



Pool Enclosure Application

City of Kitchener, Building Division
200 King St W, 5TH fl.
Kitchener ON N2G 4G7
Office: 519-741-2312
Building Email: building@kitchener.ca

Application to construct a pool enclosure under the Fence By-Law.

The original permit must be present at the worksite and clearly posted until approval is received from the By-law Enforcement Officer.

Please complete all sections of the application, incomplete applications will not be accepted.

Pool Enclosure Site Address:

Who is the applicant for the pool permit? Owner Contractor

Owner Contact Information

First and last name:

Address:

Email Address:

Contact Number:

Contractor's Information

Business Name:

Business Contact:

Address:

Email Address:

Contact Number:

Fence Enclosure Information

Project value for enclosure only (E.g.: fence):

Select pool type for fence enclosure:

In-Ground Pool

Pool with Deck

Inflatable Pool

Above Ground Pool

Required Documents

Completed and signed application form.

Property survey outlining location, dimensions and setbacks of pool and other existing buildings from property lines, fence and gate locations.

Guidelines

- ✓ For protection of our parks, community trails, natural areas or any other public open space, you will need to obtain an 'access over city property' permit if you need to drive a vehicle across city property to access private property for your pool installation. The permit is free of charge and can be obtained by calling our Parks Division at 519-741-2200 ext. 4166
- ✓ If you live in a newer subdivision, your property may contain an infiltration gallery. If an infiltration gallery is either uncovered or damaged when installing a pool; repairs or relocation may be required. For more information on infiltration galleries, please contact our Engineering Division at 519-741-2406.
- ✓ If building a shed, pool house, deck or other structures, a building permit may be required. For more information on building permits, please contact our Building Division at 519-741-2312.
- ✓ When installing a pool, remember to consider other bylaws and policies around grading, zoning and fences. For more information on zoning and fences, please contact our Zoning Division at 519-741-2317. For more information on grading, please contact our Building Division at 519-741-2312.
- ✓ Locate underground infrastructure before you dig. For this free service, please contact Ontario One Call, Call Before you Dig service at 1-800-400-2255 or www.on1call.com and Kitchener Hydro at 519-743-3600.
- ✓ Closures for roads, sidewalks or lanes, will require a 'road occupancy permit'. For more information on road permits, please contact our Traffic Division at 519-741-2379.

Declaration of Owner

I am the owner or authorized agent of the owner (please select one) and hereby declare that the regulations and provisions respecting this application will be complied with in accordance with the Fence By-Law. Further, I agree that neither the granting of a permit nor the approval of the drawings and specifications nor inspection made by the authority having jurisdiction over pool enclosures shall in any way relieve me from my full responsibility for:

1. Complying with Zoning regulations.
2. Completing locates for all utilities on the property.
3. Ensuring construction of the pool enclosure occurs when the pool is completely empty and not filled with water.
4. Ensuring that no portion of the pool enclosure encroaches upon City property or neighbouring properties.
5. Carrying out the work to construct and erect the pool enclosure in accordance with the requirements of the Fence By-Law.
6. Applying for and receiving a building permit, park access permit and/or road work permit if required.
7. Ensuring that perimeter grades are not altered, that the construction will not impact the drainage on adjacent properties, remedying any future drainage concerns resulting from this construction.
 - a. If the final grading has not been completed and approved at the time of permit issuance, the Owner understands that they are proceeding with construction at their own risk.
8. If you live in a newer subdivision, your property may contain an infiltration gallery. If an infiltration gallery is either uncovered or damaged when installing a pool, repairs or relocation may be required.

Name of owner/authorized agent:

Signature of owner/authorized agent:

Date: