

## Pool Enclosure Permit Application

**Construction cannot begin prior to the issuance of a Pool Enclosure Permit via email**

### Property Address

Address: \_\_\_\_\_ Whitby, Ontario

### Property Owner Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Pool Company Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Work Description:** ☐ Above-ground Pool ☐ On-Ground Pool ☐ In-Ground Pool ☐ Fiberglass

**Fencing Type:** ☐ Vertical Board ☐ Chain Link ☐ Other with equivalent degree of safety  
 Please specify: \_\_\_\_\_

Are you installing a new pool enclosure (fence) or replacing/repairing an existing one?

☐ Installing a new enclosure (fence)

☐ Applying for an enclosure permit on an existing fence (for which an enclosure permit has not previously been issued)

Approximate Construction Start Date: \_\_\_\_\_

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.

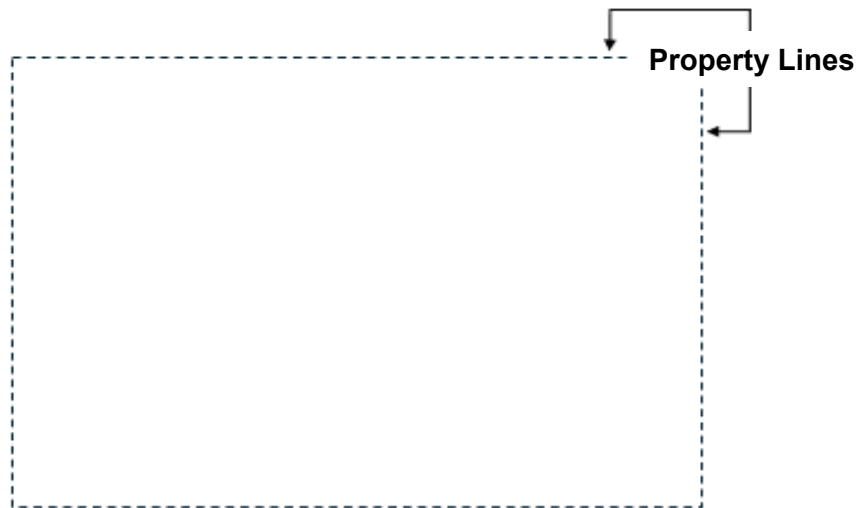
## Pool Location

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 1m. 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.

### Checklist:

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

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



## Application Acknowledgements

- ☐ I have confirmed with The Town's Planning Department that my site plan agreement permits the installation of a swimming pool.
- ☐ I have contacted the Central Lake Ontario Conservation Authority (CLOCA) to confirm if my property is in an area regulated by CLOCA, and if applicable, I have included a letter of approval from CLOCA with my application.
- ☐ I have contacted the Town's Engineering Department to confirm if my subdivision has been assumed by the Town. If my subdivision has **not** been assumed by the Town, I have provided the Town with an approval letter from the developer of my subdivision authorizing the construction of a swimming pool including proof that deposits have been collected by the developer.
- ☐ I have reviewed the Town's Pool Enclosure Permit Application Guide
- ☐ I will restore all municipal property to its original condition and if any maintenance or repair work requested by the Town has not been accomplished in the prescribed time interval or to the Town's standards, all work will be completed by Town forces and billed to the property owner.

## Authorized Signature

I affirm that all the information is true and complete and that I understand and accept all acknowledgements.

Owner's Signature:

Date (mm-dd-yyyy):

## **Payment Information**

- Permit Fee in the amount of \$485.00 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).
- If a pool is constructed prior to obtaining a pool enclosure permit, a violation fee of \$648.00 will be charged instead of the standard pool enclosure permit fee.
- 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.

## **Pool Enclosure Permit Application Process**

- Submit your completed Pool Enclosure Permit Application along with the applicable fee and required approvals (if applicable).
- Within 5-7 business days, an Enforcement Officer will review your application and contact you to schedule a pre-construction inspection. **Do not start pool construction until you have been emailed your Pool Enclosure Permit.**
- Once you receive your Pool Enclosure Permit, you can start pool construction.
- When construction is completed, contact the assigned Officer to arrange for a final inspection prior to filling your pool with water.
- After the final inspection is completed and approved, you may fill your pool with water.