



Township of  
**Leeds** and the  
**Thousand Islands**

# Swimming Pool

## Building Permit Application and Information Guide

### **Municipal Office**

1233 Prince Street  
P.O. Box 280  
Lansdowne, Ontario  
K0E 1L0  
Phone: 613-659-2415  
[www.leeds1000islands.ca](http://www.leeds1000islands.ca)

### **Office Hours**

Mon – Fri 9:00 am – 4:30 pm

### **Inspections**

[buildinginspections@  
townshipleeds.on.ca](mailto:buildinginspections@townshipleeds.on.ca)

### **General Inquiries and Application Submissions**

Building Assistant  
Ext. 206  
[buildingassistant@  
townshipleeds.on.ca](mailto:buildingassistant@townshipleeds.on.ca)

### **Building Code Inquires**

Chief Building Official  
Ext. 210  
[cbo@townshipleeds.on.ca](mailto:cbo@townshipleeds.on.ca)

# Building Permit Application Checklist

## Items Required for a Complete Building Application Submission

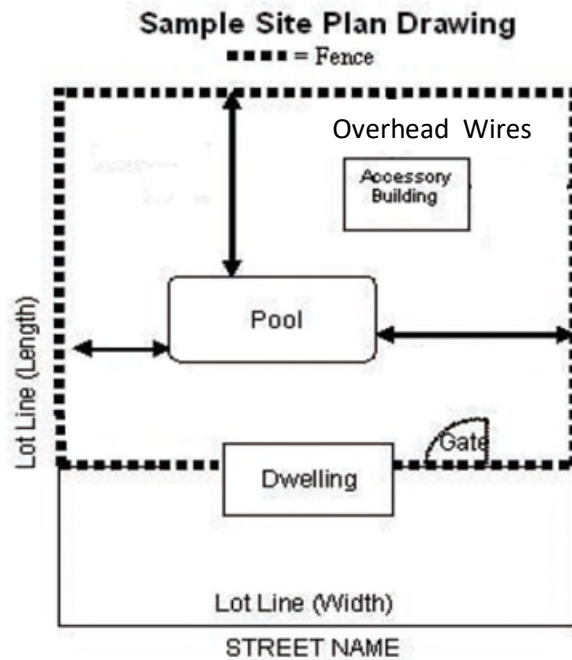
- ☐ Completed Application
- ☐ Copy of Deed (if not registered owner on file)
- ☐ Owner/Authorized Agent Responsibility Form
- ☐ Schedule 1: Designer Information form – required if deck is part of the application (attached)
- ☐ Agent Authorization Form (required if the property owner is not submitting the application)
- ☐ Plot Plan (sample attached). A plot plan may be hand drawn but it must be clear and drawn to scale. In addition to the information shown on the sample plot plan, it must also include:
  - Location of fence and gates
  - Location of any overhead wires on the property
- ☐ Fence details include type of fence (wood or chain link) and height showing compliance with the Township's Pool By-Law.
- ☐ If an uncovered deck is included with the application, one set of construction drawings (maximum paper size – 11"x17"), and one PDF version
  - Details may include but may not be limited to:
    - Footing size and depth
    - Foundation type and dimensions
    - Anchorage details
    - Framing details (including Engineers drawings if applicable)
- ☐ Approvals from these agencies may be required prior to the issuance of a building permit. Agencies include:

Agency and Contact Information	Permit Requirement
Cataraqui Region Conservation Authority 613-546-4228 <a href="https://cataraquiconservation.ca/pages/planning-staff">https://cataraquiconservation.ca/pages/planning-staff</a>	Development is within a regulated area of a waterbody, watercourse, wetland, etc.

