

## Pool Guide

**Document Submission Checklist**  
**Pools, Above Ground and Inground**  
 Pursuant to Section G of an application to Construct or Demolish

Applicant's Name	Address of Project	Date
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The following is a list of drawings/documents required for the submission of an application for a building permit.

Description	Required	Provided	Comments
**Plot Plan or Survey – Scaled with setbacks	✓		To include location of the pool enclosure (fence) and detailing. Indicate location of self-closing, self-latching, lockable gate. <b>**Sample Plot Plan available on Website.</b>
Schedule 1 Designer Information	✓		A Schedule 1 must be completed and signed by the Owner of the property.
Letter of Authorization	✓		Is required if you as applicant are not the Owner of the property and must be signed by the Owner of the property.
Written Cost Estimate	✓		Required if you as the applicant are not the Owner of the property. This estimate should include material, labour, designer/consulting fees and HST.
Health Unit Approval	✓		Required at time of application for all properties without or only partially serviced by Municipal Sewer and Water – Please contact Public Health Sudbury & Districts for more information. 705-522-9200 ext. 398

*Please be advised that additional information may be required following a full review of your application.*

***Please be advised:***

According to the building code and the City's building by-law, if this application is incomplete, it may be either:

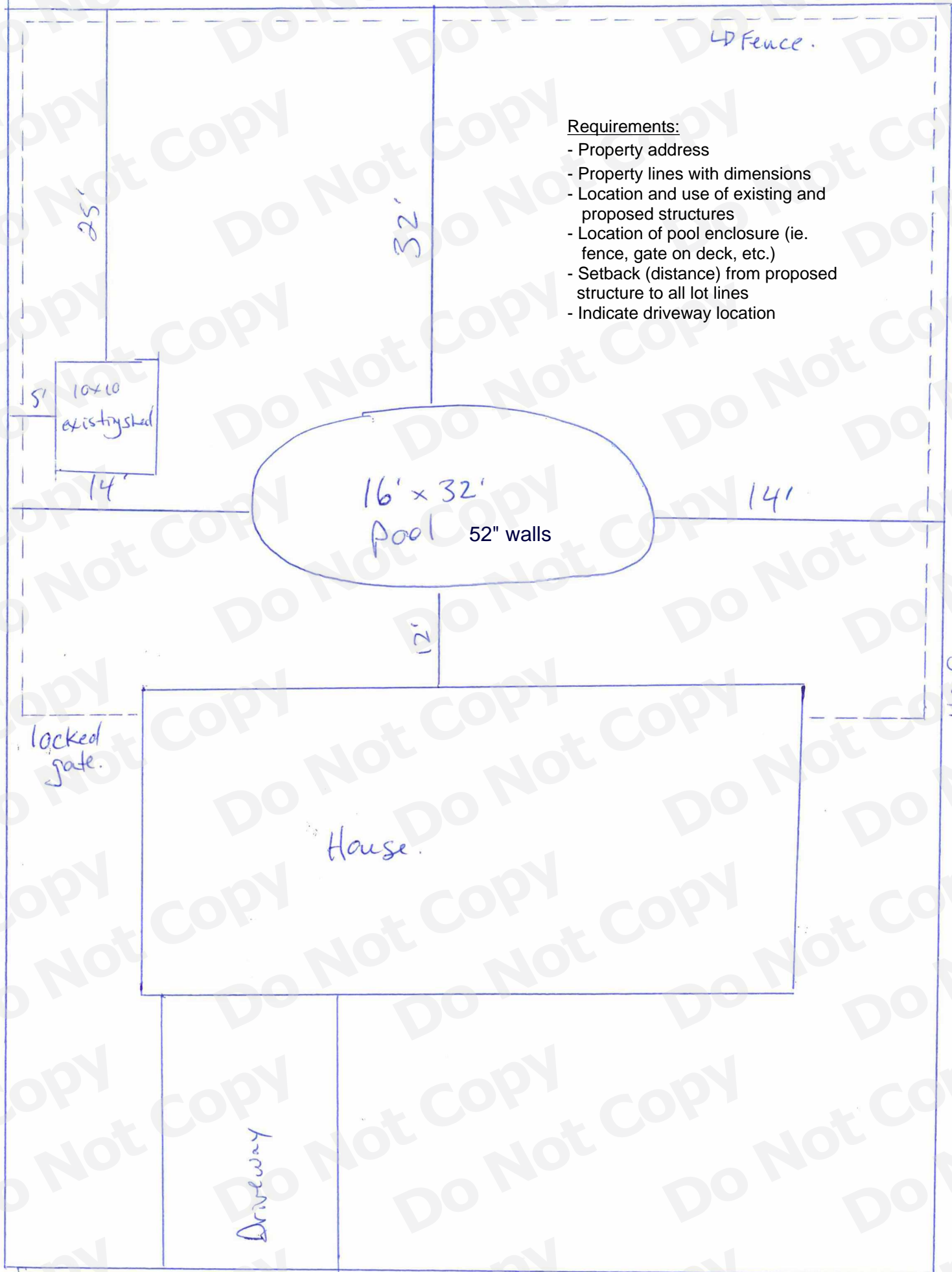
- a) refused since it is not complete, or
- b) accepted and processing commenced, provided the applicant acknowledges in writing that the application is incomplete and waives the time period prescribed in the building code within which the permit must be issued or refused.

