

GUIDELINES FOR POOL PERMITS



WHEN AND WHY DO YOU NEED A BUILDING PERMIT?

According to Article 3.1.1 of our Pool By-Law:

“No person shall erect, construct or install any privately owned outdoor swimming pool capable of containing water to a depth of more than 0.60 metres (2 ft) at any point without first obtaining a permit from the City of Port Colborne.”

The purpose of a Building Permit is to ensure construction is done safely and appropriately for the space available, that the Ontario Building Code and By-Laws are adhered to. A Building Permit legally authorizes you to start construction in accordance with approved drawings and specifications.

If you are also building a deck with your swimming pool, make sure to check our Decks Guide and to apply for a Building Permit.

Please refer to the checklist on the next page for required permit application documents.

IMPORTANT REQUIREMENTS YOUR PLAN MUST COMPLY TO



ZONING BY-LAW

We'll look at where you plan to place your swimming pool to make sure it adheres to the City's Zoning By-Law.

We'll consider things like:

- Are the setbacks appropriate?
- Does your pool enclosure (fence and gate) plan comply with the By-Law?



BUILDING CODE

We'll consider if your project meets the minimum design and building requirements set out in Section 9 of the Ontario Building Code.

We'll consider things like:

- Are the foundation and anchorage systems adequate?
- Is the framing and fastening plan adequate?

SWIMMING POOL PERMIT

REQUIREMENTS CHECKLIST

PERMIT APPLICATION FORMS AND RELATED APPROVALS

- Completed [Building Permit Application](#)
- Completed [Schedule 1 Form "Designer Information"](#)
- Other Applicable Laws
- Canadian Niagara Power clearance
- Utilities locates

MUNICIPAL ZONING AND OTHER BY-LAWS

- Planning Department approval: for questions related to setbacks, lot coverage percentages, permitted uses, heritage protection or conservation protection jurisdiction, please contact our Planning Department at 905-835-2900 or planning@portcolborne.ca.

PERMIT FEES

- See [Permit Fee By-Law](#)

CONSTRUCTION DRAWINGS

- Legible and scaled, two copies

Site Plan showing:

- Entire property, location of all buildings with labels
- Location of proposed pool
- Distance to adjacent buildings and property lines
- Size of pool (m²/ft²)
- Location of any associated outdoor swimming pool equipment

Floor Plan showing:

- Type of construction
- Materials
- Heights
- Enclosure details (fence, gate and lock)

Applicant's Name

Applicant's Signature

Date