Planning and Development Services
Building Division
(365) 500-2081
building@aurora.ca

Town of Aurora
100 John West Way
Aurora, Ontario L4G 6J1
www.aurora.ca

Swimming Pool Enclosure Permit Guide

Please refer to the property survey to check for applicable easements and restrictive covenants. In addition, some properties may be subject to additional restrictions outlined in the exception zones. Visit our website; Comprehensive Zoning By-law 6000-17.

Swimming Pool:
means any outdoor structure or thing located on privately owned property that is capable of being used for swimming, wading, or bathing and in which the water depth at any point can exceed 600 millimetres, excluding all naturally occurring bodies of water and areas used for storm water management.

Accessory Building (i.e.: cabanas, sheds):
A separate building permit is required for accessory building that include plumbing and/or exceeds 15m^2. Accessory buildings shall be sited in accordance with Section 4.1 of the Zoning By-law, unless otherwise stated in the Zoning By-law.

Decks:
A building permits is required for the construction of decks 2' or greater in height above grade. A copy of our "Deck Construction Guide" can be found on our website or by emailing building@aurora.ca.

***All accessory structures and decks are subject to zoning requirements. ***

DRAWINGS REQUIRED WITH THE POOL ENCLOSURE PERMIT APPLICATION
Please use the attached checklist to ensure that all the necessary documentation and information listed in the checklist is provided. Sample drawings with site plan and grading requirements can be found on pages 3.

PERMIT FEE APPLIES TO ALL POOL TYPES

Permit Fee	$383.00

ADDITIONAL FEES AND DEPOSITS FOR ASSUMED PROPERTIES
All assumed properties are subject to the following additional fees and deposits:

Grading Security Deposit	$3,000.00
Lot Grading Review	$477.00

Please note fees are subject to change upon permit issuance.

FULL PAYMENT IS REQUIRED AT TIME THE APPLICATION SUBMISSION IS MADE. PAYMENT CAN BE MADE BY EITHER CHEQUE, CASH, DEBIT OR CREDIT CARD (MASTER CARD OR VISA)
The above fee and security deposit are required for both in-ground and above-ground pools.

All applications are to be submitted electronically and can be applied for through online Portal https://cvportal.aurora.ca/Portal/, email building@aurora.ca or USB drive.

Un-assumed subdivision/ New built homes
At permit submission, a developer's letter or final lot grading approval accompanied by an acknowledgment letter (signed by the property owner) is required.
***Please note this only applies to new homes.**

Inspections

Please call for a final inspection after the pool and enclosure have been completed prior to filling pool with water.

For inspection scheduling, please contact:
Phone (905) 727-1375 or Email bdepartment@aurora.ca

To schedule an inspection with Engineering for the Lot Grading Deposit once all landscape work is complete, please contact (365) 500-3116 or email engineering@aurora.ca.

To schedule an inspection with Operations for the Road Damage Security Deposit once all landscape work is complete, please contact (365) 500-3148 or email roadpermits@aurora.ca.

Please review the following checklist to ensure that the Survey/Site Plan is complete and that the information in the checklist is shown thereon.
NOTE: All applications are to be submitted electronically see our website for more information.

	Completed Pool Enclosure Permit Application Form
	Name and address of homeowners on each page of drawings
	Drawings and specifications
	Pool dimensions and location
	Setback dimensions measured from the water's edge of the pool to all property lines
	Setback dimensions measured from the water's edge of the pool to existing or proposed decks and/or accessory buildings
	Setback dimensions measured from the water's edge of the pool to the dwelling
	Location and setback dimensions of pool equipment
	Location and setback dimensions of septic tank and bed
	Existing and proposed construction clearly labelled
	Height and type of fence construction details and location (the attached fence specifications may be submitted with your application)
	Location of gates (gates specified on drawings shall be self-closing and equipped with a self-latching device)
	Location and dimensions of easements
	Property drainage patterns with proposed pool
	Pre-screening Questionnaire – Road Occupancy Permit

