



POOL ENCLOSURE PERMIT APPLICATION REQUIREMENTS CHECKLIST

PERMIT APPLICATION DOCUMENTS

LSRCA Approval (if applicable)	
Oak Ridges Moraine – Planning Department Approval (if applicable)	
Developer Approval Letter for unassumed properties	
Pool Brochure (for above ground pools only)	
Road Occupancy Permit (required for all commercial pool installation vehicles that will be parked on roadways)	
Site Plan with all required information provided	

FEES

Pool Enclosure Permit Deposit (not required for Hot Tubs/Swim Spas)	\$	
Pool Enclosure Permit Fee	\$	
Road Occupancy Fee (if applicable)	\$	
Lot Grading Review	\$	
Septic Review Fee (if applicable)	\$	
TOTAL FEES:	\$	

SITE PLAN REQUIREMENTS (must be a true representation of the property)

2 copies of plan, no larger than 11" x 17"	
Pool location and dimensions	
All accessory buildings (sheds, cabanas, gazebos, etc)	
Pool equipment location	
Fencing details	
Easements	
Drainage plan	
All setbacks and dimensions (detailed on pg.2)	
Retaining Walls (new and existing)	
Landscaping (proposed and existing)	
Septic System (bed and tank locations)	

SETBACKS AND DIMENSIONS (all information below must be noted on Site Plan)

POOL TO LOT LINES	
Rear Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
POOL TO FENCE	
Rear Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
POOL SETBACKS	
To house:	<input type="checkbox"/>
To Accessory building(s):	<input type="checkbox"/>
To decking:	<input type="checkbox"/>
To septic bed and tank:	<input type="checkbox"/>
Pool dimensions:	<input type="checkbox"/>
POOL EQUIPMENT SETBACKS (heaters and pumps)	
To Pool:	<input type="checkbox"/>
To Lot Lines:	<input type="checkbox"/>
ABOVEGROUND POOLS	
Height:	<input type="checkbox"/>
Upper Decking Details (may require Building Permit):	<input type="checkbox"/>
FENCING	
Type(s):	<input type="checkbox"/>
New or existing fence:	<input type="checkbox"/>
Location:	<input type="checkbox"/>
Height and construction details:	<input type="checkbox"/>
GATES	
Locations:	<input type="checkbox"/>
Height and construction details:	<input type="checkbox"/>
Must be self-closing, latching and locking:	<input type="checkbox"/>
Bolt/chain latches 5' above floor level on inside of all man doors leading into pool area:	<input type="checkbox"/>
HOT TUBS/SWIM SPA (does not require fencing if it has a cover, but still requires all site plan requirements)	
Lockable cover (must be noted on plan):	<input type="checkbox"/>
Cover must be able to withstand 200lbs of weight (must be noted on plan):	<input type="checkbox"/>