**HELPFUL HINTS**

The drawing(s) you will need to upload for your application are titled as **Swimming Pool Enclosure Guide.3** which include Appendix A-F and listed as **Swimming Pool Enclosure** on the *Building Permit Resources Page* of our website. Simply select this drawing type and upload to your PRONTO account as part of your application when you are ready to apply!

The **Schedule 1: Designer Information** form can be found under **Supplementary Forms** on the *Building Permit Resources* page of our website. If you are the Property Owner, simply complete Sections A & B, & in Section D, check the third checkbox, filling the "Basis of exemption from registration and qualification line with "HOMEOWNER", Date, and Sign. Now you can upload this document to your application in PRONTO!

If your pool will require the use of pump equipment, please make sure that any storage building (i.e. shed) you may use is noted on your plot plan and is a minimum of five (5) feet from the interior side lot line.



LD Fence.

- Requirements:
- Property address
  - Property lines with dimensions
  - Location and use of existing and proposed structures
  - Location of pool enclosure (ie. fence, gate on deck, etc.)
  - Setback (distance) from proposed structure to all lot lines
  - Indicate driveway location

25'

32'

5'

10x10  
existing shed

14'

16' x 32'  
Pool 52" walls

14'

12'

locked  
gate.

House.

Driveway

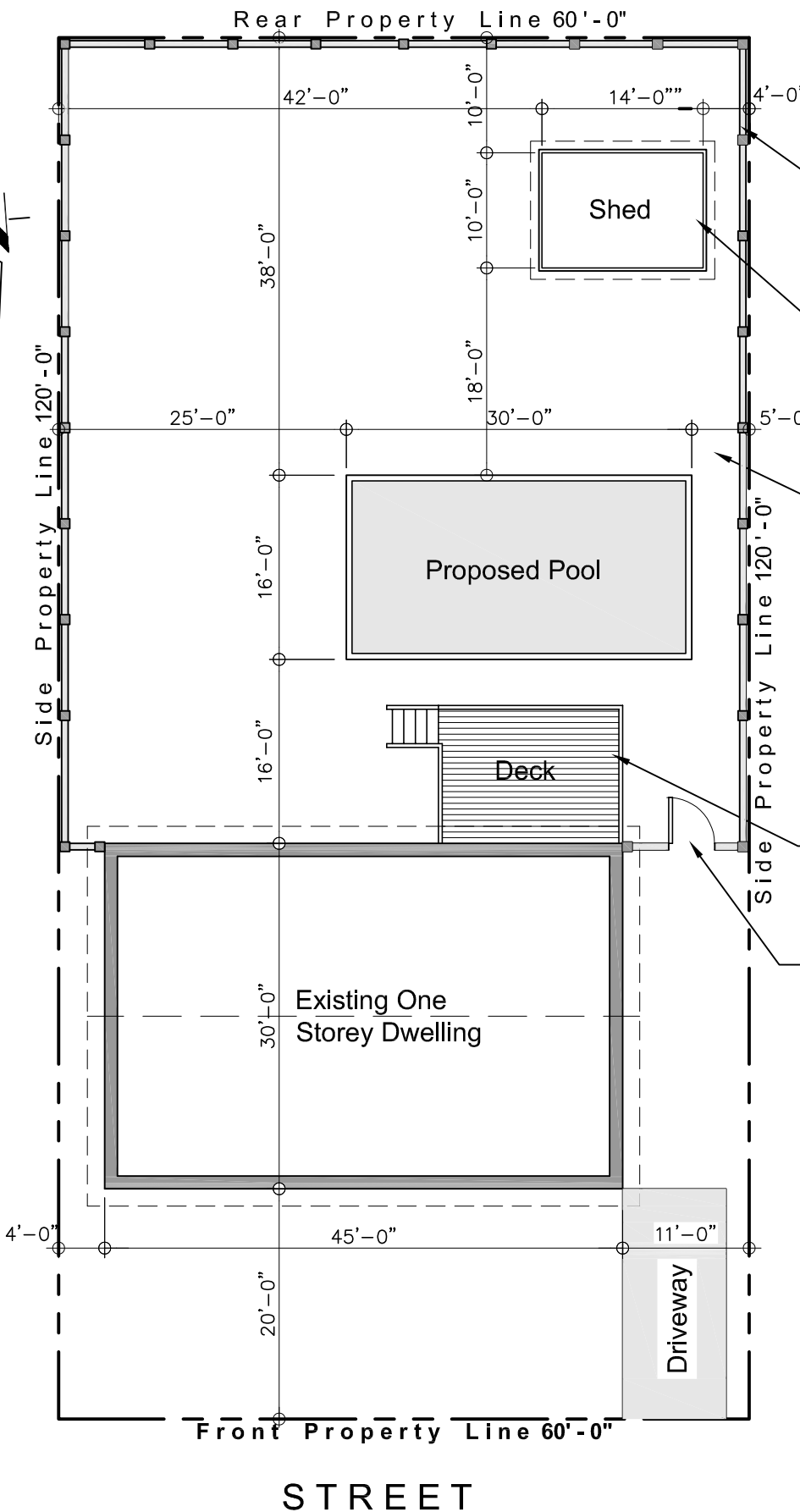
110 ft

68 ft

# APPENDIX 'A'

## Sample Site Plan

### POOL REGULATIONS



Proposed WOOD FENCE (4' min., 6'-6" max.) at PROPERTY LINE. Fence may be located away from PROPERTY LINE but must be located on the subject property.

Buildings Accessory to the Proposed Pool must be shown on the site plan and their location must conform to the appropriate Zoning By-Law. Any Buildings larger than 108 sq.ft. requires a Building Permit.

All POOLS and Pool Equipment must be located at least 5'-0" from any INTERIOR LOT LINE and are not permitted within any required EXTERIOR YARD as defined in the appropriate Zoning By-Law.

**Note:**

A swimming pool enclosure must surround or enclose the entire Swimming Pool Area except when the vertical walls of an Above Ground Swimming Pool has a height of not less than 52" [4'-4"]

Associated DECKS may require a Building Permit as per the City of Greater Sudbury and the Ontario Building Codes policy on DECKS.

All GATES within the Pool Enclosure must be at least 4'-0" high and must be equipped with Self-Closing, Self-Latching and Locking Devices located at least 42" above Enclosure and mounted on the pool side of the Gate.

**REQUIREMENTS FOR POOL ENCLOSURE(FENCES)**

- Minimum Height of Fences 4'-0"
- Maximum Height of Solid Fences 6'-6"
- All fences shall be constructed in a manner that will prevent climbing from the outside of the pool enclosure.
- Chain link fencing is permitted only if the Openings in the mesh are NOT more than 1½" (38mm) in size.
- Refer to Appendix 'E' & 'F' for typical Pool Enclosures

**Note:**

- 1.) Do Not Submit this Sample Drawing as part of your Drawing Package.
- 2.) Plans Submitted for Review are to be drawn at a Recognized Scale ie. 1"= 20'-0" or 1:100(metric)

# APPENDIX 'B'

**NOTE:**

Above Ground Pool Fence can be added as an Option when pool wall is less than 4'-4" high. Or Install a Pool Enclosure. Refer to Appendix 'E' & 'F' for typical Pool Enclosures

All POOLS and Pool Equipment must be located at least 5'-0" from any INTERIOR LOT LINE and are not permitted within any EXTERIOR YARD as defined in the appropriate Zoning By-Law.

**NOTES:**

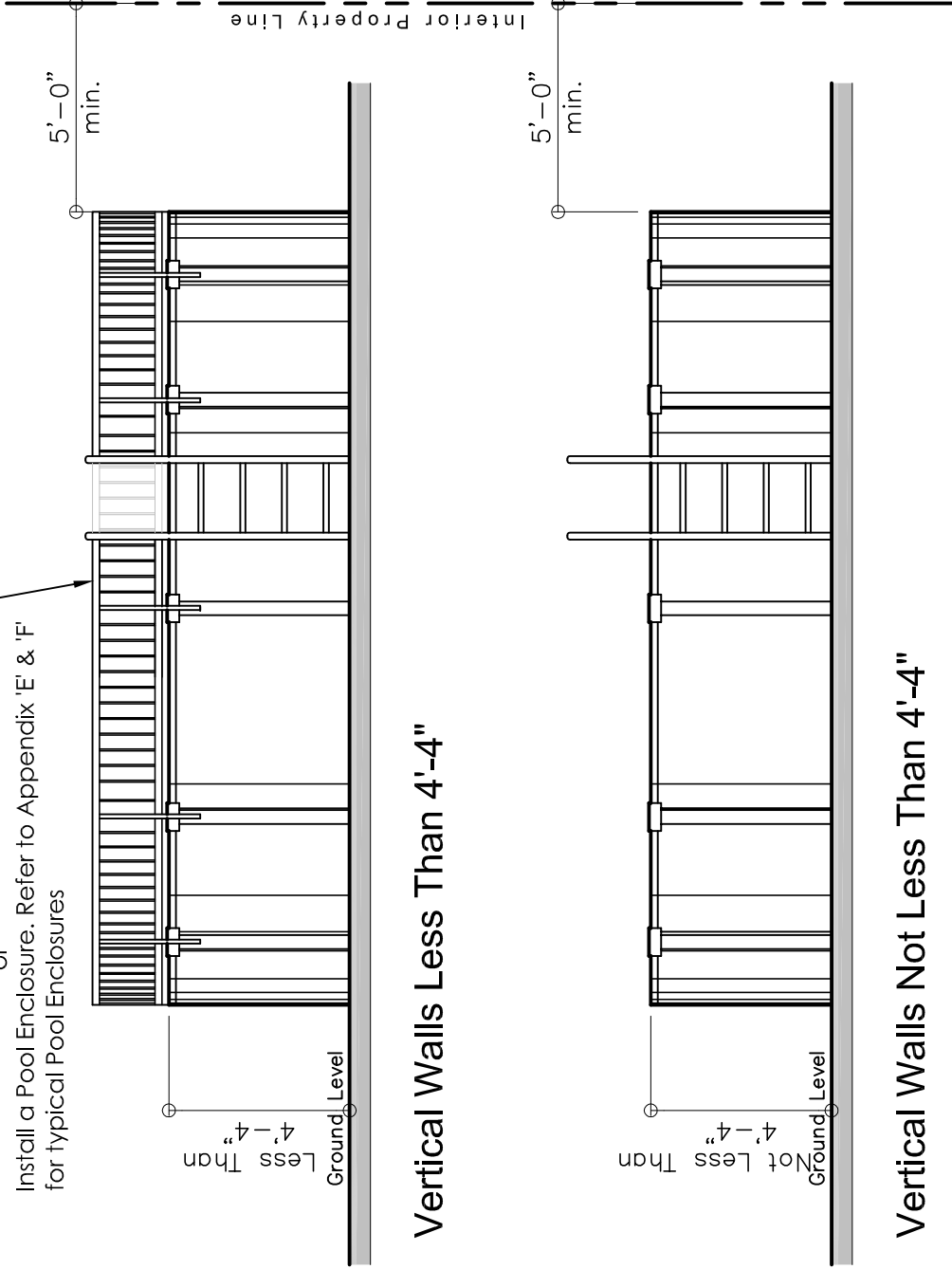
A swimming pool enclosure must surround or enclose the entire Swimming Pool Area except when the vertical walls of an Above Ground Swimming Pool has a height of not less than 52"(1.32m)[4'-4"].

The wall of the Above Ground Pool shall not possess any Horizontal members that may facilitate climbing.

No pool equipment, pump, filter or other equipment, object or material is attached or placed or piled within 3' (0.91m) of the Above Ground Swimming Pool so as to facilitate climbing or diminish the structural integrity of the walls.

Any steps, ladder or other means of entry to the Above Ground Pool shall be removed or have a lockable closing mechanism or in the alternative, a gate to prevent access to pool when the owner is not present.

Up to 2' (0.61m) of water may be added to an Above Ground Pool for the purpose of maintaining structural integrity prior to the inspection and approval.



Vertical Walls Less Than 4'-4"

Vertical Walls Not Less Than 4'-4"

## REQUIREMENTS FOR POOL ENCLOSURE(FENCES)

- Minimum Height of Fences 4'-0"
- Maximum Height of Solid Fences 6'-6"
- All fences shall be constructed in a manner that will prevent climbing from the outside of the pool enclosure.
- Chain link fencing is permitted only if the Openings in the mesh are less than 1½" in size.
- All GATES within the Pool Enclosure must be at least 4'-0" high and must be equipped with Self-Closing, Self-Latching and Locking Devices located at least 42" above the bottom of enclosure and mounted on the pool side of the gate.

## APPENDIX 'C'

All POOLS and Pool Equipment must be located at least 5'-0" from any INTERIOR LOT LINE and are not permitted within any EXTERIOR YARD as defined in the appropriate Zoning By-Law.

### NOTES:

A swimming pool enclosure must surround or enclose the entire Swimming Pool Area. Refer to Appendix 'E' & 'F' for typical Pool Enclosures

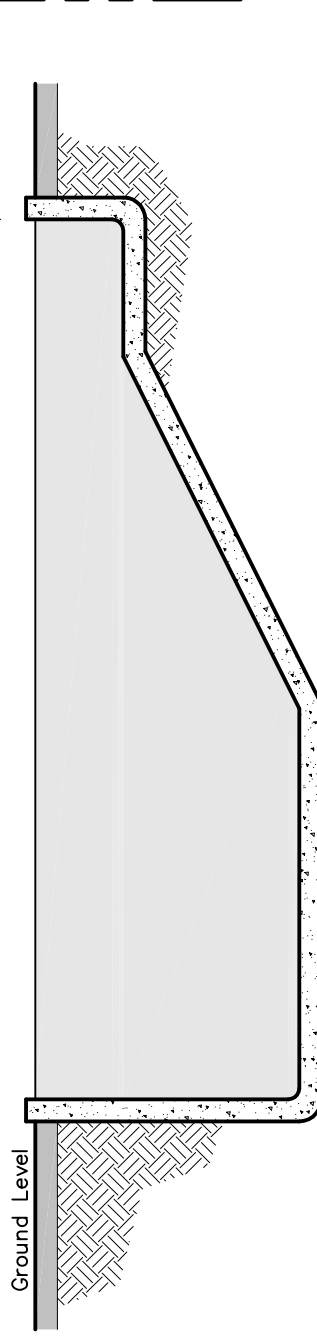
Foliage or a Vegetative Barrier (ie. cedar hedge) Does Not meet the requirements of a Swimming Pool Enclosure.

