



# Residential Swimming Pools

## Building Permit Information Guide

### **Municipal Office**

Mail to: Box 70, 263 Main St.  
Odessa, Ontario  
K0H 2H0  
Phone: 613-386-7351  
[www.loyalist.ca](http://www.loyalist.ca)

18 Manitou Cres  
Amherstview, ON

### **Office Hours**

Winter  
September through April  
Mon – Fri 8:30 am – 4:30 pm

Summer  
May through August  
Mon – Thu 8:15 am – 4:30 pm  
Fri 8:15 am – 12:15 pm

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## Introduction

The following guide has been developed to assist homeowners in obtaining a building permit for a swimming pool. Any pool capable of holding a minimum of 24" of water requires a building permit.

Once an application is received it will be reviewed by staff for sufficiency of completion. If the application is not accompanied by the plans, specifications, information and documents as outlined in this information pamphlet, the applicant will be notified of the outstanding information required.

Incomplete applications will be placed on hold until all of the required information is received. Complete applications will be reviewed within 10 business days.

## How to Apply

- Conveniently apply through the Township's web portal online. Apply for permits, check the status of applications and inspections, and estimate permit fees -all from the comfort of home. <https://cityviewcanada.harriscomputer.com/LoyalistPortal>
- Apply in person at 18 Manitou Cr. W., Amherstview. Office hours are September through April Monday to Friday, 8:30 am to 4:30 pm and May through August Monday to Thursday, 8:15 am to 4:30 pm, Friday 8:15 am to 12:15 pm.

## Permit Fees

Pool building permit fees for 2026 are calculated at \$18.73 per \$1,000 of construction cost. The minimum building permit fee of \$100 applies to all pools. A \$200 fee will be added to any pool that is installed without a permit.

## Decks

If you also plan to build a deck, please refer to the deck permit information package. A separate building permit application is required for a deck.

## Site Inspections

A Building Inspector may visit the property prior to issuing the pool permit. This helps to identify any potential issues prior to the pool installation such as overhead wires or lot grading concerns.

## Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email [info@loyalist.ca](mailto:info@loyalist.ca).

## Building Department

### Development Services Analyst

Ashley Watson  
ext.128  
[awatson@loyalist.ca](mailto:awatson@loyalist.ca)

### Chief Building Official

Mark Parkinson  
ext. 174  
[mparkinson@loyalist.ca](mailto:mparkinson@loyalist.ca)

### Building Inspectors

Amy Grenier  
ext. 136  
[agrenier@loyalist.ca](mailto:agrenier@loyalist.ca)

Stephen Mailloux  
ext. 127  
[smailloux@loyalist.ca](mailto:smailloux@loyalist.ca)

Chris Beeg  
ext.125  
[cbeeg@loyalist.ca](mailto:cbeeg@loyalist.ca)

Erica Smith  
ext. 143  
[esmith@loyalist.ca](mailto:esmith@loyalist.ca)

### Administrative Assistant

Jane Austin  
ext. 126  
[jaustin@loyalist.ca](mailto:jaustin@loyalist.ca)

# Additional Approvals & Design Considerations

## Approvals from Other Agencies

In some circumstances, approvals are required from other agencies before the Township is able to issue a building permit. Applicants are encouraged to contact the Building Department prior to applying for a permit to determine if other approvals may be required for a specific project.

### Cataraqui Region Conservation Authority

Approval may be required from the CRCA if your project is within 15 m of a floodplain; 50 m of the top of bank of a water course; 120 m of a Provincially significant wetland or 30 m of all wetlands greater than 0.5 ha. Please contact Andrew Schmidt, Development Technician, at 613-546-4228 for additional information.

### Septic Systems

Structures shall be a minimum of 1.5m from a septic tank and 5m from a tile bed. For further information please visit our website or call 613-386-7351, ext. 170.

### Ministry of Transportation Approval

If your property is located near a Provincial Highway approval may be required from MTO. For additional information, please contact the MTO Corridor Management Office at 1-888-362-1770.

### Underground Utility Locates

Contact Ontario One Call to locate underground utilities before you dig. To request a free locate call 1-800-400-2255 or visit [www.on1call.com](http://www.on1call.com).

### Electrical Safety Authority

All electrical work requires a permit from the Electrical Safety Authority (ESA). A copy of the ESA final certificate is required in order to finalize your building permit. Contact the ESA at 1-877-372-7233 to obtain a permit.

### Entrance Permit/Damage Deposit

Where a project fronts on a Township road an entrance permit/damage deposit is required for construction in excess of \$10,000. The entrance permit must be approved prior to building permit issuance. Please contact Loyalist Township to apply.

## Lot Grading

Lot grading approval may be required from the Township's Engineering Department if the lot grading is being altered.

## Zoning By-law Requirements

- A swimming pool is a permitted structure in association with a permitted residential use.
- The swimming pool shall be a minimum of 1.2m to any rear or interior side lot line.
- The swimming pool shall not be located closer to the front lot line than the dwelling house.
- No water circulating, treatment, or heating equipment shall be located closer than 2.0m to any interior side or rear lot line.
- A swimming pool shall not be considered as part of the lot coverage provided no part of the pool, excluding its railing, protrudes more than 1.5m above the ground level surrounding the swimming pool.

