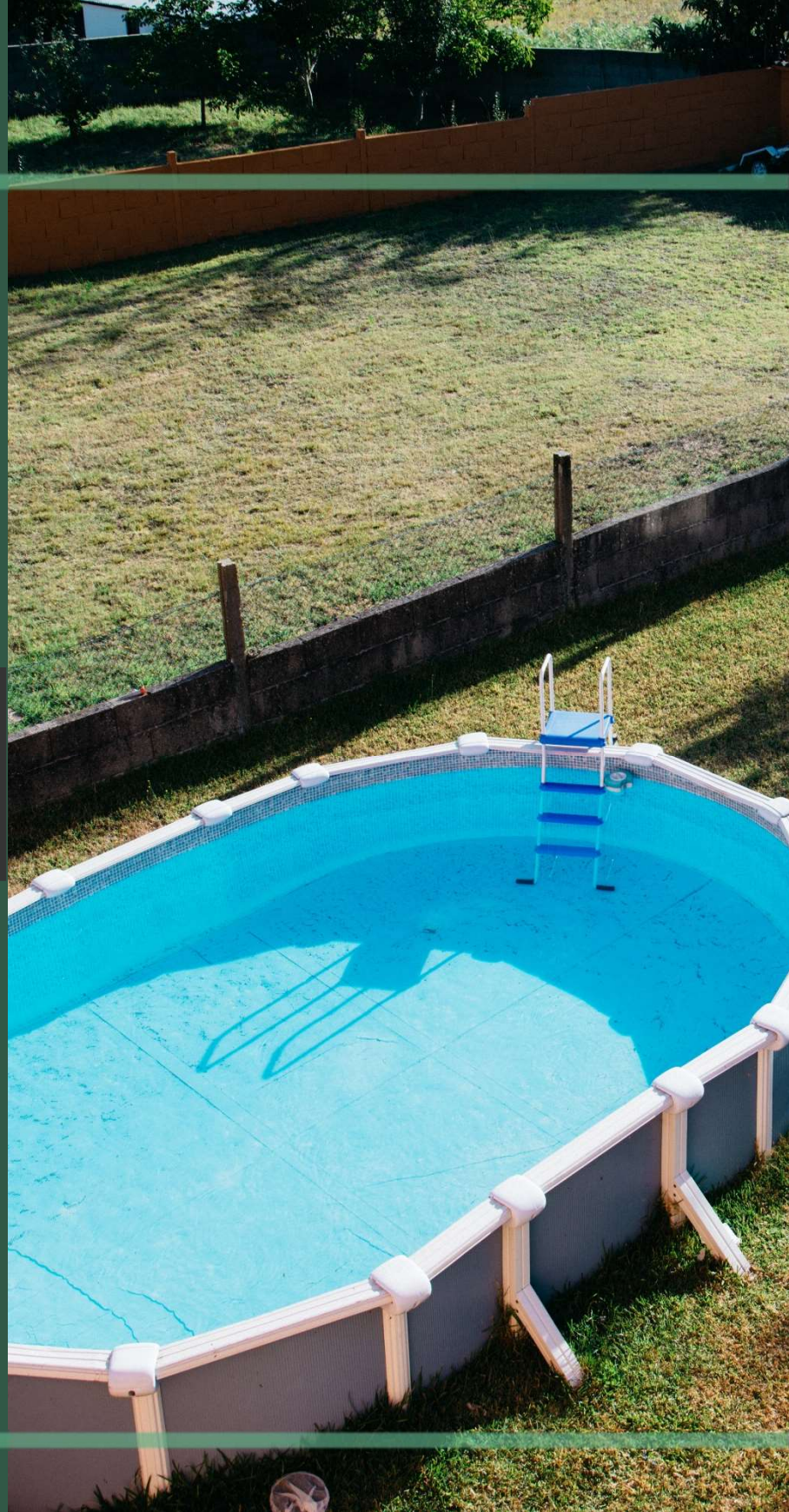


# SWIMMING POOLS

## Pool Permit Package

A step by step guide for  
making a pool permit  
application



Norfolk County Building Department  
Community Development Division  
[norfolkcounty.ca](http://norfolkcounty.ca)

## Do I Need A Pool Permit?

A permit for a swimming pool is required if the pool can hold 18 inches or more of water, regardless if the pool is an on-ground, an in-ground or even a blow-up pool.



NOTE: Decks constructed around a pool require a separate permit and fees. See the [Decks & Porches](#) permit package for more details.

- Setback Regulations for Private Swimming Pools.
- A swimming pool must comply with the [Zoning By-Law 1-Z-2014\(3.32\)](#).
- Pool fencing may be required. Please see the [Pool Fencing By-law 2002-260](#).

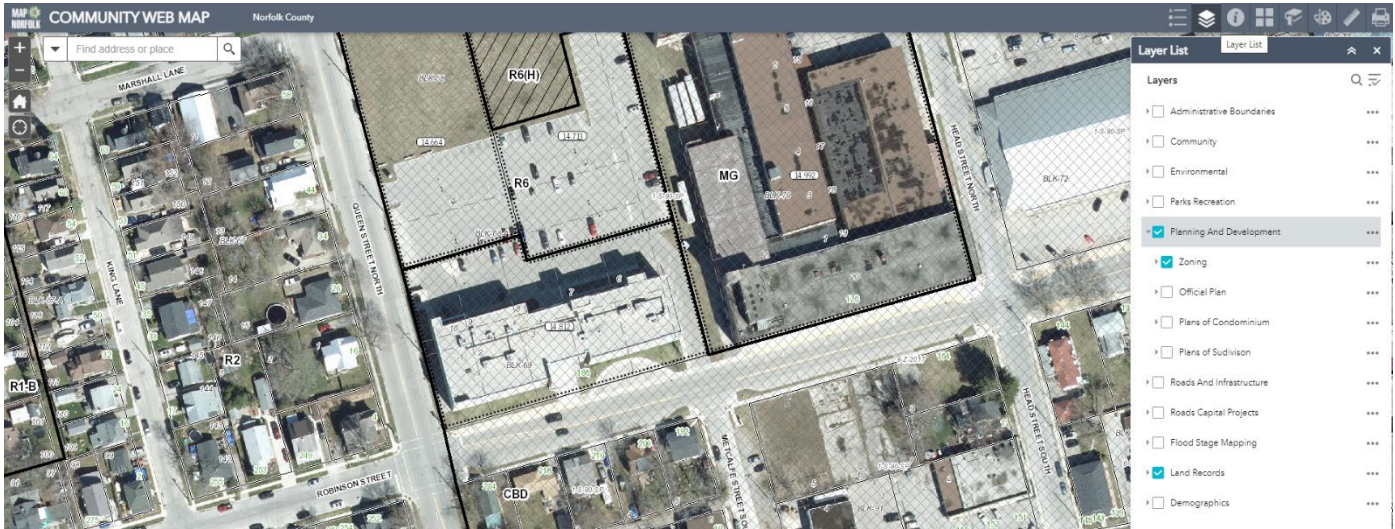
There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps and provided guidance to the building permit process.



## STEP 1: Applicable Law.

### Zoning Requirements

Finding the zoning associated with your property, is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning. [Norfolk County Zoning Bylaw](#) is available online.



To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- Property lines and lot dimension,
- Location of building and all other structures on the lot,
- Distance from swimming pool to property lines,
- Location of fence, gate, or lockable/removable ladder.
- Location of septic system.

If your proposed swimming pool does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca) or 519-426-5870 ext. 1842.

Zoning: [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca) or 519-426-5870 ext. 1000.

## **STEP 2: Preparing your application.**

A pool permit application consists of many document. The forms attached are to be completed, signed, and dated.

### **Drawings and Documents**

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Swimming pool enclosure by-law.

### **Swimming Pool – Application Checklist.**

#### **Completed Forms.**

- Application for a permit to Construct or Demolish.
- Applicant Authorization Form, if application is not completed by the property owner.

#### **Required Documents**

- Plot Plan:
  - Property lines and lot dimension,
  - Location of building and all other structures on the lot,
  - Distance from swimming pool to property lines,
  - Location of fence, gate, or lockable/removable ladder.
  - Location of septic system.

#### **Fees**

- Pool Permit Fee.

### **STEP 3: Applying.**

**Online Portal:** Visit [Norfolk Permits Portal](#) and make your application online.



## **Building Department**

[Apply for a Building Permit  
Status and Fees](#)

**In Person:** Visit our service counter located at 12 Gilberston Drive Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

### **Step 4: Plans Review.**

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law, building code and swimming pool by-law.

### **Step 5: Inspections**

Once you have obtained a pool permit, a building inspector or by-law officer needs to attend your sit at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

**Need Help?** If you have any question on the building permit process or plans required, please contact [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or 519-426-5870 ext. 6016

*Updated October 2022*