Note: Missing information, drawings and/or non-compliance with zoning may lead to incomplete applications which can delay the permit issuance process

Additional Information

- For any property that is assumed and/or a non-condominium, a Road Occupancy Permit must be obtained. Road Occupancy Permits must be submitted electronically and can be applied for through the online Portal **https://cvportal.aurora.ca/Portal/** or by email. Please contact Operations for more information at roadpermits@aurora.ca

- Enclosed pool equipment shall be subject to the zoning regulations under Section 4.1 Accessory Buildings and Uses.

- Condominium Board approval (where applicable),

- Where access to a property is required from a **TOWN PARK**, please contact Operational Services; Parks Division at (365) 500-3134, for approval. Be advised that Parks approval is required prior to the issuance of the permit.

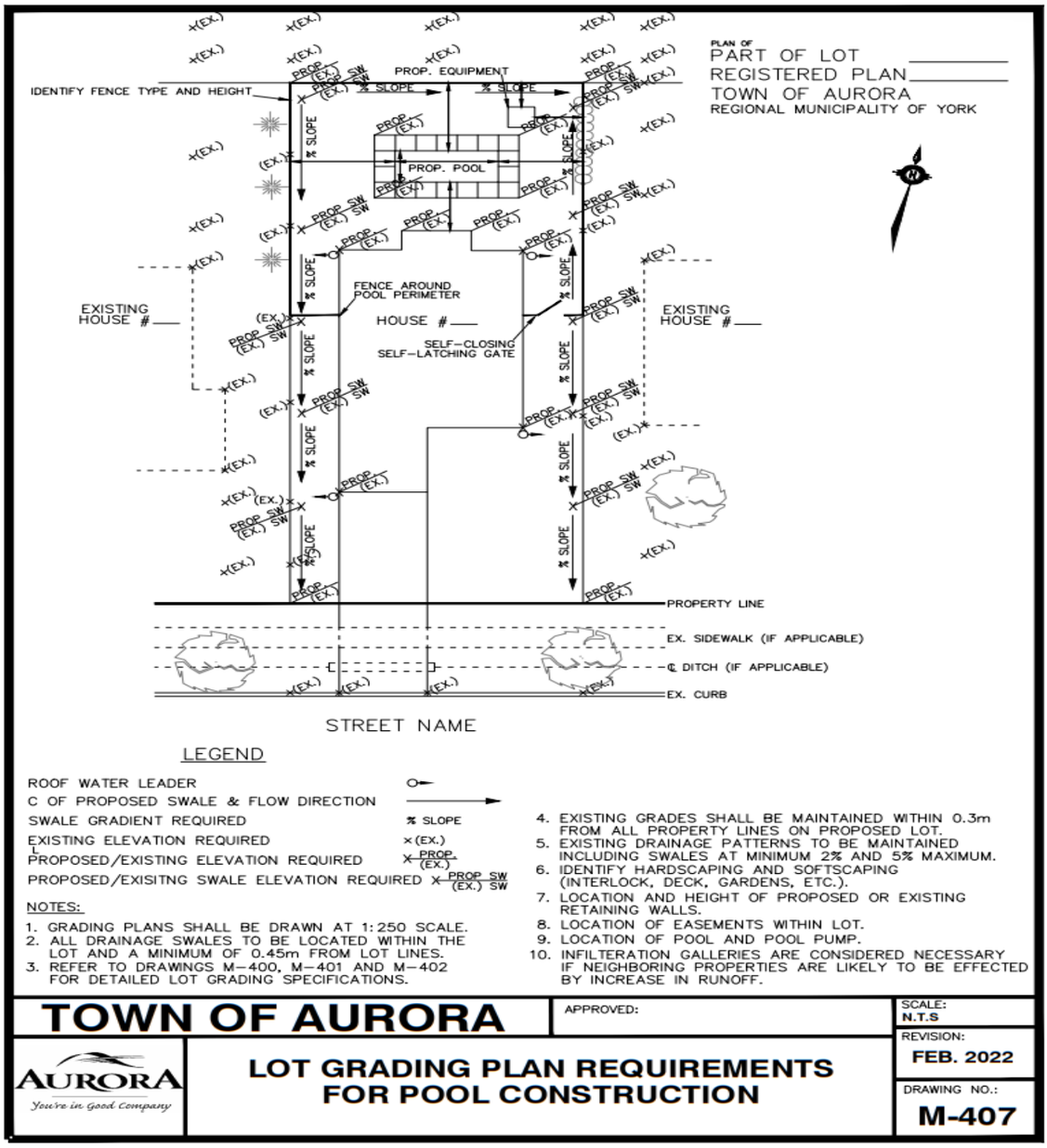
- This is NOT a permit to injure or remove a tree. A separate permit may be required to injure or remove a tree. For further inquiries, please contact Parks Division at (365) 500-3134.