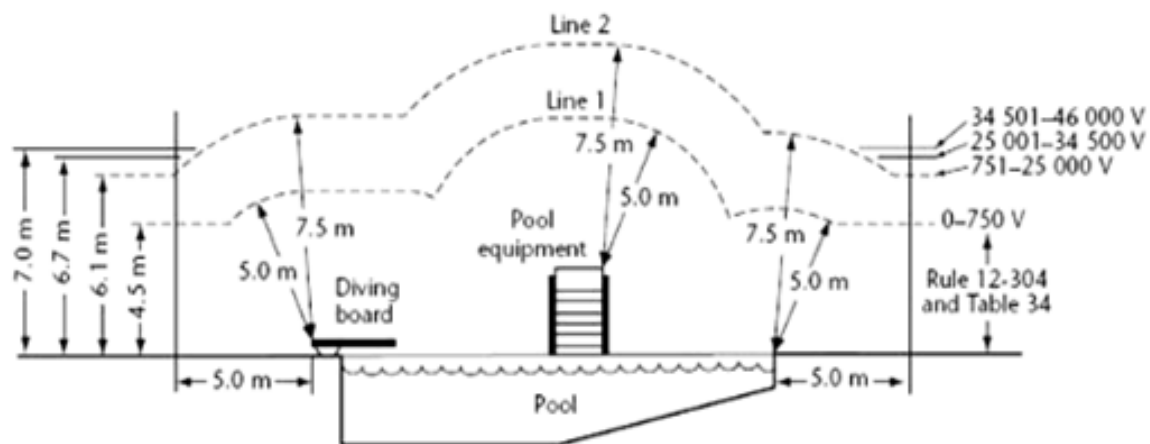
St Lawrence Parks Commission 613-543-3704	Proximity to, and entrances on the 1000 Islands Parkway
United Counties of Leeds and Grenville 1-613-342-3840 <a href="https://www.leedsgrenville.com/en/government/entranceway-and-pre-severance-requests.aspx">https://www.leedsgrenville.com/en/government/entranceway-and-pre-severance-requests.aspx</a>	Permit for an entrance on a County Road
Ministry of Transportation – Eastern Region (MTO) <a href="https://www.hcms.mto.gov.on.ca/">https://www.hcms.mto.gov.on.ca/</a>	Proximity to, and entrances on a Provincial Highway

- ☐ Approvals from Other Township Departments which may be required prior to the issuance of a building permit:
- Planning Department – Proposed structure is in compliance with the Township's Zoning By-Law. If not, provide a detailed plot plan demonstrating the location of the proposed structure in relation to the property lines, well, sewage system, high water mark of waterbodies, wetlands etc. See sample attached.
  - Operations Department – Approved entrance permit on a Township Road if required.
  - Civic Address Department – A civic address has been assigned to the property/entrance.
- ☐ Payment of the applicable administration fees. Forms of payment taken at the Office are cash, cheque or debit only. Credit cards are not accepted.
- Project valued under \$30,000                      Administration Fee = \$150
  - Project valued \$30,000 or more                      Administration Fee = \$500

## Sample Drawing:



## Overhead Wire Clearances



**Note:** 4-foot Chain link (max mesh size 1.5 inches) or wood fence in accordance with pool fence bylaw 13-024. Self closing and latching gates are required.

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: <b><u>The Township of Leeds and the Thousand Islands</u></b>			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax (     )	Cell number (     )	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax (     )	Cell number (     )	

E. Builder (optional)				
Last name		First name		Corporation or partnership (if applicable)
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number (      )		Fax (      )		Cell number (      )
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i) Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law (See the attached guide for assistance)				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code ( <b>the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted</b> ).			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) <b>This application is accompanied by the plans and specifications prescribed</b> by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) <b>This application is accompanied by the information and documents prescribed</b> by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

## Applicable Law Requirements

### J. Email Authorization

- ☐ All contacts with email addresses provided in this application have agreed to their email addresses being added to the Municipality's Contact List.

### K. Heritage Designation (for alterations, repair, renovation, demolition projects only)

Has this property been designated under the Ontario Heritage Act? ☐ Yes ☐ No

### L. Agricultural Operation – New or Expansion of a Livestock Facility

Is this application for a ☐ new or ☐ expanded livestock facility? ☐ Yes ☐ No

If yes, have you provided the Minimum Distance Separation Calculation or Nutrient Management Plan? ☐ Yes ☐ No

### M. Agency Approvals

**Cataraqui Region Conservation Authority** approval required if construction is within the regulatory boundary defined by the CRCA. ☐ Yes ☐ No

**St. Lawrence Parks Commission** approval required if the construction is within 150 feet of, or fronts or backs onto, the 1000 Islands Parkway. ☐ Yes ☐ No

**Ministry of Transportation** approval required if construction is within the MTO area of control. ☐ Yes ☐ No

**Leeds, Grenville and Lanark District Health Unit** approval is required if the new proposal relates to food services. ☐ Yes ☐ No

