



## **Pool Enclosure Permit Application Requirements**

**(Swimming Pool Fence Enclosure permits as required by  
City of Vaughan Fence By-law 80-90 as amended.)**

The following is a list of drawings and information that is required to be submitted at the time of an application for a Swimming Pool Enclosure Permit:

### **Drawing Requirements**

- Two (2) copies of survey or site plan showing pool and pool equipment location and setbacks from all property lines, and any proposed changes to grade including landscaping
- Two (2) copies of pool enclosure details. This drawing must show all measurements as set out in Fence By-law 80-90, and may be on the above survey or site plan.

For information respecting the details and standards for swimming pool fencing enclosures please refer to the Fence By-law 80-90 (Section 7) and its amendments, or contact the City of Vaughan By-law and Compliance Department at 905-832-8505.

For information regarding setback requirements for pool and pool equipment, please contact the City of Vaughan Building Standards Department at 905-832-8510. Setback requirements and soft landscaping requirements depend on a number of factors including the zoning of your property, whether you are a corner lot, if your equipment is being placed inside a shed versus on a pad, et cetera.

All plans are to illustrate the full extent of landscaping to be completed as part of the associated works. Changes to grade are not permitted within 600mm of property lines. Please refer to [Schedule O](#) for more information on Lot Grading Criteria, or contact the City of Vaughan Development Engineering and Infrastructure Planning Department at 905-832-8585.

### **Additional Information Required for Application**

- Permit Application Form
- Approval from Toronto and Region Conservation Authority (if applicable)
- Tree removal permit from Transportation Services, Parks & Forestry Operations Department (if applicable)
- Park Access Permit or Road Occupancy Permit from Transportation Services, Parks & Forestry Operations Department (if applicable)
- If you live in a new subdivision, or have recently built a new infill home, permission may be required from the Consulting Engineer if the grading has not been certified. Please contact the Development Engineering and Infrastructure Planning Department at 905-832-8585 for more information.
- Any other documents that pertain to your project (Committee of Adjustment approval, etc.)



## Fees

Pool enclosure permit fees and permit securities are payable at the time of application and are as follows:

**Pool Enclosure Permit Fee      \$550.00**

**Refundable Permit Securities    \$2000.00** (Only required if excavating is taking place)

The fees above are separate payments; please do not create one cheque for both fees.

Please note that there is an additional fee of \$106.00 for a third review (and each review thereafter) due to deficiencies. To avoid this fee, please ensure that **all** deficiencies have been rectified upon your second submission (if applicable.)

Refundable permit securities submitted to the City **must** be in the form of a Certified Cheque, Bank Draft or Money Order payable to the City of Vaughan.

***All Certified Cheques must contain the name and address of the account holder.***

***If submitting a Bank Draft or Money Order, the bank must computer type the name and address of the account holder. This must not be hand written.***

After construction, the permit holder/owner must contact the Development Finance & Investments Department for inspections to ensure compliance with the permit application. Upon clearance from the Development Engineering, By-Law and Compliance and Parks Departments, the applicant may seek to have their securities returned. To achieve clearance from these departments, please ensure your construction complies with your approved plans. Any additional works built that are not clearly shown on the approved grading plan, or deviation from the approved plan, will be subject to further review in the field. If these works are found to be in contravention of the City of Vaughan Zoning By-Law, Fence By-Law, Lot Grading Criteria and/or negatively impacting adjacent properties, they will be required to be removed and could be the cause for the permit security to be held. This will also prevent your permit from being closed. Fees are charged for additional inspections, should they be required, as prescribed in the City of Vaughan Fees and Charges By-Law. The 2017 fee for additional inspections is \$240.00

Note: Fees are subject to change under municipal fee by-law

Applications will not be accepted without the necessary documents and fees. If you would like clarification on your requirements, please contact Development Engineering and Infrastructure Planning at 905-832-8585



## **Permit Processing and Turn-Around Time**

Once a complete permit application is made, the application will be forwarded and reviewed by a Lot Grading Coordinator in the Development Engineering Department, a Zoning Examiner in the Building Standards Department, and a Bylaw Officer in the Bylaw & Compliance, Licensing & Permits Department. The Lot Grading Coordinator will also make a site visit as part of their review. The site visit will occur during business hours. The applicant will be advised directly by one or all of the examiners of any examination deficiencies as the permit application makes its way through the various stages of review.

Permit turnaround times are dependant upon permit volumes. An application is considered “complete” if all required forms, documents and applicable information have been submitted and all permit fees have been paid. If “complete” the City of Vaughan endeavours to issue the permit or advise applicants of all application examination deficiencies within 10 business days from the date of the application.

Applications that do not have all the required forms, documents and applicable information are considered “incomplete” and are not subject to the timeline specified above.

When your application is approved, you will be contacted by the Development Engineering and Infrastructure Planning Department to pick up your permit. Once your permit has been issued (picked up), you are able to start your construction.

## **Where to Apply**

To apply for a pool enclosure permit please bring all required documents to the Development Engineering and Infrastructure Planning Department, City of Vaughan City Hall 2<sup>nd</sup> Floor – South Loft. City Hall is located at 2141 Major Mackenzie Drive, Vaughan, Ontario.

If the subject lot is serviced by a **septic system**, your drawings must indicate the tank and bed locations with setbacks to lot lines and the pool.

## **Office Hours**

Monday to Friday

8:30am – 4:30pm (Excluding Statutory Holidays)

## **Questions?**

Phone: 905-832-8585

Development Engineering and Infrastructure Planning Department



*Please be aware that it is the owner/contractor's responsibility to obtain locates for all utilities prior to commencing construction. A Pool Enclosure Permit application does not constitute notification of your works to any utility, including those owned by the City of Vaughan. For more information, visit [www.on1call.com](http://www.on1call.com)*

