



Application for Swimming Pool Enclosure Permit

Date Received:	Permit No.
Roll No:	Zoning:

A. Location of Proposed Swimming Pool

Street Address:	Unit#	Lot/Con
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B. Owner Information

Applicant is: **Owner** **Authorized Agent**

Last Name:	First Name:	Company:
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Street Address:

Town:	Postal Code:	Prov.	E-mail:
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Phone No:	Fax No:	Cell No:
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C. Applicant/Contractor Information

Last Name:	First Name:	Company:
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Street Address:

Town:	Postal Code:	Prov.	E-mail:
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Phone No:	Fax No:	Cell No:
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D. Type of Swimming Pool

Above Ground **In-ground** **Inflatable** **Hot Tub** **Swim Spa** **Whirlpool**

Estimated Construction Cost: \$ _____

E. Type of Enclosure

Chain Link **Board-on-board** **Surround Deck** **Wrought Iron** **Other**

Comments: _____

F. Declaration of Applicant

I _____ **certify that:**
(print name)

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;

2. I have the authority to bind the corporation/partnership (if the owner or applicant is a corporation or partnership)

Signature: _____ **Date:** _____

G. Application Requirements – Office Use

Permit Application <input type="checkbox"/>	Road Occupancy Permit <input type="checkbox"/>
Site Plan <input type="checkbox"/>	Application Fee <input type="checkbox"/>

LSRCA Approval (If Required) <input type="checkbox"/>	Other <input type="checkbox"/> _____
ORM Approval <input type="checkbox"/>	

H. Fees – Office Use

1. Pool Permit Fee <input type="checkbox"/>	Permit Total \$ _____
2. Pool Permit Deposit <input type="checkbox"/>	
3. Septic Review Fee <input type="checkbox"/>	
4. Road Occupancy Fee <input type="checkbox"/>	
5. Lot Grading Review <input type="checkbox"/>	
6. Other \$ _____	
Return Deposit to: _____	

I. Authorization – Office Use

Approved by: _____ **Date of Final Inspection:** _____

Date: _____



**ROAD OCCUPANCY PERMIT
APPLICATION (UTILITY/CONTRACTOR)**

**The undersigned hereby applies for:
ROAD OCCUPANCY PERMIT, WATER, SEWER**

APPLICANT INFORMATION:

Contractor: _____	For: _____ (Utility Co.)
Contractor Address: _____	Address: _____
Contact Phone: _____	Cell: _____
Fax: _____	Email: _____
Date: _____	Time: _____
YYYY / MM / DD	HH MM

LOCATION AND DATE(S) OF ROAD OCCUPANCY:

LOCATION/ADDRESS _____

CROSS STREET _____

To be occupied From: _____ To: _____

SUPPORTING DOCUMENTATION

Book 7 Traffic Management Plan attached YES NO

DESCRIPTION OF WORKS (Briefly describe and sketch the work to be undertaken - may be attached)

Hand Dig Within 1m (3.28ft) as measured horizontally from the field markings: depth varies and must be determined by hand

APPLICANT REQUIREMENTS

Upon obtaining the Road Occupancy Permit the applicant agrees to the following:

- (a) Abide by and adhere to the Town of East Gwillimbury By-law Number 73-28
- (b) Before commencing work provide and during the course of the occupancy maintain and abide by a Traffic Management Plan according to the standards set forth in Ontario Traffic Manual Book 7 – Temporary Conditions.
- (c) All installations within municipal right of way must be a minimum of 1 metre in depth.
- (d) Any sidewalk bays that are removed, are to be temporarily replaced with asphalt – no more than ¾” deficiency/lip. Concrete to be replaced within 30 days of work completion.
- (e) No spray paint on sidewalks. Use of flags only.

Signature: _____

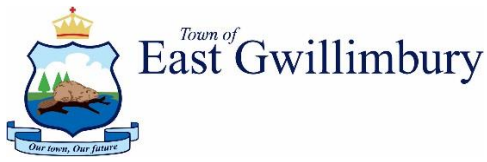
Date: _____

For office use only:

Approved by: _____

Date: _____

Signature: _____



POOL ENCLOSURE PERMIT APPLICATION REQUIREMENTS CHECKLIST

PERMIT APPLICATION DOCUMENTS

LSRCA Approval (if applicable)	<input type="checkbox"/>
Oak Ridges Moraine – Planning Department Approval (if applicable)	<input type="checkbox"/>
Developer Approval Letter for unassumed properties	<input type="checkbox"/>
Pool Brochure (for above ground pools only)	<input type="checkbox"/>
Road Occupancy Permit (required for all commercial pool installation vehicles that will be parked on roadways)	<input type="checkbox"/>
Site Plan with all required information provided	<input type="checkbox"/>

FEES

Pool Enclosure Permit Deposit (not required for Hot Tubs/Swim Spas)	\$	<input type="checkbox"/>
Pool Enclosure Permit Fee	\$	<input type="checkbox"/>
Road Occupancy Fee (if applicable)	\$	<input type="checkbox"/>
Lot Grading Review	\$	<input type="checkbox"/>
Septic Review Fee (if applicable)	\$	<input type="checkbox"/>
TOTAL FEES:	\$	<input type="checkbox"/>

SITE PLAN REQUIREMENTS (must be a true representation of the property)

2 copies of plan, no larger than 11" x 17"	<input type="checkbox"/>
Pool location and dimensions	<input type="checkbox"/>
All accessory buildings (sheds, cabanas, gazebos, etc)	<input type="checkbox"/>
Pool equipment location	<input type="checkbox"/>
Fencing details	<input type="checkbox"/>
Easements	<input type="checkbox"/>
Drainage plan	<input type="checkbox"/>
All setbacks and dimensions (detailed on pg.2)	<input type="checkbox"/>
Retaining Walls (new and existing)	<input type="checkbox"/>
Landscaping (proposed and existing)	<input type="checkbox"/>
Septic System (bed and tank locations)	<input type="checkbox"/>

SETBACKS AND DIMENSIONS (all information below must be noted on Site Plan)

POOL TO LOT LINES	
Rear Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
POOL TO FENCE	
Rear Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
POOL SETBACKS	
To house:	<input type="checkbox"/>
To Accessory building(s):	<input type="checkbox"/>
To decking:	<input type="checkbox"/>
To septic bed and tank:	<input type="checkbox"/>
Pool dimensions:	<input type="checkbox"/>
POOL EQUIPMENT SETBACKS (heaters and pumps)	
To Pool:	<input type="checkbox"/>
To Lot Lines:	<input type="checkbox"/>
ABOVEGROUND POOLS	
Height:	<input type="checkbox"/>
Upper Decking Details (may require Building Permit):	<input type="checkbox"/>
FENCING	
Type(s):	<input type="checkbox"/>
New or existing fence:	<input type="checkbox"/>
Location:	<input type="checkbox"/>
Height and construction details:	<input type="checkbox"/>
GATES	
Locations:	<input type="checkbox"/>
Height and construction details:	<input type="checkbox"/>
Must be self-closing, latching and locking:	<input type="checkbox"/>
Bolt/chain latches 5' above floor level on inside of all man doors leading into pool area:	<input type="checkbox"/>
HOT TUBS/SWIM SPA (does not require fencing if it has a cover, but still requires all site plan requirements)	
Lockable cover (must be noted on plan):	<input type="checkbox"/>
Cover must be able to withstand 200lbs of weight (must be noted on plan):	<input type="checkbox"/>