MINIMUM CLEARANCE FROM SEPTIC SYSTEMS FOR STRUCTURES, DECKS, SWIMMING POOLS

Minimum Clearance setback from Treatment Units: 1.5 metres

Minimum Clearance setback from Holding Tanks: 1.5 metres

Minimum Clearance setback from Distribution Piping: 5.0 metres



Excerpt from Section 4.12 of Zoning By-law 6000-17

4.12 Swimming Pools

Unless otherwise specified in this By-law, Pools shall be located in Residential Zones, excluding Apartment Residential Zones, in accordance with the following:

a) Pools shall be located in the Rear and Side Yards only;
b) In-ground pools shall be setback a minimum of 1.2 metres from the Rear and Side Lot Lines;
c) The perimeter deck of an above ground pool shall be setback a minimum of 0.6 metres from the Rear and Side Lot Lines.

4.12.1 Estate Residential, and Rural Zones:

Pools shall be located in accordance with the Setback requirements for the Main Building with the exception of the Rear Yard, in which pools shall be setback a minimum of 4.5 metres.

4.12.2 Pool Enclosures:

a) In the case of an in-ground pool, no pool enclosure shall be closer than 1.2 metres of the nearest edge of the water contained in the pool.

b) A minimum distance separation of 1.2 metres from the nearest edge of the water contained in the pool shall be maintained from all buildings and/or structures.

Excerpt from Fence By-law 6429-22

Section 6 – Pool Enclosures and Temporary Enclosure

6.1 Every Owner of a property on which a privately-owned outdoor Swimming Pool is located shall erect and maintain, or cause to be erected and maintained, a Swimming Pool Enclosure completely around the privately-owned outdoor Swimming Pool, which enclosure:

(a) shall extend from the ground to a Height, measured on the Outside of the enclosure:
  (i) of not less than 1.5 meters for any Swimming Pool on a Single Residential Property,
  (ii) of not less than 2.0 meters for any Swimming Pool on any property other than a Single Residential Property,

  along its entirely, including gates therein;

(b) may incorporate all or a portion of a wall of a building or a structure,
  (i) but no entrances to the pool area shall be permitted through such wall unless:

    (A) the entrance is set back a minimum distance of 1.8 meters from the water edge of the pool, and
    (B) the entrance is to a building that is a dwelling or to a building/ structure that does not provide access to the Outside of the enclosure area; and
  (ii) any access points into the pool area through such wall shall be equipped with a dead bolt, chain-latch or some other mechanism to secure such access point, located at a minimum height of 1.5 metres above the inside floor level of the building or structure;

(c) may incorporate one or more gates of equivalent material and construction as the Swimming Pool Enclosure, which gates shall:
  (i) be self-closing and equipped with a lockable, self-latching device located on the inside near the top of the gate or on the outside at least 1.5 metres above grade,
  (ii) not include self-latching devices with any quick release device that permits the gate to be opened from Outside of the enclosure, and
  (iii) be supported on hinges that are designed and capable of supporting the weight of the gate;