**Other Agency** Indicate Agency: \_\_\_\_\_ ☐ Yes ☐ No

### N. Entrance Permit Approval

An approved Entrance Permit from the applicable road authority is required to be submitted with the application for any property that is vacant and being developed or if a new entrance is proposed to access the new construction. This does not include private lanes. ☐ Yes ☐ No

### O. Civic Address Approval – Required prior to the Issuance of a Building Permit

Does this property have a civic address? If no, please contact staff for an application form. ☐ Yes ☐ No

Does this property have a blue civic address blade installed on the property? If no, one must be purchased upon the issuance of the building permit. Installation of the blade/post on site is required prior to the first inspection. ☐ Yes ☐ No

### P. Owner's Authorization

I, \_\_\_\_\_ am the owner of the land that is subject to this application for a building permit and I authorize \_\_\_\_\_ to make this application on my behalf.

Date: \_\_\_\_\_ Signature of Owner(s): \_\_\_\_\_

### \*\*Important Information\*\*

**The Municipality notifies the following agencies concerning the approval of your building permit:**

- Municipal Property Assessment Corporation
- Statistics Canada
- Leeds, Grenville and Lanark District Health Unit
- Canada Mortgage and Housing

**It is your responsibility to notify the following agencies concerning the approval of your building permit and obtain all required permits from their office prior to starting construction.**

- Tarion New Home Warranty (New Dwellings)
- Electrical Safety Authority (All project involving electrical)
- Ministry of Labour (projects valued \$50,000 and greater)

**\*\* Failure to submit any of the required information may result in the application being returned. \*\***

### Records of Site Condition O.Reg. 153/04

When a property is being proposed for a more sensitive land use than its current or most recent use then a Record of Site Condition (RSC) per the Environmental Protection Act (EPA) is required prior to land use change.

Please indicate ('x') if the lands in respect of which the building permit application is made have been used for any of the following uses:

<b>X</b>	<b>Potentially Contaminating Activity</b>	<b>X</b>	<b>Potentially Contaminating Activity</b>
	Acid and Alkali Manufacturing, Processing and Bulk Storage		Importation of Fill Material of Unknown Quality
	Adhesives and Resins Manufacturing, Processing and Bulk Storage		Ink Manufacturing, Processing and Bulk Storage
	Airstrips and Hangars Operation		Iron and Steel Manufacturing and Processing
	Antifreeze and De-icing Manufacturing and Bulk Storage		Metal Treatment, Coating, Plating and Finishing
	Asphalt and Bitumen Manufacturing		Metal Fabrication
	Battery Manufacturing, Recycling and Bulk Storage		Mining, Smelting and Refining; Ore Processing; Tailings Storage
	Boat Manufacturing		Oil Production
	Chemical Manufacturing, Processing and Bulk Storage		Operation of Dry Cleaning Equipment (where chemicals are used)
	Coal Gasification		Ordnance Use
	Commercial Autobody Shops		Paints Manufacturing, Processing and Bulk Storage
	Commercial Trucking and Container Terminals		Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications
	Concrete, Cement and Lime Manufacturing		Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage
	Cosmetics Manufacturing, Processing and Bulk Storage		Pharmaceutical Manufacturing and Processing
	Crude Oil Refining, Processing and Bulk Storage		Plastics (including Fibreglass) Manufacturing and Processing
	Discharge of Brine related to oil and gas production		Port Activities, including Operation and Maintenance of Wharves and Docks
	Drum and Barrel and Tank Reconditioning and Recycling		Pulp, Paper and Paperboard Manufacturing and Processing
	Dye Manufacturing, Processing and Bulk Storage		Rail Yards, Tracks and Spurs
	Electricity Generation, Transformation and Power Stations		Rubber Manufacturing and Processing
	Electronic and Computer Equipment Manufacturing		Salt Manufacturing, Processing and Bulk Storage
	Explosives and Ammunition Manufacturing, Production and Bulk Storage		Salvage Yard, including automobile wrecking
	Explosives and Firing Range		Soap and Detergent Manufacturing, Processing and Bulk Storage
	Fertilizer Manufacturing, Processing and Bulk Storage		Solvent Manufacturing, Processing and Bulk Storage
	Fire Retardant Manufacturing, Processing and Bulk Storage		Storage, maintenance, fuelling and repair of equipment, vehicles, and material used to maintain transportation systems
	Fire Training		Tannery
	Flocculants Manufacturing, Processing and Bulk Storage		Textile Manufacturing and Processing
	Foam and Expanded Foam Manufacturing and Processing		Transformer Manufacturing, Processing and Use
	Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles		Treatment of Sewage equal to or greater than 10,000 litres per day
	Gasoline and Associated Products Storage in Fixed Tanks		Vehicles and Associated Parts Manufacturing
	Glass Manufacturing		Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of biosoils as soil conditioners
			Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products



## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>				
Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		
<b>B. Individual who reviews and takes responsibility for design activities</b>				
Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (     )	Fax number (     )	Cell number (     )		
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> House  <input type="checkbox"/> Small Buildings  <input type="checkbox"/> Large Buildings  <input type="checkbox"/> Complex Buildings </div> <div style="width: 30%;"> <input type="checkbox"/> HVAC – House  <input type="checkbox"/> Building Services  <input type="checkbox"/> Detection, Lighting and Power  <input type="checkbox"/> Fire Protection </div> <div style="width: 30%;"> <input type="checkbox"/> Building Structural  <input type="checkbox"/> Plumbing – House  <input type="checkbox"/> Plumbing – All Buildings  <input type="checkbox"/> On-site Sewage Systems </div> </div>				
Description of designer's work				
<b>D. Declaration of Designer</b>				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;">             _____              Date </div> <div style="width: 60%; text-align: center;">             _____              Signature of Designer </div> </div>				

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

## Plot Plan

**\*\*Required for all new construction and demolitions\*\***

All structures and buildings in the Municipality must conform to the Township's Zoning By-Law as it is applicable law. In order to ensure that the proposed structure is in compliance with the Zoning By-Law, a complete plot plan with the following information is required for review:

### Plot Plan Check List - Property Information

<input type="checkbox"/> Dimensions of the property	<input type="checkbox"/> Dimensions and area of existing and proposed structures
<input type="checkbox"/> Location of existing or proposed septic system and well	<input type="checkbox"/> Height of the proposed structure
<input type="checkbox"/> Approximate location of all natural and artificial features	<input type="checkbox"/> Name of any road/private right-of-way within or abutting property

### From the nearest point of the new construction:

<input type="checkbox"/> Setbacks to centerline of adjacent roads	<input type="checkbox"/> Distance to the high water mark (if applicable)
<input type="checkbox"/> Distance to the edge of adjacent right-of-ways	<input type="checkbox"/> Distance to all property lines
	<input type="checkbox"/> Distance from accessory structure to main use

