



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	
		Swimming Pool Enclosure Permit Application
		Letter of Authorization 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: • Pool setback (distance) to lot lines • Pool setback to house (2 metres min.) • Pool setback to fence, if not on lot line (1.2 metres min.)
		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-- Site Alteration Permit Application and approval is required
		Building Division / MOE on-site sewage system approval, if applicable. Must maintain 5m from a septic system
		Assess if any additional information is required which is not shown on the Checklist
		Assess if anything on the Checklist is not required for the project being reviewed
** 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.



TOWN OF GEORGINA

BUILDING PERMIT GUIDE

SWIMMING POOL ENCLOSURES

ENCLOSED

1. SPECIFICATIONS AND REQUIREMENTS
2. PERMIT APPLICATION PROCESS CHECKLIST
3. SAMPLE SITE PLAN

This Information is provided for convenience purpose only. All projects must be evaluated in its own merits. More or less information may be required

Swimming Pool/Hot Tub/Whirl Pools Enclosures

A Privately owned outdoor swimming pool (In-Ground Pool/Above-Ground Pool/On-Ground Pool) used for swimming in which the depth of water is 60 cm (24") or greater at any point and shall include spas, hot tubs and whirlpool required to be enclosed by a pool enclosure and require a building permit.

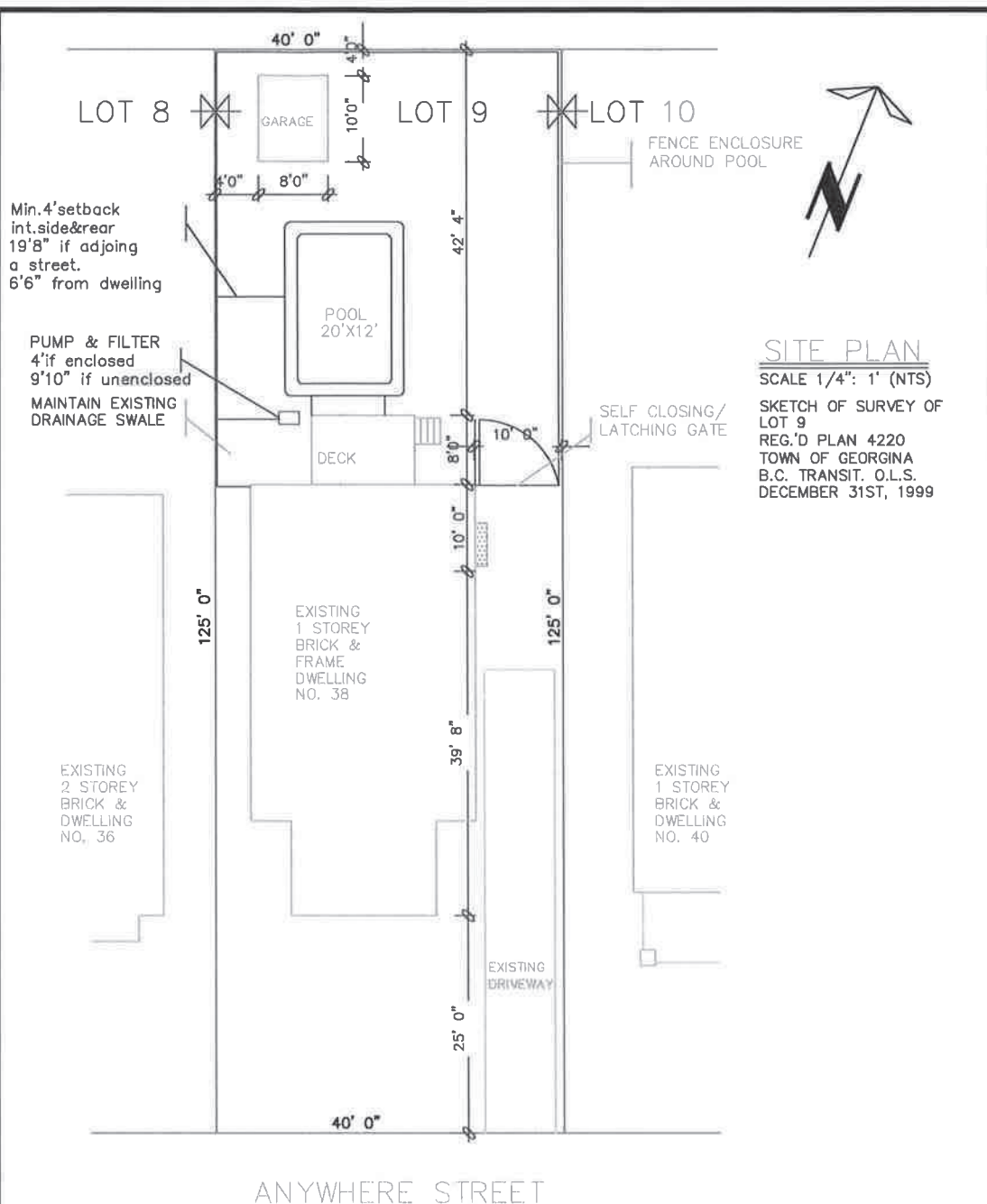
A hot tub, or whirl pool and that has a cover that may be locked and that will support a weight of at least 27.2 kg (60 pounds), is not required to be enclosed by a pool enclosure or temporary enclosure and does not require a permit prior to its installation and use. The owner of the hot tub /whirl pool shall ensure that the cover of such pool remains securely closed and locked at all times when such pool is not in use. Hot tub/Whirlpool shall be located in accordance with the setback requirements

The waste water from a Swimming Pool, hot tub/whirlpool shall be discharged to the sanitary sewer. Drainage cannot be directed onto neighboring properties. Pool enclosure that is a fence is required to be 1.2 meters (4'0") in height above ground and non-climbable

A completed building permit application form is required, accompanied by a digital copy of the following (if only paper copies are available contact building@georgina.ca for information):

- Site plan, showing the proposed location, setbacks, and the dimensions of the Swimming Pool/hot tub/whirlpool
- Pool Brochure
- Location of pump and filter and the water drainage directions must be shown
- Details of fence enclosure and self-closing/latching gate(s)
- Lot grading approval (From Engineering Division, if In-ground pool)
- Conservation Authority approval (if applicable)

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ZONING	LOT NO:		PLAN NO:		LOT AREA		LOT FRONTAGE		LOT DEPTH	
R2 Z0.6	LOT 9		4220		5000 SQ FT		40' 0"		125' 0"	
DESCRIPTION	EXISTING	ADDITION	TOTAL	%	ALLOWED	%	SETBACKS	EXISTING	PROPOSED	
LOT COVERAGE	930.95 SQ FT	260.00 SQ FT	1190.95 SQ FT	19.0			FRONT YARD	25' 0"	25' 0"	
GROSS FLOOR AREA	930.95 SQ FT	260.00 SQ FT	1190.95 SQ FT	19.0	1500 SQ FT	30.0	REAR YARD	60' 4"	42' 4"	
LANDSCAPED AREA							INTERIOR SIDE (east)	10' 0"	10' 0"	
NO. OF STORIES HEIGHT	1 STOREY 15' 0"	1 STOREY 15' 0"	1 STOREY 15' 0"		36' 0"		INTERIOR SIDE (west)	4' 0"	4' 0"	
WIDTH	26' 0"	26' 0"	26' 0"				EXTERIOR			
DEPTH	40' 0"	10' 0"	50' 0"		55' 0"					
PARKING										

NOTE: ZONING RESTRICTIONS VARY IN EVERY ZONE. CONTACT THE TOWN OFFICE FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS IN YOUR AREA.