



**Town of Whitby
Enforcement Services**

Office Address: 3050 Garden Street, Unit 102, Whitby, ON L1R 2G7
Email: bylaw@whitby.ca Phone: 905.430.4345

Pool Enclosure Permit Application

Construction cannot begin prior to issuance of a Pool Enclosure Permit.

A Pool Enclosure Permit will be issued upon approval of your application.

Property Address

Address: Whitby, Ontario

Property Owner Information

First Name: Last Name:

Address:

Telephone: Email:

Applicant Information (if different from property owner)

First Name: Last Name:

Corporation or Partnership Name (if applicable):

Address:

Telephone: Email:

Work Description: Above-ground Pool On-Ground Pool In-Ground Pool

Fencing Type: Vertical Board Chain Link Other with equivalent degree of safety
Please specify:

Construction Start Date:
Provide approximate timeline if exact date is not yet known.

Side Street Name:
Only if construction occurs on a side street other than the property's address.

Park Name:
Only if the construction access will take place by crossing through parkland or open space.



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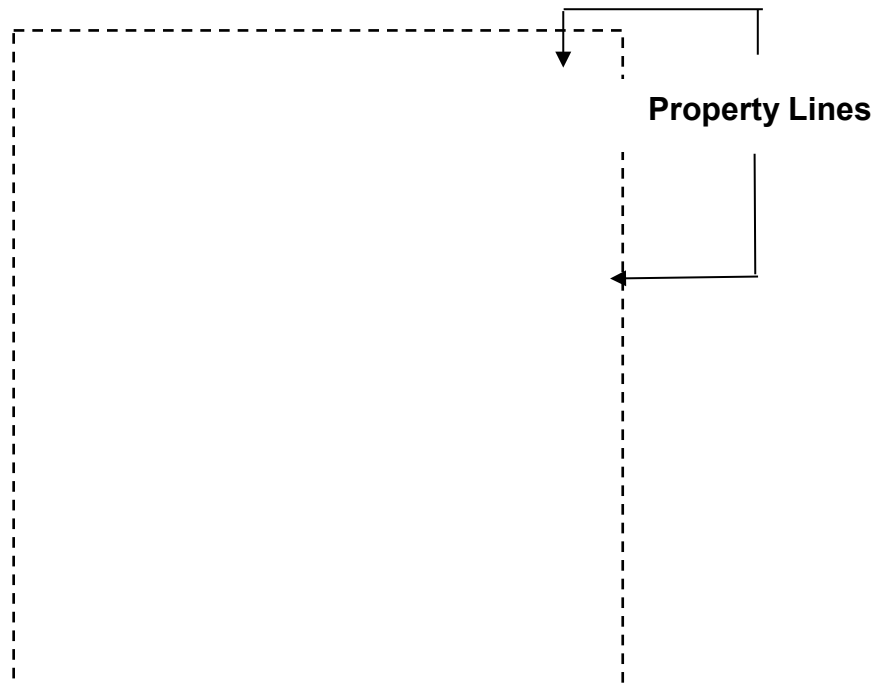
Pool Location

Using the area below as a guideline, please indicate the location of the driveway on the property, the house and the proposed swimming pool. Please indicate the distance from the water's edge of the pool to the fence (in all directions). The minimum setback between the water's edge and the fence is 1 metre. Also, please be sure to indicate the location of any gate(s) and the type of fence (i.e. chain link, board fencing or wrought iron) on each side of the pool enclosure.

Check List:

If using a shared divisional fence, all measurements apply to exterior (neighbouring) side.

- House
- Fence (height and spacing measurements)
- Gates (self latching and/or self closing)
- Driveway
- Sidewalk



Payment Information

- Permit Fee in the amount of \$463.50 made payable to the Town of Whitby. (In case of permit application cancellation by the applicant, only 40% of the permit fee will be refunded).
- Deposits (if applicable):
 - \$1,582.00 for curb and boulevard
 - \$463.30 for boulevard access only (this is only applicable if there is no curb)
 - \$1,525.50 for sidewalk
 - \$2,361.70 for access through a Town fence
- Payments:
 - In person: payment can be made at 3050 Garden Street, Unit 102, by debit, cash or cheque.
 - By mail: the completed application and cheque(s) to Enforcement Services, 3050 Garden Street, Unit 102, Whitby, ON L1R 2G7.



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Additional Information:

- If your subdivision is not assumed by the Town, an approval letter, as well as proof that deposits are collected from the developer, must be provided with your pool enclosure permit submission.
- Should your property back on to or reside near a greenspace, additional approvals from Central Lake Ontario Conservation Authority (CLOCA) may be required. Confirmation that zoning would permit a pool on your property without a minor variance will need to be obtained and provided to CLOCA. Zoning information can be obtained by contacting our planning department at 905.430.4306 or planning@whitby.ca. Please contact CLOCA for additional information by calling 905.579.0411 or mail@cloca.com. You will be required to submit a letter of approval from CLOCA along with your pool enclosure permit submission.
- Should you require access through a Town easement or park, please communicate this with our office well in advance of construction start date. This may require additional approvals and insurances to be collected which can take time to collect. Please note that approval for accessing through a Town easement or park is not always granted. It is recommended to plan alternate routes for construction access if these permissions are denied.
- A Road Occupancy Permit may be required if accessing a yard from a side street or if items for construction will be stored on the boulevard or road. Please contact the Town of Whitby Public Works Department for more information at 905.668.3437.
- If you have a septic system, approval from the Region of Durham is required prior to beginning construction of the swimming pool. Please contact the Region of Durham at 905.668.7711.
- It is the responsibility of the owner/applicant to inquire if any conditions are present on the property, such as regulation stipulated through a site plan that may impact the installation of a pool. For example, a groundwater infiltration trench or an easement. No part of the swimming pool may be located within the easement. For information on easements, please contact the Engineering Department at 905.430.4307 or email engineering@whitby.ca.
- If you will be constructing a deck or accessory building, a building permit may be required. For more information on building permit requirements, contact the Building Division at 905.430.4305 or building@whitby.ca.