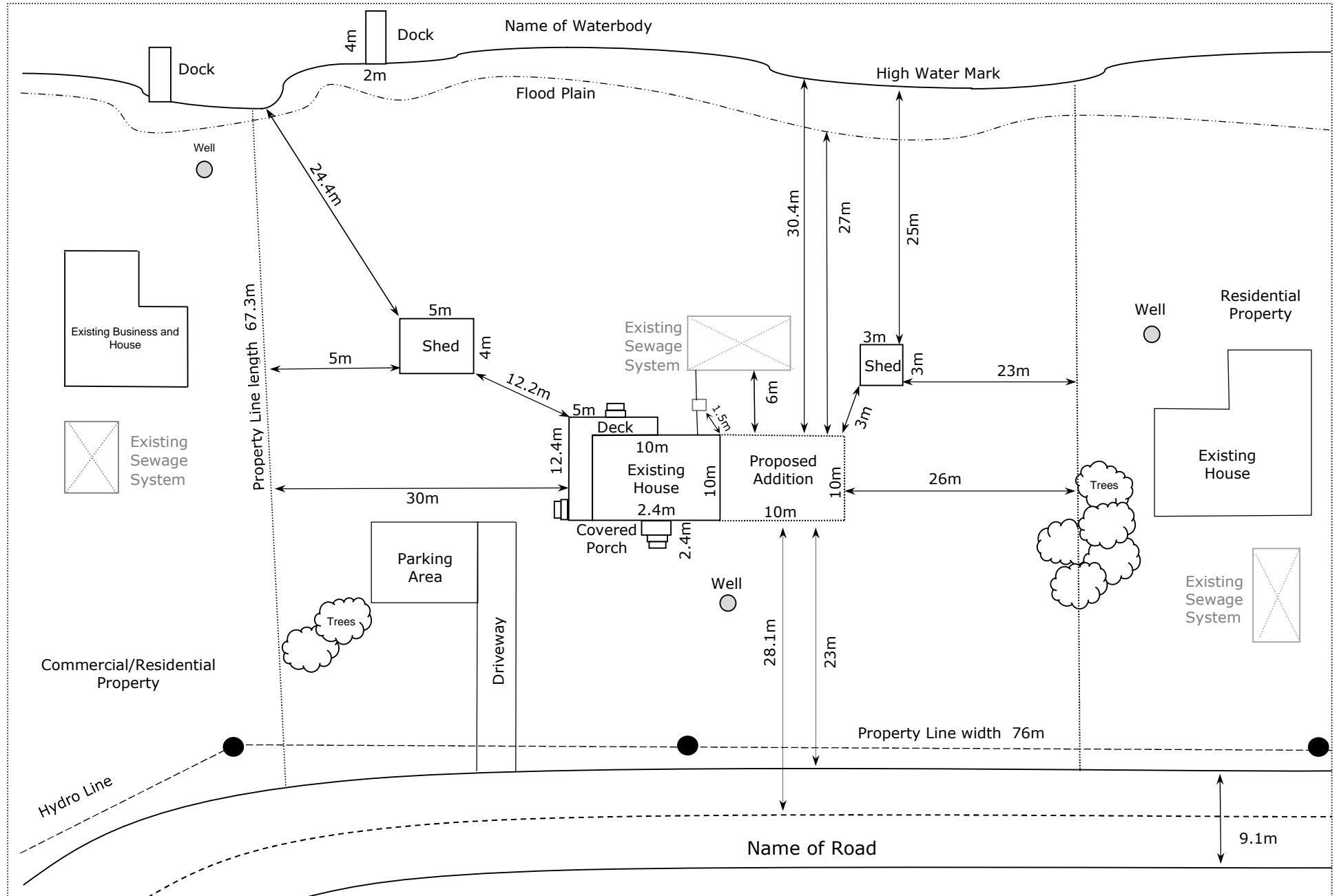
☐ Check here if the Plot Plan is on a separate piece of paper and is attached to this application.

New Construction is to be a minimum of ☐ 5 ft from septic tank ☐ 17 ft from tile bed  
☐ 16 ft from hydro lines. Please Indicate the distances on the plot plan.

Address of Property:

Owner:

# Sample Plot Plan





## Owner/Authorized Agent Responsibilities

### Project Location and Contact Information:

Property Owner(s): \_\_\_\_\_

Authorized Agent(s): \_\_\_\_\_

Property Roll Number: \_\_\_\_\_

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

Project: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Declaration

To the Township of Leeds and the Thousand Islands:

I declare that I am the: ☐ owner  
☐ authorized agent of the property owner listed above

As the owner/agent I hereby acknowledge:

- That the issuance of a building permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, sewage systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in the Township of Leeds and the Thousand Islands Zoning By-Law;
- The owner(s) are obligated to arrange for the inspections indicated on the permit placard issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit placard;
- Permit drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code; and
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** The Ontario Building Code Act requires that requests for inspections are made a minimum of two regular business days in advance of the regular business day upon which the inspection is needed.

**THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE  
THOUSAND ISLANDS**

**BY-LAW NO. 13-024**

BEING A BY-LAW PRESCRIBING THE REGULATIONS FOR FENCES AND GATES AROUND PRIVATELY-OWNED OUTDOOR SWIMMING POOLS THERETO:

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**WHEREAS** Section 11 (3) of the Municipal Act, S.O. 2001, c. 25, authorizes a municipality to pass By-Laws respecting fences;

**AND WHEREAS** Section 130 of the Municipal Act authorizes a municipality to regulate matters related to health, safety and well being of the inhabitants of the municipality;

**AND WHEREAS** the Council of the Corporation of the Township of Leeds and the Thousand Islands deems it advisable to pass such a By-Law;

**NOW THEREFORE** the Corporation of the Township of Leeds and the Thousand Islands enacts as follows;

**Part 1: Title, Scope and Definitions:**

**1.1 Short Title:**

This By-Law may be cited as the "Swimming Pool By-Law".

