



## **SWIMMING POOLS**

### **Drawing Requirements for Building Permit Application**

1. Site Plan Showing the following information:
  - a. Building layout on property
  - b. Distances from roadways, lot lines, septic tank and bed (if applicable)
  - c. Proposed site of new buildings, pool and pool enclosure
  - d. Height of pool enclosure
  - e. Location of lockable, self-latching gates
  - f. Any water courses or municipal drains in immediate area
  - g. Lot grading by an Ontario Land Surveyor or Professional Engineer
  - h. Hydro Lines - show location, height and or depth of both overhead and underground lines
    - Gas, Bell, Cable lines etc.
    - Type:
      1. In ground
      2. Partial in ground
      3. Above ground
      4. Temporary

### **Building Requirements**

1. Location: minimum of 16 feet away from septic tank and bed
2. Enclosure:
  - a. 5 foot high enclosure required
  - b. non-climbable
  - c. lockable gates / self-latching
3. Fully completed application form

### **Note: One set of construction drawings are required if not submitting electronically.**

Electronic submissions are to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale. Drawings to be a maximum size of 11" x 17" and shall be complete, fully dimensioned and to scale.

PDF submissions shall have layers unlocked to permit mark-ups and additional notes by the Chief Building Official or designate.

## Where to apply for building permit

All Building permit applications along with supporting documents may be submitted by email to [building@wellington-north.com](mailto:building@wellington-north.com). If you do not have access to a method of emailing building permit applications, there is a drop box at the Municipal Office at 7490 Sideroad 7 W, Kenilworth, ON.

### Office Hours:

Monday to Friday  
8:30 a.m. – 4:30 p.m.

### Any Questions?

Phone: 519-848-3620, Ext. 5  
Web: [www.wellington-north.com](http://www.wellington-north.com)

## Cost of building permit

Refer to Fees & Charges: Various Services By-Law, Schedule “B” for most recent fees. We accept cheque, cash, debit or electronic transfer to [accounting@wellington-north.com](mailto:accounting@wellington-north.com) as methods of payment. This includes the review of drawings, the building permit and building inspections.

## Processing Time Line

Once a **complete** permit application is received, the permit will be reviewed within a maximum of 10 business days.

## Required Building Inspections

Building inspections are booked a minimum of 24 hours in advance, by calling (519) 848-3620, Extension 5. YOU MUST QUOTE YOUR PERMIT NUMBER TO BOOK THE INSPECTION.

Required inspections may include:

- Final Building inspection – Completion of the project.

## Additional Reference Material

- Pool Enclosure By-Law
- Planning Your Project
- Wellington County Mapping
- Application for a Pool Enclosure Permit