## Fencing Requirements as per By-law 2002-33

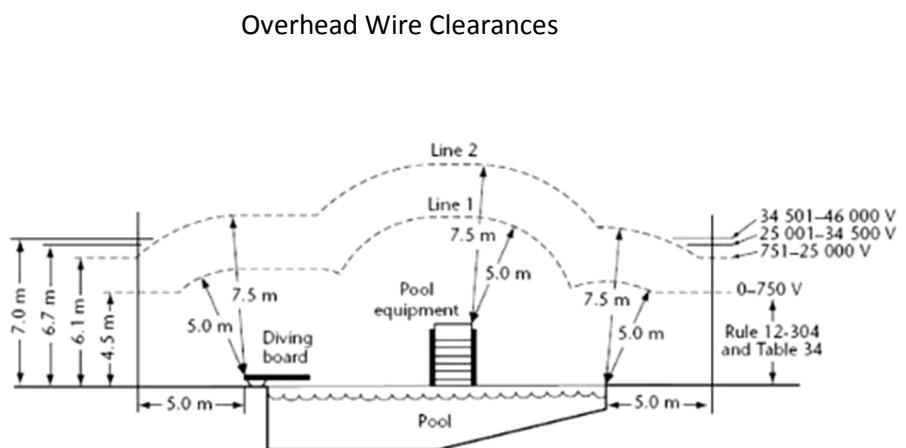
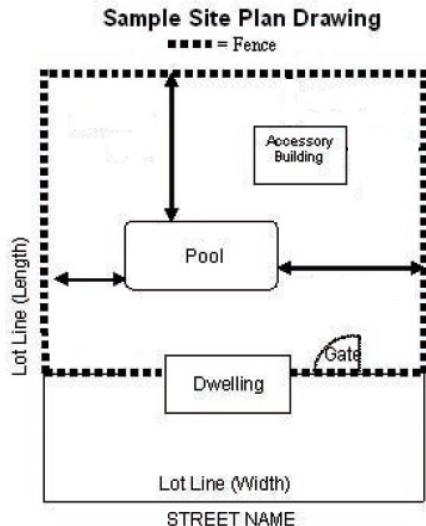
- Height  
A pool fence shall be between 1.5m (5'-0") and 2m (6'-6").
- Gates  
All gates must be self-closing, self-latching and lockable. The gate must only be operable from the pool side and must be locked when not in use.
- Location  
The pool fence may occur on the property line but in no case closer than 1.2m (4'-0") to the pool or any climbable structure.
- Construction  
The pool fence shall be of vertically boarded wood construction, chain link construction or of other materials and construction of an equivalent degree of safety. Chain link fence shall be not greater than 39mm (1 1/2") diamond mesh.

# Building Permit Application Checklist

## Items required for a complete building permit application submission:

- Completed building permit application
- Schedule 1: Designer Information form
- Copy of Deed/Land Transfer (copies may be obtained at Service Ontario)
- Agent Authorization form (required if the property owner is not submitting the application)
- Approvals from other agencies as required
- Site plan indicating the following:
  - Property address;
  - Dimensions and area of the property;
  - Location and square footage of all existing structures on the property;
  - Location of proposed pool and distances to property lines, fence, pool pump, and any existing structures
  - Location of fence and gates
  - Location of any overhead wires on the property
  - Location of septic tank and tile bed and distance from proposed pool
  - Site plans may be hand drawn but must be clear and drawn to scale.
- Fence details including type of fence (wood or chain link) and height
- Grading Plan (required if lot grading is being altered)
- Entrance permit/damage deposit (required if construction value is in excess of \$10,000)

## Sample Drawings





# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

**NOTE: A copy of the deed to your property is required prior to permit issuance.**

<b>For use by Principal Authority</b>			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
<b>A. Project information</b>			
Building number, street name			Unit number
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
<b>B. Purpose of application</b>			
New construction	Addition to an existing building	Alteration/repair	Demolition
Proposed use of building		Current use of building	
Description of proposed work			
<b>C. Applicant</b>	Applicant is:	Owner or	Authorized agent of owner
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number (      )	Fax (      )	Cell number (      )	
<b>D. Owner (if different from applicant)</b>			
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number (      )	Fax (      )	Cell number (      )	