**1.2 Scope:**

The provisions of this By-Law shall apply to all lands within the boundaries of the Corporation of the Township of Leeds and the Thousand Islands.

This By-Law shall not be effective to reduce or mitigate any restrictions lawfully imposed by a government authority having jurisdiction to make such restrictions.

**1.3 Definitions:**

1.3.1 ***Township*** means the Corporation of the Township of Leeds and the Thousand Islands.

1.3.2 ***Swimming Pool*** means any body of water located on privately owned property, contained wholly or in part by artificial means, in which the depth of water at any point exceeds 450 millimetres (18 inches) and is used or capable of being used for swimming, diving, wading or bathing.

1.3.3 ***Swimming Pool Permit*** means a permit issued by the Township's Chief Building Official.

1.3.4 ***Owner*** means the registered owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property.

1.3.5 ***Chief Building Official*** means the person appointed under By-Law as the Township's Chief Building Official.

1.3.6 ***By-Law Officer*** means the person appointed under By-Law as the Township's By-Law Officer.

- 1.3.7 **Enclosure** means a fence, wall or other structure, including doors and gates, surrounding a privately owned outdoor swimming pool.
- 1.3.8 **Fence** means a barrier of chain link construction, vertical board construction, temporary construction, other materials and construction that will provide an equivalent degree of safety, or combination thereof.
- 1.3.9 **Temporary Construction Fence** means a fence consisting of 1.2 metres (4 feet) high plastic mesh fence having mesh openings not greater than 38 millimeters (1.5 inches), with a steel T-bar post every 3 metres (10 feet) maximum and a 9 gauge galvanized steel wire located at the top and bottom of such fence. A temporary fence shall be permitted during construction of a pool and must be replaced with a permanent enclosure prior to the pool being used.
- 1.3.10 **Gate** means a barrier forming part of the swimming pool enclosure of construction and height equivalent to or greater than that of the required swimming pool fence.

## **Part 2: Fence Requirements**

### **2.1 Filling of Swimming Pool**

No person shall place water in or cause water to be placed in a swimming pool, or allow water to remain therein unless a fence completely enclosing the entire swimming pool area has been constructed in accordance with this By-Law and is being maintained at all times in good condition.

### **2.2 Entrances**

- 2.2.1 All entrances to the swimming pool area which form part of the swimming pool fence, whether they be doors, windows or gates, shall be kept locked at all times except when the swimming pool is being supervised by a responsible adult person.
- 2.2.2 When a wall or portion thereof, of any building located on the same property as a swimming pool fence forms part of such fence, no entrances to the swimming pool area shall be permitted through such wall, unless such wall is located at least 1.2 metres (4 feet) from the nearest inside wetted surface of the swimming pool wall.

### **2.3 Temporary Construction Fence**

A swimming pool under construction shall be enclosed with a temporary construction fence as detailed herein except where the permanent swimming pool fence requirements have been met.

### **2.4 Minimum Height of Fence**

The height of a swimming pool fence above finished grade measured at any point along the fence at the exterior face shall be a minimum of 1.2 metres (4 feet).

## **2.5 Location of Fence**

- 2.5.1 A swimming pool fence shall be located not less than 1.2 metres (4 feet) from the nearest inside wetted surface of the swimming pool wall.
- 2.5.2 A swimming pool fence shall not be located closer than 1.2 metres (4 feet) to any condition that facilitates the climbing of the swimming pool enclosure, unless alternative measures are implemented to provide an equivalent level of safety as set out in this By-Law.

## **2.6 Clearance of Fence to Grade**

A maximum space of 50 millimetres (2 inches) is permitted between the bottom of a swimming pool fence and the finished grade.

## **2.7 Attachments to Exterior Face of Fence**

No member or attachment that could facilitate climbing shall be permitted on the exterior face of a swimming pool fence between 100 millimetres (4 inches) and 1.2 metres (4 feet) above grade.

## **2.8 Chain Link Fencing**

- 2.8.1 Mesh size shall not be greater than 38 millimetres (1½ inches) consisting of 12 gauge galvanized steel wire, or of 14 gauge steel wire covered with vinyl or other approved plastic, which would yield a total thickness equivalent to 12 gauge steel wire.
- 2.8.2 Galvanized steel supporting posts shall be spaced at a maximum of 3 metres (10 feet) and extended at least 1.2 metres (4 feet) below grade.
- 2.8.3 End posts and corner posts shall be a minimum of 49 millimetres (1⅞ inches) diameter encased in concrete at least 50 millimetres (2 inches) thick all around below grade when they are more than 15 metres (50 feet) from an end post, a corner post, or an intermediate post that is similarly encased.

## **2.9 Vertical Board and Vertical Fencing**

- 2.9.1 Vertical boarding shall be a minimum of 25 millimetres (1 inch) thick nominal attached to a top and bottom rail in such a manner as to not facilitate climbing from the outside. Such vertical boards shall not be less than 100 millimeters (4 inches) wide nominal and must be spaced not more than 100 millimetres (4 inches) apart.
- 2.9.2 Vertical boards shall be supported by posts at least 100 millimetres x 100 millimetres (4 inches x 4 inches) nominal, spaced not more than 2.4 metres (8 feet) apart. Such posts shall extend at least 1.2 metres (4 feet) into the ground and be securely embedded therein. The portion of the post below grade shall be treated with an approved wood preservative or be of pressure treated wood.
- 2.9.3 Top and bottom rails for vertical board fences shall be at least 50 millimetres x 100 millimetres (2 inches x 4 inches) nominal dimensions.
- 2.9.4 Spacing between vertical members of other vertical fencing types shall not exceed 100 millimetres (4 inches). Supporting posts shall be spaced at a maximum of 3 metres (10 feet) and extended at

least  
1.2 metres (4 feet) below grade or equivalent.



## **2.10 Swimming Pool Walls as Fence**

The provision of this By-Law requiring the erection of a fence may be omitted if the height of the swimming pool walls are more than 1.2 metres (4 feet) above the grade measured from the ground abutting such wall at any point around the pool and furthermore, each entrance to the pool is protected by a gate at least 1.2 meters (4 feet) high and having a self-closing and self-latching device at the top of the gate on the inside of the enclosure. The gate shall comply with provisions of this By-Law. If pool steps or ladders are used, a locking device to prevent climbing on the step or ladder shall be used to achieve the equivalent level of safety as the required gate.

## **2.11 Accessory Structures in Proximity to Fence**

Accessory buildings, accessory structures and pool equipment, including pumps and filters, that could be used to assist in gaining access to the pool shall be located a minimum of 1 metre (3 feet) from an approved enclosure to reduce access/climbing potential, unless they are located under a deck which has been enclosed in accordance with the provisions of this By-Law.

## **Part 3: Swimming Pool Fence Gate Requirements**

- 3.1 Gates shall be of construction and height equivalent to or greater than that of the required swimming pool fence.
- 3.2 Gates shall be supported on substantial hinges, shall be self-closing and shall be equipped with a self-latching device placed at the top and on the inside of the gate.
- 3.3 The inspector may require additional measures be taken to ensure that the self-latching device is not reachable from the exterior of the gate unless the self-latching device is located more than 1.2 meters (4 feet.) above finished grade.
- 3.4 The owner of every swimming pool shall ensure that every gate or door providing access to the swimming pool shall be kept locked at all times when a responsible person is not present and supervising the swimming pool.

## **Part 4: Hot Tubs, Whirlpools, and Spas**

- 4.1 Structures commonly referred to as hot tubs, whirlpools and spas need not comply with the fencing requirements of this By-Law provided that a secure cover of rigid material is placed over the opening of the structure, and provided that no person leaves the hot tub, whirlpool or spa without first locking the cover in place to prevent access when the structure is not in use.

## **Part 5: Required Plans/Drawings**

- 5.1 Information detailing the installation of a swimming pool shall be provided in accordance with Schedule 'A' forming part of this By-Law.

## **Part 6: Fees**

- 6.1 The permit fee for swimming pool installations shall be in accordance with the Fees By-Law.

**Part 7: Penalties**

- 7.1 Any person who contravenes any of the provisions of this By-Law is guilty of an offence and upon conviction is liable to a fine of not more than Five Thousand Dollars (\$5,000.00) for each offence committed. All fines are recoverable under the Provincial Offences Act 1989.

**Part 8: Administration**

- 8.1 This By-Law shall be administered and enforced by the Township's Chief Building Official and/or Township's By-Law Officer.

**Part 9: Repeal**


- 9.1 Swimming Pool By-Law 06-035, and amendments thereto, are hereby repealed.


**Part 10: Effective Date**

- 10.1 This Swimming Pool By-Law, By-Law No. 13-024 shall come into force and take effect on the day of its passing.

**READ A FIRST AND SECOND TIME THIS 22 DAY OF APRIL, 2013.**

**READ A THIRD AND FINAL TIME THIS 22 DAY OF APRIL, 2013.**

  
Heidi Conarroe, Deputy Mayor

  
Vanessa Latimer, Clerk



**SCHEDULE 'A'**  
**TO BY-LAW 13-024**  
**REQUIRED PLANS/SPECIFICATIONS/APPROVALS**

**Part 1: Plot Plan**

1.1 A plot plan shall be provided including but not limited to:

- Property boundaries and dimensions, including the high water mark (if applicable);
- Location, size and type of all existing and proposed buildings and structures on the subject property, indicating the distance of the buildings and structures from the front, rear and side lot lines and distance between existing and proposed buildings and structures;
- Location of existing or proposed septic system and drilled/dug well on site;
- Location, size and type of the proposed swimming pool and enclosure thereto, indicating the distance between the proposed swimming pool and enclosure and existing and proposed buildings and structures and distance from property lines, right-of-ways, high water mark, septic system, well, et cetera.
- The location of any proposed decks indicating the distance of the proposed deck from all property lines, right-of-ways, high water mark, septic system, well, et cetera.
- The location of any swimming pool pumps and related equipment indicating the distance of the equipment from the swimming pool and property lines.
- The location of backwash discharge and disposal.

**Part 2: Construction Plans/Details**

2.1 The applicant shall provide:

- A side view of a section of proposed and/or existing chain link fence with sufficient details thereto to ascertain compliance with Section 2.9 of this By-Law.
- A side view of a section of proposed and/or existing wood fence with sufficient details thereto to ascertain compliance with Section 2.10 of this By-Law
- A side view of proposed and/or existing decks with sufficient details to ascertain compliance with the Ontario Building Code Regulations respecting the construction of decks and guard requirements thereto. All Guards to conform to Ontario Building Code Supplementary Standard SB-7, Engineer Design, CCMC or otherwise APPROVED.

### **Part 3: Other Applicable Law**

#### **3.1 Zoning Approval**

Before the Chief Building Official can make a decision respecting an application for a swimming pool permit, the required plot plan shall first be subject to review by the Township's Planning Department to ascertain whether or not the proposed swimming pool installation will comply with the applicable zoning regulations.

### **Part 4: Other Approvals**

#### **4.1 Ontario Hydro**

It is the applicant's responsibility to obtain a permit from the Electrical Safety Authority (1-800-369-7536) for any electrical work related to the swimming pool installation.

#### **4.2 Leeds and Grenville District Health Unit**

A swimming pool and associated decks, pumps, etc. shall be located in compliance with Part 8 requirements of the Ontario Building Code. i.e. 1.5 metres (5 feet) from a septic tank and 5 metres (17 feet) from a leaching bed.

#### **4.3 Cataraqui Region Conservation Authority (CRCA)**

Before the Chief Building Official can make a decision respecting an application for a swimming pool permit, the applicant will be required to forward the plot plan to CRCA (1-613-546-4228) for comment/approval **IF** the plot plan indicates that the pool location is:

- in the channel of a watercourse or municipal drain, or in a waterbody or in a wetland;
- within 15 metres (49.2 feet) of a floodplain;
- within 50 metres (164 feet) of the top of bank of a watercourse or waterbody, even if it only flows part of the year;
- within 120 metres (393.7 feet) of a provincially significant wetland; or
- within 30 metres (98.4 feet) of all other wetlands greater than 0.5 ha.

#### **4.4 St. Lawrence Parks Commission (SLPC)**

Before the Chief Building Official can make a decision respecting an application for a swimming pool permit, the applicant will be required to forward the plot plan to SLPC (1-613-543-3704) for comment/approval **IF** the plot plan indicates that the pool location is within 45.72 metres (150 feet) of the 1000 Islands Parkway or if the subject property fronts or backs onto the 1000 Islands Parkway.