(d) shall be closed and locked at all times, including the entirety of the enclosure and all gates and access points, when a responsible person, of at least sixteen (16) years of age, is not present and supervising the Swimming Pool;

(e) shall be located not less than 1.2 meters from the water edge and in the case of an above ground systems pool with a deck and a Fence forming part of the system, the water edge may be as close as 0.5 meters to the Fence portion of the system.

6.2 All parts of a Swimming Pool Enclosure, including the gate, shall be constructed in compliance with the following standards:

(a) any wood Fence that is used in or as part of a Swimming Pool Enclosure shall be constructed in a good, workmanlike manner as follows:
  (i) vertical boards shall be:
    1. made up of at least 19 millimetre by 89 millimetre lumber;
    2. spaced at least 38 millimetres apart where horizontal rails are spaced less than 1.2 metres apart;
    3. spaced at least 100 millimetres apart where horizontal rails are spaced 1.2 metres apart or more;
    4. attached to horizontal rails that are:
      [A] made up of at least 38 millimetre by 89 millimetre lumber; and
      [B] supported on posts that are at least 89 millimetres by 89 millimetres, spaced not more than 2.4 metres apart, securely fastened to the ground and structurally sound.

(ii) horizontal boards shall be:
1. made up of at least 19 millimetre by 89 millimetre lumber;
2. spaced not more than 20 millimetres apart;
3. offset or protruding not more 15 millimetres from the board immediately above or below; and
4. not more than 2.4 metres in length.

(b) any metal picket Fence that is used in or as part of a Swimming Pool Enclosure shall be constructed in a good, workmanlike manner as follows:
(i) vertical pickets shall be spaced not more than 38 millimetres apart where horizontal rails are spaced less than 1.2 metres apart and not more than 100 millimetres apart where horizontal rails are spaced at least 1.2 metres apart; and
(ii) horizontal rails shall be supported on posts that are spaced not more than 2.4 metres apart, securely fastened to the ground and structurally sound.

(c) Any glass panel Fence that is used in or as part of a Swimming Pool Enclosure shall be constructed in a good workmanlike manner as follows:
(i) glass panels shall be located so there is no opening of more than 38 millimetres between the panel and the post where horizontal elements are spaced less than 1.2 metres apart, and not more than 100 millimetres apart where horizontal elements are spaced more than 1.2 metres apart;
(ii) horizontal elements shall be supported on posts that are spaced not more than 2.4 metres apart, securely fastened to the ground and structurally sound; and
(iii) glass panels used in Swimming Pool Enclosures shall be:
1. safety glass of the laminated or tempered type conforming to CAN/CGSB-12.1-M "Tempered or Laminated Safety Glass"; or
2. wired glass conforming to CAN/CGSB-12.1-M "Wired Safety Glass”.

(d) any chain-link Fence that is used in or as part of a Swimming Pool Enclosure shall be constructed in a good, workmanlike manner and made up of not greater than 40 millimetres diamond mesh, and galvanized steel wire not less than 2.680 millimetres diameter (11 gauge);

(e) any wrought iron Fence that is used in or as part of a Swimming Pool Enclosure shall be constructed in a good, workmanlike manner and with at least 1 meter between horizontal members and with no greater than 10 centimeters of spacing between vertical bars; or

(f) a combination of the above or such other material design or construction as will provide an equivalent degree of safety and which is approved in writing by the CBO.

6.3 Where a Swimming Pool Enclosure or Temporary Enclosure is a building, accessory building or structure, it shall be constructed of materials that will withstand weathering and will remain in place when reasonable loads are applied.

6.4 No Swimming Pool Enclosure or Temporary Enclosure shall have any unprotected openings that would permit the passage of a sphere larger than 100 millimetres in diameter within or below the enclosure.

