



## CHECKLIST: SWIMMING POOL ENCLOSURE APPLICATION

Swimming pool enclosure applications must include the **below items in bold** to be accepted by Building Services. Applications may be refused if items are missing, not readable, or are incomplete.

- 1) **One (1) page General Application form**
- 2) **One (1) page Swimming Pool Enclosure Permit Application form**
- 3) **Pool Enclosure – Owner’s Responsibilities form**
- 4) **Agent Authorization form (not needed if homeowner is applicant/builder)**
- 5) **Fence details including the type of fence and height, all gates (self-closing, self-latching, etc. For more information, see Section 3.7 of the Township’s Pool Fence By-law (By-law 2014-33).**
- 6) **Plot Plan – must show the following:**
  - **the total dimensions/area of the property and an arrow indicating North,**
  - **the location, dimensions and area of the pool in relation to the property,**
  - **the street or lane name, address and driveway location,**
  - **the location of any door within the walls of a building or structure, if the walls of that building or structure are proposed to form part of the pool enclosure,**
  - **distance from any of the following items to the proposed pool: property lines, fence(s), the pool pump, existing and/or proposed structures, the high water mark, watercourse, any other waterbody, sewage system components (septic tank, leaching bed), overhead power lines.**

**A PDF copy of item 6 must be submitted electronically at the time of application.**

If a deck is to be built in conjunction with the swimming pool, a separate building permit application for the deck is required.

A copy of any of the following items related to the property may also be requested as part of your swimming pool enclosure application package: the deed or recent tax bill (proof of property ownership), the most recent land survey, the well record, and if applicable, a copy of the Development Agreement.

Conservation Authority’s (CA) regulated area per O. Reg. 41/24 – for any project on your property that is close to or within the appropriate CA’s regulated area, you must provide either:

- a copy of the approved permit from the CA for this project, or
- written confirmation (email) from the CA that a permit is **not** required from their office for this project.

Your project will be reviewed by South Frontenac’s Planning Services for compliance with our Zoning By-law; if approved, you will be issued a Planning Compliance Certificate.

If you have already received a Planning Compliance Certificate from Planning Services for this project within the last 12 months, please include a copy with your permit application package.



For Office Use Only	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: Township of South Frontenac

A. Project information			
Building number, street name, town, postal code			
B. Applicant information			
Last name	First name	Corporation or partnership	
Building number, street name, town			Unit
Municipality	Postal code	Province	E-mail
Phone number		Cell phone number	
C. Owner information (if different from applicant):			
Last name	First name	Corporation or partnership	
Building number, street name, town			Unit
Municipality	Postal code	Province	E-mail
Phone number		Cell phone number	



## Swimming Pool Enclosure – Permit Application

<b>D. Type of swimming pool:</b>			
Above-ground pool	In-ground pool	On-ground pool	
Inflatable pool	Hot tub	Other:	
<b>E. Type of enclosure:</b>			
Chain link (max 1½") mesh	Wooden boards	Wrought iron	Other:
Estimated cost of swimming pool enclosure:			
Comments:			
<input type="checkbox"/> By checking this box, I acknowledge that I have submitted all the required documentation for the proposed swimming pool enclosure and understand the requirements contained in the Township's Pool Fence By-law, By-law 2014-33.			
<b>F. Declaration of applicant:</b>			
I _____ declare that:			
(print name)			
<ol style="list-style-type: none"> <li>1. The information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my knowledge.</li> <li>2. I have the authority to bind the corporation or partnership (if applicable).</li> <li>3. I authorize the relevant Township of South Frontenac staff to enter the premises subject to this application for the purpose of making inspections associated with this application, during normal and reasonable working hours.</li> <li>4. <b>If a deck is to be built in conjunction with the swimming pool, a separate deck permit application will be required.</b></li> </ol>			
_____ Signature of applicant		_____ Date	



## POOL ENCLOSURE – OWNER RESPONSIBILITIES

Property owner(s): \_\_\_\_\_

Project address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Roll number: \_\_\_\_\_

Lot/concession: \_\_\_\_\_ Registered Plan number: \_\_\_\_\_ Part(s): \_\_\_\_\_

To the Township of South Frontenac,

I declare that:                    I am the property owner listed above, or  
   I am the authorized agent of the property owner listed above.

As the property owner/authorized agent, I hereby acknowledge the following:

- The issuance of a Swimming Pool Enclosure permit and/or a general site review by Building Services staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, sewage systems, and other structures. It is understood that it is the sole responsibility of the property owner/authorized agent to meet the requirements set out in the South Frontenac Zoning By-law 2003-75, including Section 5.23 as follows:
  - 5.23** Notwithstanding any other provisions of this By-law a swimming pool is permitted as an accessory use in any residential, agricultural, rural, commercial, community facility or open space zone provided that:
    - 5.23.1** no part of such pool shall be located closer to any lot line or street line than the minimum distance required for an accessory building located on such lot;
    - 5.23.2** any building or structure required for changing clothing or for pumping or filtering facilities, or other similar accessory uses shall meet all of the accessory building requirements of the zone in which the pool is located;
    - 5.23.3** fencing and enclosures of pools shall be in accordance with the Township’s swimming pool by-law (By-law 2014-33).
- Permit drawings and documents submitted with errors or omissions contained therein do not relieve the property owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code and/or the Pool Fence By-law (By-law 2014-33), and
- The property owner(s) are obligated to arrange for the inspections indicated on the permit card issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit card, and
- If the property owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Swimming Pool Enclosure Applicant Signature

Date

**Note:** the Ontario Building Code Act requires that any request for inspection is made at least two (2) regular business days in advance of the regular business day upon which the inspection is needed.



