square <input type="checkbox"/>	Oval <input type="checkbox"/>	Irregular <input type="checkbox"/> Size: _____
Depth of Pool:	Depth: _____			
Type of Fence:	Pool Mounted	Plastic	Wood	Steel <input type="checkbox"/> Chain Link <input type="checkbox"/> Height: _____
Gate Equipped With:	Self-closer <input type="checkbox"/>	Lock <input type="checkbox"/>	Latching Device <input type="checkbox"/>	Height: _____
Distance from Fencing to Pool (In Ground Pool Only)	North Side:	South Side:	East Side:	West Side:

Declaration: I _____, the undersigned, am the authorized owner/agent of the owner named in the above application and I certify the truth of all the statements or representations contained therein. I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements of the *Building Code Act* or regulations made hereunder, 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 pool location proposed in the above application is prohibited and 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 hereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

Signature of Owner or Authorized Agent

Date

Email Address

FOR OFFICE USE ONLY/ THIS IS NOT A PERMIT

Date application was received complete: _____ Permit #: _____
Permit Fee: _____ Office of Building Official: _____

See back for LOCATION PLAN



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Consent and Acknowledgment Form

A. Agent Authorization

I, _____ am the registered property owner(s) of the property described in this application
 (print name of owner)

form and do hereby authorize _____ to make applications and amendments on my behalf.
 (print name of authorized agent)

_____ Date _____ Signature of property owner

It is understood that I/we will abide by all Township of South Glengarry by-laws and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

_____ Date _____ Signature of authorized agent

B. Incomplete Application

I, _____ am the owner or the authorized agent of the owner and do hereby
 (print name)
 acknowledge that this application is deemed to be incomplete and is not entitled to the same time periods prescribed in Column 2 table 1.3.1.3 Division C of the Building Code. No permit will be issued until such time that all the required information is submitted and reviewed for compliance by the Chief Building Official or their designate.

_____ Date _____ Signature of applicant

C. Administrative Performance Deposits

A refundable Administrative Performance Deposit (Deposit) is charged for each Building Permit issued. The amount of the Deposit is based on construction value of the work. The full amount of the Deposit is refundable if the work is completed in accordance with the timelines prescribed in By-Law 26-2022.

Prior to refunding the Deposit, the Applicant/Permit Holder shall obtain a final inspection. The Deposit will be refunded to the PERSON indicated below once the final inspection has passed. One hundred percent (100%) of the Deposit will be refunded if work and all required inspections are fully completed within two (2) years of the date of issuance of the permit. An amount equal to twenty-five percent (25%) of the original deposit is retained annually thereafter. Pursuant to Building By-Law 26-2022, additional fees incurred by the Permit Holder may be deducted from the Deposit.

I hereby acknowledge that I have read and understand that it is the responsibility of the Applicant/Permit Holder to notify the Township for all required inspections, including the final inspection, in order to obtain the Deposit.

_____ Date _____ Signature of property owner

_____ Date _____ Signature of applicant

Name of Person to return Deposit to:

Complete Mailing Address:



Powerline Clearances and Pool Installations

Planning to have a pool installed? When choosing a location, pool designers and installers need to consider a few factors. The Ontario Electrical Safety Code (OESC) contains rules for the installation of electrical wiring/equipment that operates the pool but also contains rules for the placement of the pool under or adjacent to overhead and underground electrical wiring not associated with the pool such as the powerlines to the home or the neighborhood.

Pools installed under or adjacent to overhead powerlines can be a lethal combination. Pool owners or maintainers may be at risk of contacting powerlines when using long-handled tools such as pool skimmers.

Here are a few key items to consider before deciding a pool location:

- Determine if there are overhead or underground powerlines anywhere near the pool's proposed location;
- Consult with the Local Distribution Company to determine if the proposed pool location will meet the minimum clearance requirements from the powerlines;
- Determine if there any customer owned wiring near or underground (i.e. supply to a garage or shed)

And don't forget:

Look up and look out! If there are overhead powerlines near the pool, remember to always maintain the safe Limits of Approach as identified in the Ont. Reg 213/91 Construction Projects of the Occupational Health and Safety Act when using equipment such as ladders and excavators.

Call before you dig! Contact Ontario One Call for locating all **utility**-owned underground infrastructure including natural gas, communications and power lines, as well as water and wastewater pipes.

Note: privately owned underground wiring will require a private locate.