



**Building and Planning Services Department**  
**Municipal By-Law Enforcement**  
 82 Erie Street, 3<sup>rd</sup> Floor  
 Stratford ON N5A 2M4

(519) 271-0250 Ext. 345  
 building@stratford.ca  
 www.stratford.ca

## Pool Permit Application

Comprehensive Zoning By-law 10-2022, as amended

Application Number	
Date	
Project Location	

### Owner

Name	
Address	
City	
Postal Code	
Phone Number	
Email	

### Contractor/Builder

Company	
Contact	
Address	
City	

## Mandatory Information for Property

Project Description	
Construction Value	
Permit Fee	
In/Above Ground Pool	

### Information

Application is hereby made for a permit to erect/alter a structure as described herein or shown on accompanying plans and specifications, which structure is, or is to be located as shown on the site plan. The accuracy of the information which follows and the accompanying plans and specifications with the representations therein contained are the responsibility of the owner and are hereby made a part of this application.

The applicant/owner hereby acknowledges that existing services, utilities, easements, etc. are as shown on the site plan.

I/we agree to comply with the provisions of the Ontario Building Code and Ontario Reg. 403/97 as amended and other applicable by-laws of the Corporation of the City of Stratford and any amendments thereto. I/we further agree that neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the authority having jurisdiction during work on the building shall in any way relieve me/us from full responsibility for carrying out the work in accordance with the requirements of the Ontario Building code and the by-laws above mentioned.

### Notice of Collection

The personal information collected on this form is collected under the authority of the *Building Code Act and Municipal Act, 2001* and will be used by Development Services staff for the purpose of responding to your application and for administrative purposes. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 ext. 235 during business hours.

If you require this form in an alternate format, contact Development Services at 519-271-0250x345 or TTY at 519-271-5241



# Fill Removal Commitment Form

Date	
Regarding	

**I (Print Name) \_\_\_\_\_ being the owner of (Address) \_\_\_\_\_ will remove all material excavated for the installation of a swimming pool (excluding top soil) from the property located at the above mentioned address.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Name of Facility

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## Property Owner Commitment Swimming Pool Installation

NOTE: THIS FORM SETS OUT CERTAIN REQUIREMENTS OF PROPERTY OWNERS RELATING TO THE INSTALLATION OF SWIMMING POOLS AND REQUIRED FENCES/ENCLOSURES. THIS FORM DOES NOT REPLACE THE ATTACHED FENCE AND HEDGES BY-LAW AND ALL PROPERTY OWNERS ARE REQUIRED TO COMPLY WITH THE FENCE AND HEDGES BY-LAW AND ALL OTHER APPLICABLE BY-LAWS, INCLUDING THE ZONING BY-LAW.

### PERMIT DRAWINGS

All swimming pools, fences, and enclosures, including decks, shall be installed in accordance with an approved pool permit, including permit drawings and supporting information, issued by the Chief Building Official. Any changes to the pool permit, including permit drawings, must be approved by the Chief Building Official.

### MINIMUM FENCE HEIGHT

A non-climbable fence or enclosure must enclose all swimming pools. Such fence or enclosure must be a minimum of 1.5 metres (5 feet) in height measured from the grade directly adjacent to the pool. All fence gates or enclosure doors shall be a minimum of 1.5 metres (5 feet) in height and shall be equipped with a self-latching device in accordance with the attached Fence and Hedges By-law. The fence gate or enclosure door shall be capable of being locked and all gates shall remain in the closed position when the pool is not in use.

### TEMPORARY/PERMANENT FENCE

NO property owner shall place or permit to be placed water deeper than 0.9 metres (3 feet) in any swimming pool without having first erected a fence or enclosure that complies with the attached Fence and Hedges by-law. The City of Stratford may permit a temporary fence or enclosure for a maximum of 30 working days after the issuance of the pool permit. A permanent fence or enclosure must be completed and inspected, to the Chief Building Official's satisfaction, on or before 30 working days after the issuance of the pool permit.

### CLIMBABLE OBJECTS/THINGS

All fences or enclosures must be constructed in excess of 1 metre (3 feet, 3 inches) from any embankments, retaining walls, other fences, structures or any other object that is capable of being climbed upon (including objects on neighbouring property).

### LOT GRADING

For the purpose of pool installation, no person shall alter existing grading so as to negatively impact adjacent properties by causing erosion, ponding, increased ponding of storm water or allow any additional water flow to neighbouring properties. Installation of drainage piping, catch basin, drywells, French drains etc. require prior approval from the Chief Building Official prior to installation of the proposed system.



Installation of such system(s) may require drainage permits. A lot grading plan completed by an OLS, engineer or architect shall be submitted for review with the permit application if excavated material other than topsoil remains on site. This grading plan must be certified by the designer upon completion of all work. In addition, pools installed in a subdivision with grading control require a revised grading plan showing the pool completed by an OLS and certified by the subdivision engineer.

#### RESPONSIBILITY OF OWNER TO CONTACT CITY FOR FINAL INSPECTION

The property owner shall contact the Building and Planning Department on or before 30 working days from the date of permit issuance, to arrange for final inspection.

