



## PERMIT APPLICATION PROCESS CHECKLIST

### IN GROUND / ABOVE GROUND POOL

Application Examiner: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_.

**To apply for a permit, the following items are required:**

**Hold Ctrl and left click in order to follow the provided links.**

REQ'D	REC'D	
		<a href="#">Swimming Pool Enclosure Permit Application</a>
		<a href="#">Letter of Authorization</a> signed by property owner, if applicable
		1 Set of a detailed site plans (showing all buildings, pool location, lot dimensions, north indicator, well, septic, driveway locations, ponds, watercourse, rivers and street locations.) Highlight and describe pool enclosure
		Details of zoning and pool by-law requirements: <ul style="list-style-type: none"> <li>• Pool setback (distance) to lot lines</li> <li>• Pool setback to house (2 metres min.)</li> <li>• Pool setback to fence, if not on lot line (1.2 metres min.)</li> </ul>
		1 set of pool brochures – one picture with pool dimension is sufficient. For above-ground pools, picture must show height of non-climbable walls
		Location of pumps and filter marked (must have 1.2m from lot line if enclosed or 3m from lot line if unenclosed) Indicate set-backs and whether enclosed or unenclosed.
		Pool enclosure (fencing) marked. Gate(s) marked and indicated as self-closing, self-latching. Double gates marked with one side showing as fixed, the other side self-closing self-latching
		Above ground -- Existing drainage/swales/water directions marked in red, Area of disturbance marked with note of how the pool is to be levelled.
		Lake Simcoe Region Conservation Authority (LSRCA) approval, if applicable (905-895-1281 ext. 266 or 1-800-465-0437)
		In ground pool-- <a href="#">Site Alteration Permit Application</a> and approval is required
		Building Division / MOE on-site sewage system approval, if applicable. Must maintain 5m from a septic system
** If trees are to be removed within an area that would constitute a woodlot of more than 0.5 acres, please contact the Regional Municipality of York. 1-877-464-9675 x75258		
** A Road Occupancy Permit is required for any work or parking of vehicles or construction equipment on a Town owned road allowance. Please apply at Service Georgina on the first floor. 905-476-4301 ext. 2443		

This checklist constitutes a preliminary review to determine suitability of pool permit application only. A further review will be completed by the Application Examiner, at which time more information and/or amendments to the drawings may be required.