

# Application for a POOL ENCLOSURE Permit

This form is authorized under By-law No.  
08-59



TOWN OF  
**GRIMSBY**

160 Livingston Ave  
Grimsby, ON L3M 0J5  
Tel 905-945-9634  
Fax 905-945-5010  
[www.grimsby.ca](http://www.grimsby.ca)

By-law No. 08-59 requires that a permit be obtained prior to the installation of any privately owned outdoor pool.

## **FEES**

- Permit fee + Zoning review for an above-ground, on-ground or in-ground pool is **\$282.00**
- Municipal Damage Bond for In-Ground and On-Ground Pools **\$1500.00**
- Lot Grading Bond for In-Ground and On-Ground Pools **\$1500.00**
- Pool Bond Release (inspection) for In-Ground and On-Ground Pools **\$150.00+\$19.50 (HST)=\$169.50**
- All fees are payable at time of application.

Once all work is complete the deposits are refundable, subject to any deductions for non-compliance to grading/landscaping and damages to Town Property.

## **APPLICATION**

The application attached, shall be completed and submitted to the Building Department at Town Hall located at 160 Livingston Avenue, Grimsby, Ontario L3M 0J5, together with the required fees. A Plot Plan must show all buildings on the lot and the distance from the proposed pool to the lot lines, the fence, and the house. See attached example drawing with all items to be included on site plan drawing.

## **ZONING**

The minimum setback from the pool to the side and rear lot lines is typically 1.20 metres. Additional setbacks may be required due to lot configuration (corner lot), location of easements, drainage swales, utilities, etc. Please check with the Planning Department for your specific location 905.945.9634 at Ext. 2128 or email at [planning@grimsby.ca](mailto:planning@grimsby.ca)

## **LOT GRADING**

Where grading works are proposed, a lot grading plan bearing the signature and seal of a practicing Engineer, Landscape Architect, Architect or Ontario Land Surveyor, who certifies thereon that the drainage scheme depicted by the plan will not adversely affect any buildings or neighbouring properties will be required. (See **Section G** of the Pool Enclosure Permit Application)

## **LOTS IN THE NIAGARA ESCARPMENT CONTROL AREA**

Prior to the issuance of a permit by the Town, authorization of the Niagara Escarpment Commission is required for pools closer than 2.5 metres from lot lines. Verification of the extent of the control area should be made prior to application. The Niagara Escarpment Commission may be reached at 232 Guelph Street, Georgetown, Ontario L7G 4B1. Telephone (905) 877-5191.

## **SPECIAL POINTS TO NOTE**

It is the responsibility of the owner to contact the appropriate authorities (hydro, gas, water, and sewer, (septic tank) to check the location of buried services and to ensure that the installation of the pool does not interfere with or affect those services.

No work should commence until a permit has been issued. Most applications can be processed within five (5) days, although this cannot be guaranteed, especially when other authorities are involved.

Applications can be mailed or otherwise delivered to the Municipal Offices and will be processed provided the required fees are included and all required information is available.

Backwash facilities shall be installed in a location that does not direct waste water directly onto adjacent properties.

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**For use by Principal Authority**

Permit Number:	Permit Fee:	
Date received:	Property Zoning:	Roll Number:

**Permit Type**                     Above-Ground                     In-Ground                     Seasonal

**Type of Enclosure**                     Chain Link                     Wood Vertical                     Metal / Iron

**A. Project information where sign is to be located:**

Building number, street name	Unit number	Lot/con.
Plan number/other description	Project value est. \$	

**B. Applicant**                     Owner                    or                     Authorized agent of owner

Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

**C. Owner (if different from applicant)**

Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

**D. Contractor**

Last name	First name	Corporation or partnership (if applicable)	
Street address			Unit number
Municipality	Postal Code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

**E. Declaration of Applicant**

I \_\_\_\_\_ certify that:

(print name)

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
- That any misrepresentation may result in the revocation of said Pool Enclosure Permit.

\_\_\_\_\_ Date                    \_\_\_\_\_ Signature of applicant

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**F. Site Plan Drawing Requirements**

*Please ensure that all items are shown on your site plan. Select Yes or N/A (Not Applicable) adjacent to each item mentioned in this list*

Yes

N/A

Walkways, concrete slabs, curbing and pool coping?

Retaining Walls greater than 0.5m above existing grade?

Other structures such as sheds, gazebos, or garages?

Septic systems – Bed and Tank?

Retaining walls within 0.9m (3'-0") of the property lines?

Easements and Swales?

Decks – Existing and proposed?

**G. Installation Effecting Grading**

*Please ensure that all items are shown on your site plan. Select Yes or No adjacent to each item mentioned in this list*

Yes

No

Will the Installation of the proposed pool/swim-spa obstruct the flow of water?

Is a retaining wall required to facilitate the installation of the proposed pool/swim-spa?

Is a retaining wall in excess of 0.5m proposed?

Is decking or landscaping, included but not limited to concrete decking being proposed within 0.9m (3'-0") of a property line or as indicated on a previously approved grading plan for your property?

**NOTE: If you have selected yes to any of the questions listed in Section G, a grading plan produced by an Ontario Land Survey, Professional Engineer or Architect shall be produced and submitted to the Building Department for approval prior to your pool enclosure permit being issued. The plan is to certify that the proposed design will not adversely affect buildings or neighbouring properties.**

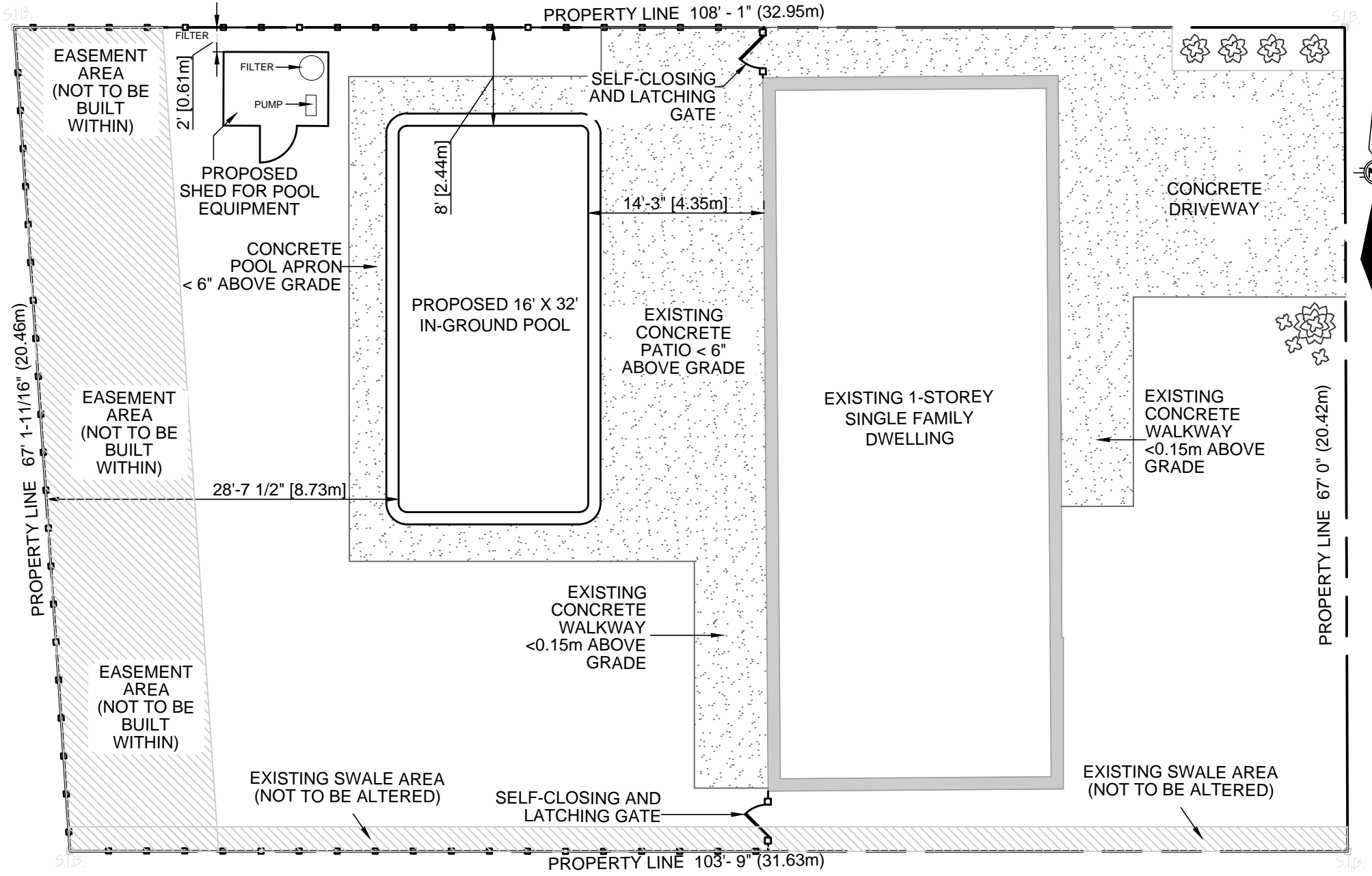
**E. Declaration of Applicant**

I \_\_\_\_\_ hereby agree that this work will be carried out in accordance with the regulations of the Town of Grimsby, specifically Section 15 of Site Alteration By-Law 2020-44 and Section 3.3 of the Property Standards By-Law 15-17. I further acknowledge that I will be responsible for any remedial works required in order to gain compliance with By-Law 2020-44 and By-Law 15-17 including but not limited to the removal of any decks, structures or landscaping (softscape or hardscape) that are found to have obstructed and/or have re-directed drainage contrary previously approved grading and drainage plans for my property.

I also hereby agree that is site conditions change and or if the check boxes are not accurate, this could result in the revocation of the pool enclosure permit.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant



**INFORMATION REQUIRED ON SITE PLAN:**

Provide dimensions of existing lot size and indicate property line.  
 Show all swales/ ditches/ drainage/ rear yard catch basins and provide setbacks to proposed pool and main building.  
 Provide setbacks and dimensions of all existing buildings and structures.  
 Provide dimensions of concrete/ patio areas.

Show location and size of proposed pool, indicate above ground or inground.  
 Provide setbacks from the waters edge of the pool to the main building and all lot lines.  
 Show all easements.  
 Provide setbacks from any existing and/ or proposed accessory structures to all lot lines.  
 Show any existing and/ or proposed decks, indicate existing or proposed.

Show location of existing and/ or proposed fence.  
 Provide height of fence and type of construction.  
 Show all existing and/ or proposed concrete/ grass areas.  
 Show location and size of any existing and/ or proposed accessory structures (ie: shed).