### **I HAVE READ AND UNDERSTAND THIS FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

#### CITY OF STRATFORD

#### POOL PERMIT APPLICATION - SUBMISSION CHECKLIST

To be completed by property owner/pool contractor

- Is the Pool Permit Application Form complete? (Please note an incomplete application will not be accepted)
  - Yes
  - No
- Is the required pool permit fee attached? (Please note the fee is doubled if work is commenced prior to permit issuance)
  - Yes
  - No
- If the excavated fill is to be removed from the property, has the property owner commitment form been complete, signed, and included?
  - Yes
  - No
- If the property is a new house, has the grading plan been revised to reflect a pool installation?
  - Yes
  - No



- Do the construction drawings include all of the following (see attached sample drawing):
- Location and dimensions of the property lines
  - Location of the pool and pool deck within the property (must indicate distance of outer edge of pool deck from property lines and buildings, as well as width of pool deck)
  - Location of all buildings on site including existing or proposed sheds
  - Location of a pool pump, water circulating/treatment equipment (indicating distance of equipment from property lines and buildings)
  - Drawing of proposed fence (indicate if fencing already exists on property, location of fence, height of fence, dimensions of fence – ie. The distance between vertical and horizontal members, distance between ground and bottom of fence)
  - Direction of existing drainage patterns (including location of existing swales and catch basins)
  - Direction of proposed drainage patterns if changes are required
  - Location and dimensions of easements

Please note:

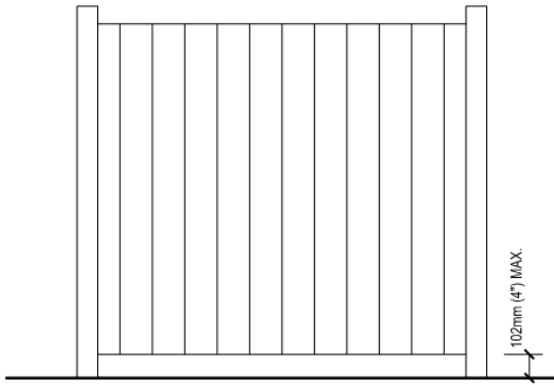
Separate permits could be required for newly erected sheds or decks. Please check with the building department before completing work ([building@stratford.ca](mailto:building@stratford.ca)).

If the intention is to make use of existing fencing, it is required that the property owner schedule an inspection to confirm that the fence as it currently exists meets with the provisions outlined in the by-law.

Upon submission of a complete permit application package as determined by City of Stratford By-law Enforcement Division and contingent upon no further information being required by the City of Stratford By-law Enforcement Division, turnaround time is 10 business days.