<b>E. Builder (optional)</b>			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (      )	Fax (      )	Cell number (      )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>			
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.		Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		Yes	No
iii. If yes to (ii) provide registration number(s): _____			
<b>G. Required Schedules</b>			
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
<b>H. Completeness and compliance with applicable law</b>			
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.		Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .		Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.		Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.		Yes	No
<b>I. Declaration of applicant</b>			
I _____ declare that: (print name)			
<ol style="list-style-type: none"> <li>1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol>			
Date	Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>		
Building number, street name		Unit no.
Municipality		Postal code
Plan number/ other description		
<b>B. Individual who reviews and takes responsibility for design activities</b>		
Name		Firm
Street address		Unit no.
Municipality		Lot/con.
Postal code		Province
Telephone number (      )		Fax number (      )
Cell number (      )		
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>		
House	HVAC – House	Building Structural
Small Buildings	Building Services	Plumbing – House
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings
Complex Buildings	Fire Protection	On-site Sewage Systems
Description of designer's work		
<b>D. Declaration of Designer</b>		
I _____ declare that (choose one as appropriate):		
(print name)		
I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4.of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.		
Individual BCIN: _____		
Firm BCIN: _____		
I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5.of Division C, of the Building Code.		
Individual BCIN: _____		
Basis for exemption from registration: _____		
The design work is exempt from the registration and qualification requirements of the Building Code.		
Basis for exemption from registration and qualification: _____		
I certify that:		
1. The information contained in this schedule is true to the best of my knowledge.		
2. I have submitted this application with the knowledge and consent of the firm.		
_____ Date		_____ Signature of Designer

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c).of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



## AGENT OF RECORD LETTER

**(If the owner is NOT the applicant)**

(If multiple owners, an Authorization Letter from each owner is required)

---PLEASE PRINT CLEARLY---

**If an agent is representing the owner(s), they must complete the following:**

**I, (we)** \_\_\_\_\_  
(name(s) of owner, individuals or company)

**being the registered owner(s) of the subject property, hereby authorize** \_\_\_\_\_  
**(name of agent)**

**To prepare, submit and obtain a building permit, on my behalf, for the project at:**

(property address)

**(Please check appropriate box)**

Construct       Install       Alter       Renovate

**(Describe work below)**

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(signature of owner)

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(signature of agent)

---

  /                   /

(day)               (month)               (year)

## ENTRANCE PERMIT / DAMAGE DEPOSIT APPLICATION FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

APPLICATION ADDRESS: \_\_\_\_\_

BLDG. PERMIT #: \_\_\_\_\_

APPLICATION ADDRESS: \_\_\_\_\_

R-PLAN #: \_\_\_\_\_

APPLICATION ADDRESS: \_\_\_\_\_

LOT #: \_\_\_\_\_

APPLICATION ADDRESS: \_\_\_\_\_

CONCESSION #: \_\_\_\_\_

### **ENTRANCE APPLICATION / DAMAGE DEPOSIT : (Check appropriate selection)**

- New Entrance Permit (for building permit)
- Culvert Repair/Replacement
- Entrance Widening
- Access for Pool Installation
- Building construction in excess of \$10,000
- Paving Resurfacing

\*\*For all new Driveway/Entrance Applications, please provide a quick sketch illustrating proposed location\*\*

### **APPLICABLE FEES: (as per municipal by-law prescribing miscellaneous fees)**

**All applications:** must include a **\$50.00** inspection fee (non-refundable)

**New Driveway/Entrance Permit:** **\$100** application fee (non-refundable)

**On approval of application:** **\$2,500**. Refundable Damage Deposit required prior to commencement of work (for Road/Right-of-Way only, does not permit for any crossing or use of any other public lands or public places)

**Culvert Installation Cost:** **\$1,800** per 6 metre culvert and for installations requiring in excess of 6.0 m of pipe the additional fee will be **\$150** for each metre  
(Size and Length of culvert to be determined by the Township, as per each install)

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

### **TOWNSHIP USE ONLY**

With approval of this Entrance Permit, the owner/applicant agrees that the work will be carried out under the current versions of the Ontario Health & Safety Act, Ontario Traffic Manual and Township Policy & Procedures

Entrance Permit Approved By: \_\_\_\_\_

Inspection Fee**	\$ 50.00	Culvert Required: L _____ Dia. _____
New Entrance Application	\$ 100.00	
Culvert Fee **	\$ .	
Damage Deposit ***	\$ .	Date of Inspection: _____
Total Fee	\$ .	

\*\*Application & culvert fee (1-4-310-0148) \*\*\*Damage deposit: (1-2-023-9711)

If damage deposit collected, scan copy of this form and payment receipt to GL Clerk.

**DAMAGE DEPOSIT****PRE-CONSTRUCTION INSPECTION:**

Inspection By: \_\_\_\_\_

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit &amp; Damage Deposit Applications

Date of Inspection: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Damage Deposit Required:** Y:  N:  Date of Deposit \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POST-CONSTRUCTION INSPECTION:**

Inspection By: \_\_\_\_\_

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit &amp; Damage Deposit Applications

Date of Final Inspection \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**DAMAGE DEPOSIT RELEASE:**

Amount \$ \_\_\_\_\_ Release from 1.2.021.9711

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Inspector \_\_\_\_\_

Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Signature of Manager \_\_\_\_\_

Date \_\_\_\_\_

Signature of Deputy  
Treasurer \_\_\_\_\_

Date \_\_\_\_\_

 Copy to GL Clerk**ADDITIONAL DETAILS:**