



100 Regina Street South, 1st Floor
PO Box 337 STN Waterloo
Waterloo ON N2J 4A8
(519) 747-8785 Fax (519) 747-8654

Pool Enclosure Construction Permit Application

Application and permit to construct a pool enclosure under By-Law no. 13-018

The original permit must be present at the worksite and clearly posted

Please complete all sections of the application. Incomplete applications will not be accepted

PART 1: LOCATION

Municipal Address:

Lot and Plan Numbers:

Application to construct a pool enclosure fence around an: (please select one)

<input type="checkbox"/> In-Ground Pool	<input type="checkbox"/> Pool With Deck	<input type="checkbox"/> Inflatable Pool	<input type="checkbox"/> Above Ground Pool	<input type="checkbox"/> Hot Tub
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PART 2: CONTACT INFORMATION

Owners Information	Contractor Information (if different from Owner)
Last Name:	Company Name:
First Name:	Company Contact:
Email Address:	Email Address:
Telephone:	Telephone:
Address:	Address:
City:	City:
Province:	Province:
Postal Code:	Postal Code:

PLEASE NOTE: IT IS THE PROPERTY OWNERS RESPONSIBILITY TO ENSURE COMPLIANCE WITH ALL REGULATIONS IN THE POOL ENCLOSURE BY-LAW (copies may be obtained from the By-Law Department)

PART 3: CONSTRUCTION COST SUMMARY

Include cost of any pool, hot tub, deck, pool houses, sheds, landscaping, patios, materials, equipment purchase or rental costs, etc. Attach a separate page if necessary.

PART 4: DETAILS OF WORK

Specifics of pool enclosure construction (i.e. materials used, depth of post holes, installation methods, location and description of any gates, ground clearance, openings, and description of temporary fence used during construction). Attach a separate page if necessary.

PART 5: REQUIRED DOCUMENTS

	Application fee (fee waived for Hot Tubs with a lid or cover that complies with ASTM Standards)
	Duplicate copies of drawings indicating elevation, and cross-section views of the proposed pool enclosure and pool enclosure structure, including the dimension, design, and materials to be used including all required locking mechanisms as per Sections 10 and 11 of the By-Law
	Duplicate copies of the property survey showing the location of the pool, pool enclosure, sheds, buildings on the subject property and abutting properties including the dimensions of the pool and setbacks from the property lines
	Reference page (see attached)
	Where applicable, duplicate drawings and specifications showing the parts of the building to which the proposed pool enclosure is to be attached
	Where applicable, proof that the Hot Tub is being fitted with a lockable lid or cover that complies with the ASTM Standards F1346-91 (2010) as amended, clauses 9.1, 9.2, and 9.4
	Park Access Permit or Road Work Permit if required – Contact City of Waterloo Service Centre 519-886-2310
	Building permit if required (i.e. if building a deck as part of pool enclosure) – Contact City of Waterloo Development Services 519-747-8752
	Reference page (see attached)
	Written permission of the owner of the property (if applicable)

DECLARATION OF APPLICANT

I am the ☐ owner or ☐ authorized agent of the owner (please select one) and hereby declare that the regulations and provisions respecting this application will be complied with in accordance with the Pool Enclosure By-law no. 2013-018 as amended. Further, I agree that neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the authority having jurisdictions over pool enclosures shall in any way relive me from my full responsibility for:

1. Complying with Zoning regulations;
2. Completing locates for all utilities on the property
(Call Before You Dig 1-800-400-2255 and Waterloo North Hydro 519-888-5577)
3. Ensuring construction of the pool enclosure occurs when the pool is completely empty and not filled with water;
4. Ensuring that no portion of the pool enclosure encroaches upon City property or neighboring properties;
5. Carrying out the work on the pool enclosure and erecting the pool enclosure in accordance with the requirements of the Pool Enclosure By-Law;
6. Applying for and received a Building Permit, Park Access Permit, and/or a Road Work Permit if required;
7. Ensuring that perimeter grades are not altered, that the construction will not impact the drainage on adjacent properties, remedying any future drainage concerns resulting from this construction;
 - a. If the final grading has not been completed and approved by the City of Waterloo at the time of permit issuance, the Owner understands that they are proceeding with construction at their own risk.

Signature of Applicant

Date

Personal information collected on this form is for the purpose of processing a pool enclosure permit application. The collection, disclosure, and use of personal information shall be in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. Please refer any questions regarding the collection of this information should be referred to the City Clerk, City Hall, Waterloo City Centre, Waterloo Ontario, N2J4A8.

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