6.5 No Swimming Pool Enclosure or Temporary Enclosure shall have any members or attachments that could facilitate climbing on the exterior face of the Swimming Pool Enclosure or Temporary Enclosure for a distance between 100 millimetres and 1.2 meters from the grade.

6.6 No condition that facilitates climbing a Swimming Pool Enclosure or Temporary Enclosure may be permitted to remain within 1.0 meter of the exterior of the pool enclosure or temporary enclosure.

6.7 Notwithstanding any other provisions of this by-law, a Temporary Enclosure:

(a) shall have a Height of not less than 1.2 meters along its entirety;
(b) may be constructed of plastic mesh having openings no greater than 38 millimetres;
(c) shall have a steel T-bar post installed at intervals no less than every 2 meters;
(d) shall have a 9-gauge galvanized steel wire located at the top and bottom of such fencing; and
(e) shall be continuously erected and maintained in a workmanlike manner.

Notwithstanding the above requirements, a Temporary Enclosure may be constructed in a manner that in the opinion of the CBO will provide a satisfactory degree of safety, provided such is approved by the CBO in writing prior to its construction.

6.8 For an **above-ground Swimming Pool**, the exterior side of the above-ground Swimming Pool structure and any rail or Guard attached thereto shall constitute a Pool Enclosure and the provisions of this by-law shall apply to such sides of the Swimming Pool. In addition, the Owner of the property on which such above-ground Swimming Pool is located and shall ensure the following requirements are complied with at all times:

(a) the means of entry within the Swimming Pool Enclosure shall be kept closed and locked except when the Swimming Pool or enclosed area is in use by the Owner, its invitees or licensees;

(b) where the means of entry to the Swimming Pool Enclosure is with a ladder, such ladder shall be removable from the vicinity of the pool or be designed to be lifted and locked or be designed to have a lockable cover when the pool is not in use;

(c) the exterior sides of the above-ground Swimming Pool structure and the Outside face of any rail or Guard shall be constructed as a Swimming Pool Enclosure, in a manner that will not facilitate climbing;

(d) where a platform or deck is constructed adjacent to an above-ground Swimming Pool and such platform or deck is higher than 0.6 meter above the adjacent grade, a rail or Guard of not less than 0.9 meter in Height shall be provided around the Outside perimeter of such deck; notwithstanding the other provisions of this by-law, such a rail or Guard may be constructed within 1.2 meters of the nearest edge of the water contained in the above-ground Swimming Pool;

(e) notwithstanding any other provisions of this by-law, the combined Height of the exterior sides of the Swimming Pool structure and any rail or Guard attached thereto shall be a minimum of 1.5 meters and may be a maximum of 2.5 meters in Height above the adjacent grade; and

(f) the pool, platform and/or deck shall be setback from the Lot Lines in accordance with the Town's Zoning By-law.

Section 7 - Pool Construction and Filling of New Pools

7.1 While under construction, every privately owned outdoor Swimming Pool, or the site on which a Swimming Pool is to be constructed, shall be enclosed with a Temporary Enclosure, as described in this by-law, until such time as a Swimming Pool Enclosure has been erected in compliance with the provisions of this by-law.

7.2 No Person shall place or allow water to remain in a newly constructed Swimming Pool, until:

(a) the CBO or their designate has been notified and the Pool Enclosure has been inspected and accepted; and

(b) the provisions of this by-law and applicable law have been fully complied with.

7.3 Despite Section 7.2, a Person may fill a Swimming Pool with water when a Temporary Enclosure has been erected in compliance with this bylaw, but the Swimming Pool shall not be used until a permanent Swimming Pool Enclosure has been erected and the Town has conducted an inspection and confirmed completion of the permanent Swimming Pool Enclosure in compliance with this bylaw and the applicable Swimming Pool Enclosure Permit.