### NOTE:

Unless and until a Swimming Pool Enclosure has been fully erected and inspected, every person erecting an Inground Outdoor Swimming Pool shall erect a Temporary Enclosure so as to completely enclose the construction area. The Temporary Enclosure shall consist of 3'-6" (1.07m) high plastic mesh fence having mesh openings not greater than 2" (50mm) and supported by steel T-bar posts located a maximum 7'-10" (2.4m) apart with nine (9) gauge galvanized steel wire located at top & bottom of such fence or is constructed of material that will provide an equivalent or greater degree of safety and has been approved in advance by the Chief Building Official.

Interior Property Line

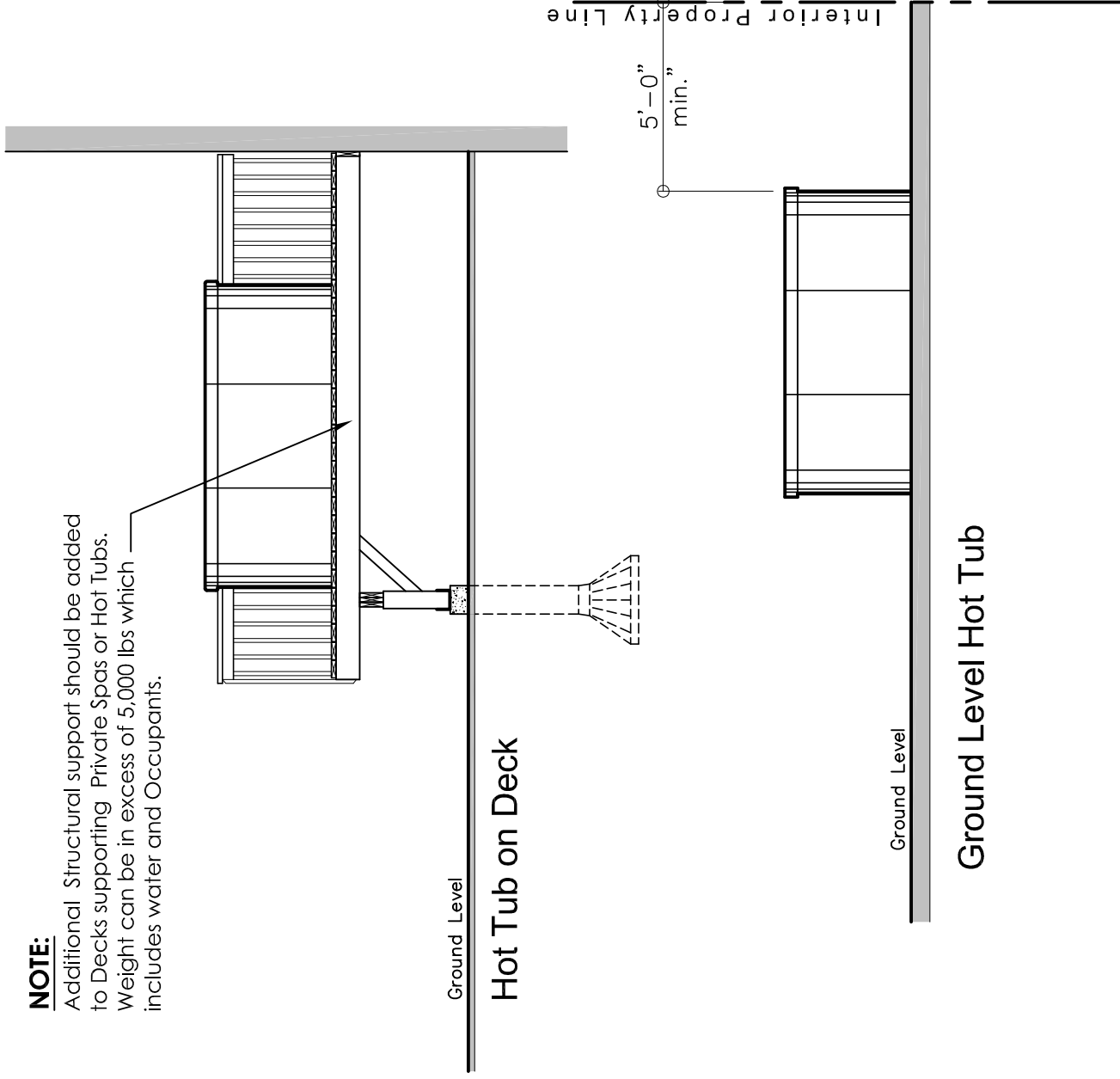
5'-0"  
min.



