WELLINGTON NORTH
SEMPER PORRO

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

Building permit applications along with supporting documents may be applied for Online through Cloudpermit or by email to 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 and at 146 George St., Arthur, 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

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 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