

ABOVE GROUND / IN-GROUND POOL ENCLOSURES

PERMIT APPLICATION & INFORMATION



Building Department

Building Information Officer - permits@southglengarry.com – Ext. 2205



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

Pool Enclosure Guide

The Township of South Glengarry's Pool Enclosure By-law 16-18, requires all owners or agents who want to construct or permit to construct a pool on a property to apply for a "Pool Enclosure Permit". Our prime concern is to ensure the safety of all people. It is our hope that this guide will help you obtain a permit for an enclosure around your pool.

To ease the process of the application the content below addresses some of the common concerns regarding the minimum standard set out by our By-law. A full copy of the By-law is available upon request. A permit application can be obtained by request at the Township Office, located at 6 Oak Street, Lancaster ON.

If you wish to install or have already installed a pool and already have an existing fence around your yard, you still have to apply for the pool enclosure permit to ensure that the pool enclosure meets the requirements of the By-law.

Your application submission documents must include:

- ☐ Completed and signed application form stating the names, addresses and telephone numbers of the pool owners and their contractor
- ☐ Two sets of the site plan with supporting documentation
 - Identifying and describing in detail the work to be covered by the permit
 - Describing the property on which the pool is to be constructed
- ☐ Showing the location of the pool, all accessory equipment and proposed landscape features in relation to the enclosure, including but not limited to property lines, buildings and structures (including decks and sheds), rights-of-way, easements, septic beds and tanks, catch basins, wells, municipal drains, swales and retaining walls
- ☐ Location and pipe size of municipal services
- ☐ Location of any above ground electrical conductors (See "Important Notes")
- ☐ Describing complete details of the proposed enclosure, including location and the construction specifications of the proposed fence and gates
- ☐ Describing complete details of any existing fence or buildings proposed to be part of the enclosure, including details of the fence construction type, location and type of gates, doors and windows
- ☐ North Arrow
- ☐ Application Fee- \$100.00 Base Fee (Payable by cash, cheque, debit or online credit card/debit)
- ☐ United Counties of SD & G County Road Setback Permit (See "Important Notes")



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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, 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.

Remember...

The By-law states no pool owner or their agent shall place water or allow water to remain in a pool unless an enclosure has been constructed, inspected, and deemed by the Director of Building Code Services to be in compliance with the provisions of this By-law.

Important Notes:

- It is the owner's responsibility to "Call Before You Dig." Contact the Ontario One Call service at 1-800-400-2255 (www.on1call.com) to arrange for cable locates on your property
- If the construction of a deck is required as part of your application or enclosure, a separate building permit application may be required. Building permit information, including application forms, submission requirements, and required inspections
- 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. See Power line Clearances and pool installations information sheet by Electrical Safety Authority. Attached hereto.



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- If the proposed building or structure will be located 45 metres or less from the centreline of a County Road, a Setback Permit is required to be obtained from the United Counties of SD & G.

DONT FORGET!

At the submission of the permit application, only the application base fee needs to be submitted. Additional fees may be applicable and will be calculated in accordance with the Township's Building By-law. For questions about applicable fees please reference the Township's Building By-law on our website or contact our office.

The owner of a property, or their contractor, on which a pool and pool enclosure are being constructed, must arrange for the following inspections:

- In the case of a temporary pool enclosure, prior to the pool being filled with any water
- At the completion of the permanent pool enclosure



This form summarizes the minimum required information to be submitted, as part of a permit application, in accordance with the Building Code Act and the Township of South Glengarry's Building By-Law. 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 and are not subject to the time periods within which a permit is issued or refused as prescribed in the Building Code.



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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.

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 <input type="checkbox"/>	Plastic <input type="checkbox"/>	Wood <input type="checkbox"/>	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: _____

LOCATION PLAN

Indicate where the pool and enclosure will be situated in relation to building, fences, lot lines

Note: Minimum Setbacks: 1.5m (5 feet) from septic tank and 5m (16'-4") from tile bed