# APPENDIX 'D'

## NOTE:

Additional Structural support should be added to Decks supporting Private Spas or Hot Tubs. Weight can be in excess of 5,000 lbs which includes water and Occupants.



A Private Spa or Hot Tub must be located at least 5'-0" from any INTERIOR LOT LINE and are not permitted within any EXTERIOR YARD as defined in the appropriate Zoning By-Law.

## NOTES:

A Private Spa or Hot Tub is deemed to be an Outdoor Swimming Pool unless, the Private Spa or Hot Tub has a safety cover which is a substantial, structurally adequate cover that is capable of supporting a 200 lbs (90 kilogram) load and is in compliance with the current American Society for Testing and Materials standard ASTM-F-1346 for Hot Tub and pool safety covers.

The safety cover is permanently attached to the Private Spa or Hot Tub or to it's supporting structure.

The Owner shall ensure the safety cover is securely fastened and locked so as to prevent access at all times when the Private Spa or Hot Tub is not in use.

## NOTES:

If safety cover is NOT securely fastened and locked a Pool Enclosure must be installed.

A swimming pool enclosure must surround or enclose the entire Swimming Pool Area. Refer to Appendix 'E' & 'F' for typical Pool Enclosures

Foliage or a Vegetative Barrier (ie. cedar hedge) Does Not meet the requirements of a Swimming Pool Enclosure.

**NOTE:**

All GATES within the Pool Enclosure must be at least 4'-0" high and must be equipped with Self-Closing, Self-Latching and Locking Devices located at least 42" above the bottom of the enclosure and mounted on the pool side of the gate.

**APPENDIX 'E'**

Constructed of a min.  $\frac{5}{8}$ " (16mm) thick boards, placed vertically  
 Vertical boarding of not less than 1" x 4", attached to top & bottom rail and max. 1  $\frac{1}{2}$ " space between boards unless it's a board on board design whereby it may be 4" with a max 2" opening between the width of the boards.

8' - 0" maximum

Minimum 2 x 4 Top & Bottom Horizontal Rails securely fastened to solid wood posts

4'-0" minimum  
 6'-6" maximum  
 Solid Fence

Solid Wood Posts of at least 4" x 4" or 4" dia, spaced not greater than 8' apart and placed at least 4'-6" below Ground Level or be constructed in such a manner as to be non-frost susceptible.

4" min  
 1 1/2" max

**NOTE:**

All Horizontal or Diagonal structural members must be located on the Swimming Pool / Property Owner's side of the Fence.

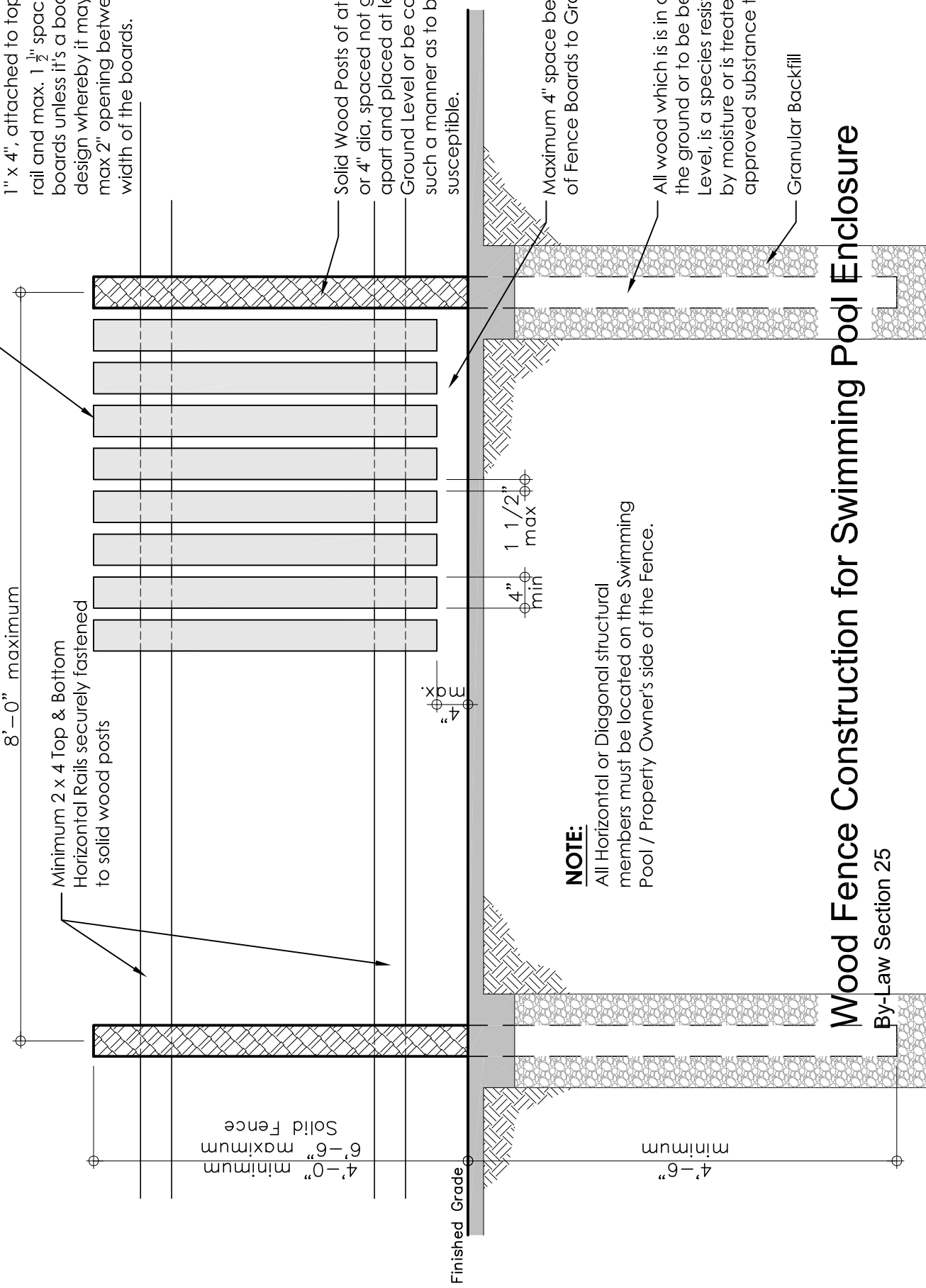
Maximum 4" space between bottom of Fence Boards to Ground Level

