

Swimming Pool Enclosure Application Instructions

Step 1 – Application Submission

- Two copies of an accurately scaled site plan indicating the following:
 - Property lines with dimensions
 - Legal description and municipal address of the property
 - Approved building envelopes (verified by Town) if applicable. **Any grading or construction outside of an approved envelope may require further approval.**
 - Proposed pool location, existing buildings / structures, both above and below grade, existing septic system locations if applicable, labeled and complete with sizes / dimensions
 - Minimum dimensions from the proposed pool to house, fences, property lines, septic tank and tile bed and/or other structures on the property,
 - Existing and proposed fences (including lockable, self-closing gates). Indicate type and height of fences
 - Existing swales and easements (if any)
 - Proposed change in grading (if any)

Please note that any proposed grading changes and impervious landscaping (beyond 1.2 m (4 feet) from pool water edge and/or less than 0.6m (2 feet) from the property line in a settlement area (zoning by-law) will require a grading plan designed by a professional engineer indicating that the pre-development conditions will be maintained. A final certificate indicating general conformity with the submitted design will be required prior to Occupancy / Final Inspection.

- Recent Title Search (within 3 months) for the purpose of determining easements or other encroachments for properties within settlement boundaries.
- Fences will not be permitted on registered easements. Existing fences on registered easements will need approval from the appropriate authority of the easement.
- Un-assumed subdivisions will require approval from the Developer's Engineer prior to submission of a pool enclosure permit application.
- A completed "**Swimming Pool Enclosure Application**" form.
- Payment of the permit fee. Current fees pursuant to the Swimming Pool Enclosure By-law are:
 - \$357.00 for in ground / above ground swimming pool

Please Note: Approvals for the pool from external agencies (i.e. Toronto Region Conservation Authority, Credit Valley Conservation Authority or the Niagara Escarpment Commission) are the responsibility of the property owner.

Step 2 – Collection of Pool Security and Permit Issuance

You will be contacted by Town staff when your permit is ready. You will be provided a copy of the "**Pool Enclosure Permit**" as well as a placard. The placard must be posted on your property.

Inground Pool Securities of \$2000.00 or Above Ground Pool Securities of \$500.00, in the form of Certified Cheque or cash must be paid to reinstate the lands disturbed by the installation of the swimming pool and the fence if required. The repair is to comply with any conditions of the permit, and provide consent in writing to the entry by The Corporation of the Town of Caledon upon the lands where the work is to be, or was, performed.

Step 3 – Final Inspection and Release of Security

It is your responsibility as the homeowner to ensure a permit is issued before the installation takes place. When the pool is complete, with fencing, please call Building Services at (905) 584-2272, ext. 4174 to book the final inspection. Inspections are conducted Monday through Friday between 9:00 a.m. and 4:30 p.m. 48 hours' notice is required. The homeowner must be home during the final inspection.

If you have any questions regarding the installation of your swimming pool and enclosure, please contact the Building Services at (905) 584-2272 ext. 2233.

Be advised that a separate building permit may be required for all decks, sheds, pool houses or cabanas.



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