## Agent/Owner Authorization Form

Permit #: PR

### A. Project location:

Street address:

### B. Authorized agent of owner:

Last name:

First name:

Corporation/partnership:

Street address:

Postal code:

Province:

Phone number:

Cell number:

E-mail:

### C. Parties authorized to receive inspection reports:

Company/Contractor	Contact email	Trade specific reports	All reports
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### D. Declaration of Owner:

I, \_\_\_\_\_, being the registered owner of the above noted property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the Township of South Frontenac in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

All parties identified in Section C are hereby authorized to receive inspection reports as outlined above.

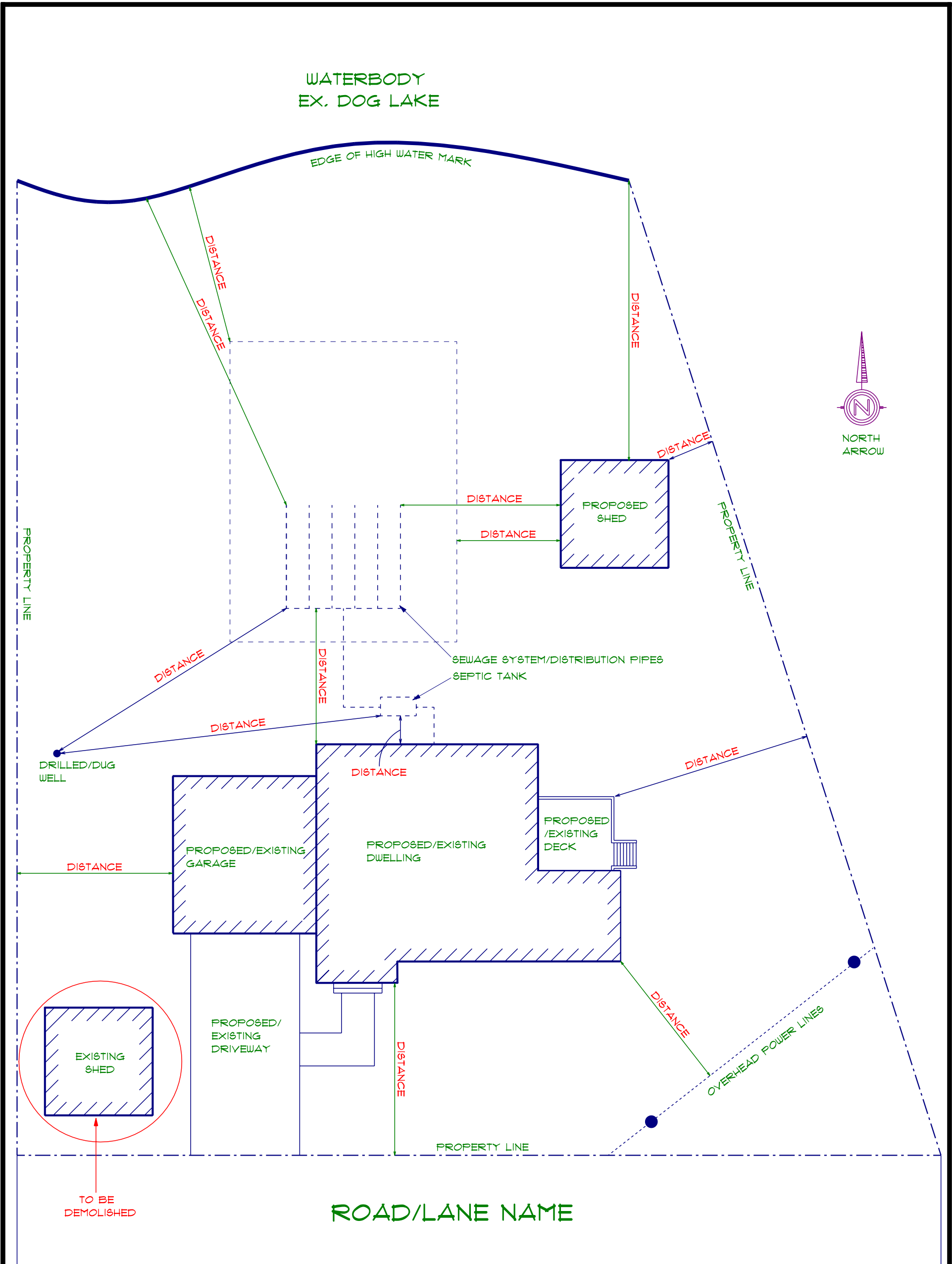
I, as the registered owner of the above noted property, wish to be copied on all communication throughout the application and review process.

I, as the registered owner of the above noted property, wish to receive a copy of all inspection reports.

Date:

Signature:

**Note:** It is the responsibility of the owner/authorized agent to provide the contact information in Section C and to update this information if there are any changes. If this information is not provided, any assigned inspection reports will only be sent to the applicant for the above noted project.



SAMPLE PLOT PLAN

PROPOSED NEW DWELLING/SHED

SCALE - 1/8"=1'-0"

1234 SOUTH FRONTENAC ROAD