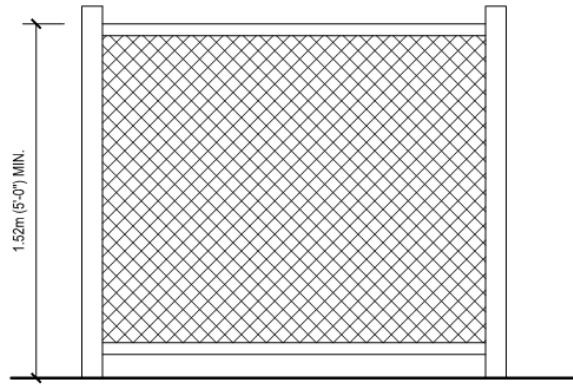


# Sample Fence Details



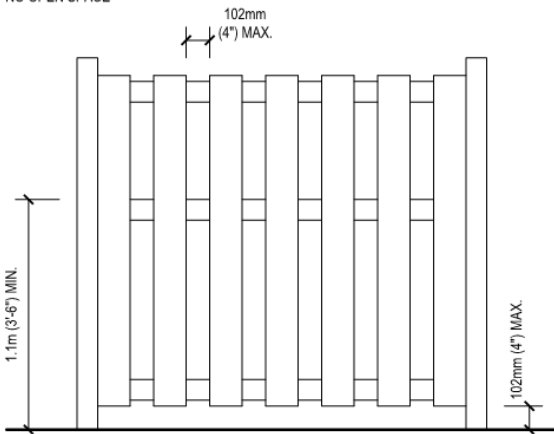
**VERTICAL BOARD**

NO OPEN SPACE

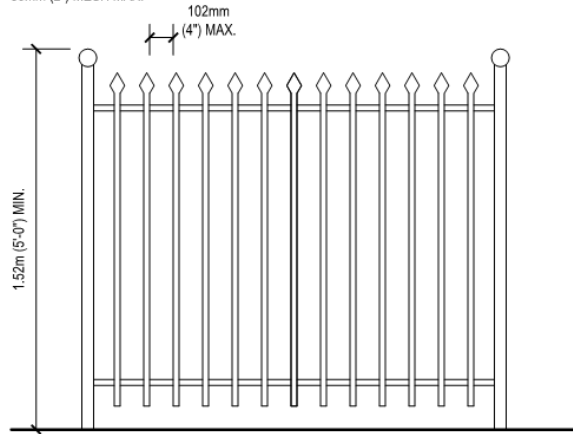


**CHAIN LINK**

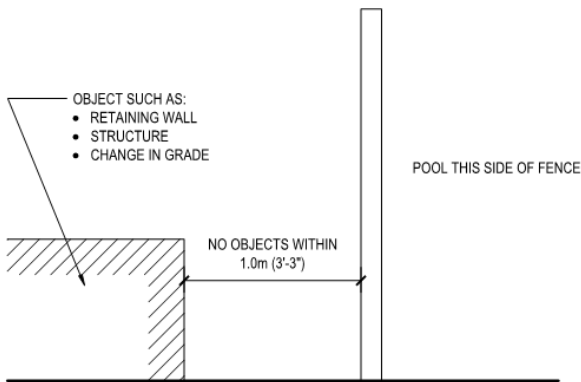
50mm (2") MESH MAX.



**VERTICAL BOARD**



**METAL FENCE**



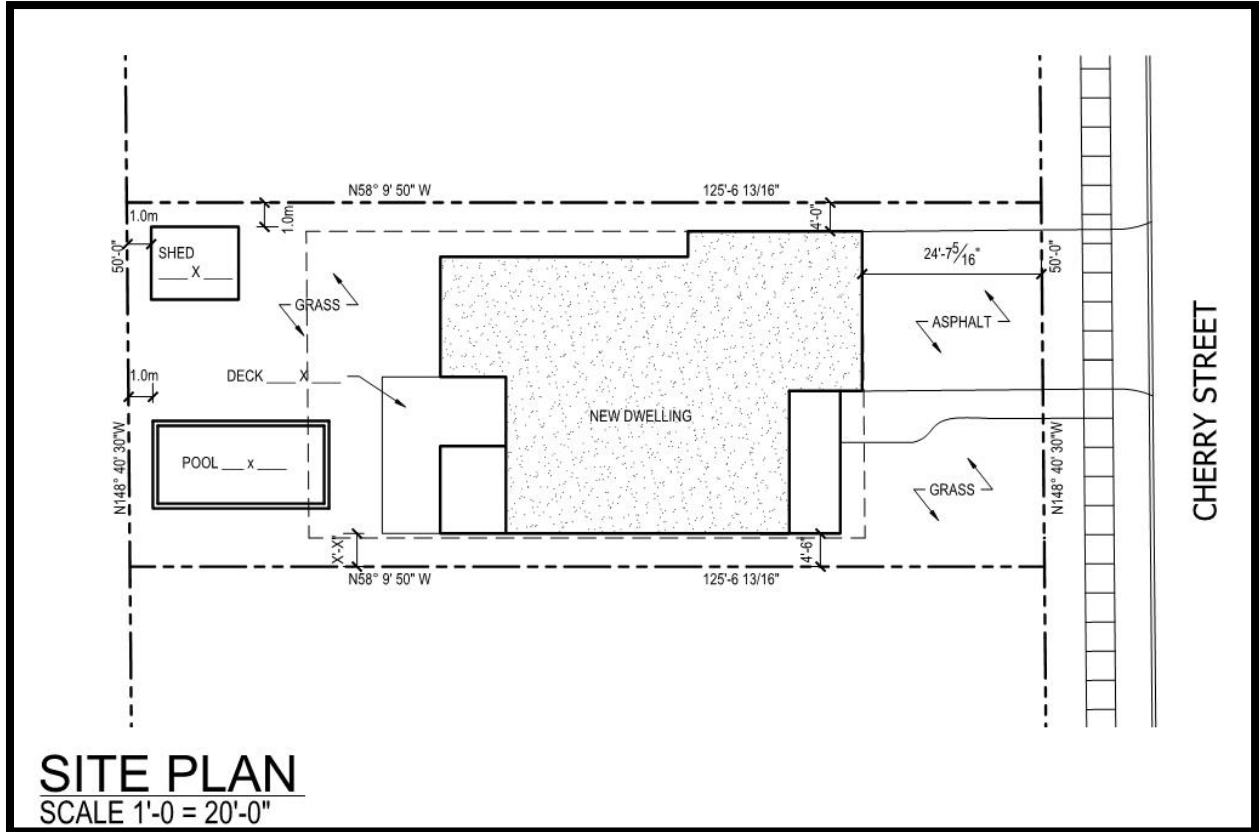
**FENCE SECTION**



## Sample Site Plan

A site plan identifies building and other features in relation to property boundaries. The site plan should show the existing house, and any other structures as well as any proposed additions or new structures. Below is a sample of a Site Plan Drawing.

- Indicate Self closing and lockable gate on diagram
- Indicate height of fence on diagram
- Indicate waterflow on diagram





## Credit Card Payment Form

If you wish to pay by credit card, please complete the following for and return with your application to the address or email listed above.

Name/Company	
Address	
Application Type	
Payment Amount	
Card Type	
Name on Credit Card	
Credit Card Number	
Expiry Date	
Card CVV	

I hereby authorized the City of Stratford to charge my credit card for the amount indicated above.

\_\_\_\_\_  
Signature of Card Holder

\_\_\_\_\_  
Date

Please note that this page will be shredded once payment has been processed.

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