4'-6" minimum

All wood which is in contact with the ground or to be below Ground Level, is a species resistant to decay by moisture or is treated with an approved substance to resist decay.

Granular Backfill

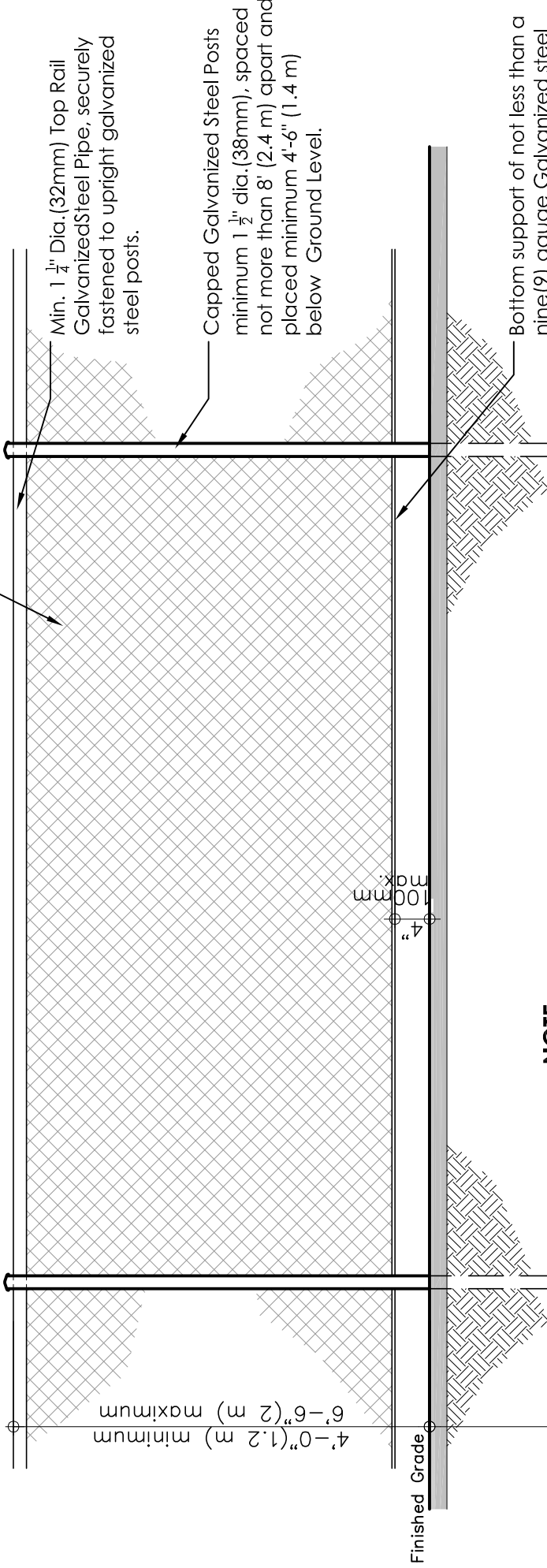
**Wood Fence Construction for Swimming Pool Enclosure**



# APPENDIX 'F'

Construction of Chain Link with a Diamond Mesh NOT more than 1 1/2" dia. (38mm) with wire size of not less than twelve (12) gauge in thickness when made of galvanized steel material, or with a wire size of not less than fourteen (14) gauge in thickness when made of vinyl or other approved coated steel material.

7' - 10" (2.4 m) maximum



Min. 1 1/4" Dia. (32mm) Top Rail Galvanized Steel Pipe, securely fastened to upright galvanized steel posts.

Capped Galvanized Steel Posts minimum 1 1/2" dia. (38mm), spaced not more than 8' (2.4 m) apart and placed minimum 4'-6" (1.4 m) below Ground Level.

Bottom support of not less than a nine (9) gauge Galvanized steel tension wire securely fastened to the upright galvanized steel posts.

**NOTE:**

All GATES within the Pool Enclosure must be at least 4'-0" (1.2 m) high and must be equipped with Self-Closing, Self-Latching and Locking Devices located at least 42" above the bottom of the enclosure and mounted on the pool side of the gate.

4'-0" (1.2 m) minimum  
6'-6" (2 m) maximum

4'-6" (1.4 m) minimum

## Chain Link Fence Construction for Swimming Pool Enclosure

By-Law Section 24

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="margin-top: 20px;"> <span style="margin-right: 150px;">_____ Date</span> <span>_____ Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

# LETTER OF AUTHORIZATION

I/WE, IT

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
No. Street City/Town Postal Code

\_\_\_\_\_  
Telephone Number

**BEING THE REGISTERED OWNER OF THE BUILDING/LAND LOCATED AT:**

ADDRESS \_\_\_\_\_  
No. Street City/Town Postal Code

LEGAL DESCRIPTION \_\_\_\_\_  
Township Lot Conc Parcel

\_\_\_\_\_  
Plan Lot Reference Plan Part

**GIVE MY PERMISSION TO:**

\_\_\_\_\_  
Name of Business/Individual Applying on Behalf of Registered Owner

\_\_\_\_\_  
No. Street City/Town Postal Code

\_\_\_\_\_  
Telephone Number

**TO APPLY FOR A BUILDING PERMIT, ON MY BEHALF, TO CONSTRUCT/DEMOLISH:**

\_\_\_\_\_  
Brief Description of Work

\_\_\_\_\_  
\_\_\_\_\_

## DECLARATION

I/WE, \_\_\_\_\_, Registered Owner(s), solemnly declare that the information above-stated is to the best of my knowledge and believe true, and acknowledge that the building permit could be revoked if certain procedures of the Building Code Act are contravened.

*I further agree to assume responsibility for the construction unless the agent is performing work as a registered builder under the Ontario New Home Warranty Program.*

**IF YOU ARE DEMOLISHING A STRUCTURE, PLEASE NOTE THE FOLLOWING:**

I acknowledge I am aware that pursuant to Section 357 of the Municipal Act, in order to obtain a tax adjustment, a separate application is to be filed at the City of Greater Sudbury, Tax Department, 200 Brady Street, 2<sup>nd</sup> Floor, Sudbury, ON P3A 5W5, 705-674-4455, extension 2601.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



<Company Name>  
 <Address>  
 <Address>  
 <Address>  
 <Contact Number | Contact Number>  
 <Default Email Address>  
 <Website Address>

## Construction Estimate Template

ESTIMATE NUMBER	DATE
<b>FT018519</b>	MM/DD/YYYY

SITE INFORMATION					
<Address>					
CONTACT PERSON		CONTACT NUMBER		EMAIL ADDRESS	
<Contact Person>		<Contact Number>		<Email Address>	
Work Description	Type	Quantity	Unit	Unit Price (US\$)	Amount (US\$)
Erosion Control	Civil	1	Lot	510.00	510.00
Temporary Drivers & Sidewalks	Civil	2	Lots	400.00	800.00
Decomposed Granite, Sod Rock	Concrete	1	Lot	375.00	375.00
Top Soil Covering	Concrete	1	Lot	620.00	620.00
Building Masonry	Masonry	1	Lot	1,300.00	1,300.00
Screen Walls	Masonry	1	Lot	850.00	850.00
Retaining Walls	Masonry	4	Lots	375.00	1,500.00
Stone & Architectural Enhancements	Masonry	1	Lot	2,100.00	2,100.00
Main Gate	Steel	1	Lot	900.00	900.00
Service Gate	Steel	2	Lots	450.00	900.00
Steel Door Garage	Steel	1	Lot	900.00	900.00
Supervision & Administration	Misc.	1	Lot	500.00	500.00
Work Permit	Misc.	1	Lot	300.00	300.00
Hauling & Cleaning Fee	Misc.	1	Lot	730.00	730.00
<b>TOTAL AMOUNT</b>					<b>12,285.00</b>
				<b>SALES TAX 12%</b>	<b>1,474.20</b>
				<b>DISCOUNT 3%</b>	<b>368.55</b>
<b>TOTAL AMOUNT DUE</b>					<b>13,390.65</b>

*This above is an estimate based on our inspection and does not cover any additional parts or labor which may be required after the work has been started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection. Because of this, the above prices are not guaranteed. Estimates on parts and labor are current and subject to change.*

PREPARED BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CONFORME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_