



## Building Department

5684 Trafalgar Rd.  
Hillsburgh, Ontario N0B 1Z0  
Tel: (519) 855-4407, Ext.224  
E-mail: [building@erin.ca](mailto:building@erin.ca)  
[www.erin.ca](http://www.erin.ca)

### Pool and Hot Tub Information Guide and Checklist

The permit required for pool and hot tub installation is a “Pool Enclosure Permit”. Below please find a checklist for requirements for the application.

A permit must be obtained from the Town of Erin **BEFORE** any pool or swimming pool enclosure (fence) is installed where the depth of water exceeds 2 feet (0.6m)

#### Requirements for Pool Enclosure Permit application:

#### Check

- Completed pool and hot tub application form.
- Completed undertaking and indemnification form.
- Owners/agent authorization (if applicant is someone other than property owner).
- Site plan, drawn to scale, maximum page size 17x11 (tablet).  
The site plan of your property to include:
  - a. Locations and shape of:
    - i. Proposed pool
    - ii. Fence and gate
    - iii. Septic system (tank and bed) iv. Existing building(s)
    - v. Indicate any proposed changes in grading
  - b. Setback distances from edge of pool to:
    - i. Property Lines
    - ii. Existing structures/buildings iii. Septic system, tank (s) and bed
- The cost of the permit is **\$330**. The fees cover the review of drawings for building code compliance, the building permit and building inspections.
- Municipal grading/damage deposit of **\$5,000** refundable at completion of final inspection – required for all in-ground pool installations and heavy machinery use.

Approval from the local Conservation Authority may be required.

Forward all required application forms, drawings, fees and municipal property damage deposit to the Building Department at the Municipal Office located at 5684 Trafalgar Road Hillsburgh, Ontario.

Once a complete permit application has been submitted, the permit will be reviewed by staff. Please allow minimum 10 business days for permit processing. Excavation may not begin before the permit is issued. If you have any questions, please do not hesitate to contact us.

Jun 2020



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**Application for Pool Enclosure Permit**

<b>Roll Number:</b>		<b>Permit No.:</b>	
<b>A: Location of Proposed Swimming Pool</b>			
Project Address:		Date:	
Important note: If the project address is located on a road that is un-assumed by the Town of Erin, a Developers letter of clearance is required prior to issuance of a permit.			
Applicant is:            Owner            Contractor or authorized agent of owner (O.A. form required)			
<b>B. Property Owner Information</b>			
Last Name:		First Name:	
Address:			
Municipality:	Postal Code:	Province:	
Telephone:	Email:		
<b>C. Contractor Information</b>			
Last Name:		First Name:	Company:
Address:			
Municipality:	Postal Code:	Province:	
Telephone:	Email:		
<b>D. Type of Swimming Pool:</b>			
In-ground Pool *	Above/On Ground	Inflatable	Hot Tub
* Note: Municipal property damage deposit required for all in-ground pool installations and heavy machinery use.			
Estimated cost of project (used for Statistics Canada):			
<b>E. Type of Enclosure</b>			
Chain Link	Wood Boards	Surround Deck	Wrought Iron      Other
<b>F. Declaration of Applicant</b>			
I _____		certify that:	
(print name)			
<ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my knowledge.</li> <li>I have authority to bind the corporation or partnership (if applicable).</li> <li>As the property owner/authorized agent, it is my responsibility to review the title to my lands to determine if there are any restrictions via easements or development agreements for the construction that I am proposing. I will review such documents prior to construction and should any restriction exist, contact the appropriate authority(s) to determine if my proposed construction can proceed.</li> </ol>			
Date:		Signature of Applicant:	

**Undertaking and Indemnification**

<b>G. Owner / Payer Information</b>		
Last Name:	First Name:	Company:

Address of Owner / Payer:			Same as Section B.	Same as Section C.
or:				
Street Address:				
Municipality:	Postal Code:	Province:		
Telephone:	Cell:	Email:		

In consideration of permission to construct a pool and travel over Town of Erin (Town) lands in order to facilitate construction on the Owner's property, the Owner(s) covenant(s) and agree(s) as follows:

- To remove all excavated material from the property and to dispose of said material at an approved location for which written permission has been granted. No construction material and/or debris shall be placed on Town parklands, open spaces and/or the travel portion of the Town's boulevards and/or roadways.
- Not to alter or obstruct the existing/ designed drainage patterns or easements.
- To restore the Town's land, at the Owner's sole expense, to at least its condition as it existed immediately prior to access for the purposes of pool construction (subject of this undertaking) forthwith upon completion of construction or sooner, as requested by the Town.

In the event the Owner(s) fail(s) to complete the restoration of any Town lands to the satisfaction of the Roads Superintendent and after seven (7) days written notice by the Town of its intention to complete the restoration, the Town shall complete the restoration at the Owner's expense.

In order to cover the total restoration costs, the Owner(s) covenant(s) and agree(s) to pay to the Town all costs incurred by the Town for restoration work. Payment of any outstanding balances shall be in a manner satisfactory to the Director of Finance. Alternatively, the Town shall collect any outstanding balances owed to the Town through municipal taxes.

Dated at the Town of Erin this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Print Name of Owner/Payer

\_\_\_\_\_  
Signature of Owner/Payer  
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**Owner's Authorization Form**

(Required if Party other than Owner/Lessee is making this application)

Property Owner(s)/Lessee to complete the Owner's Authorization form to allow the Agent/Applicant to prepare, submit and act on behalf of the Property Owner(s)/Lessee with respect to this application.

**Property Address:** \_\_\_\_\_

I/We \_\_\_\_\_ (Print name of Owner(s)/lessee)

being the Owner(s) of the land being subject of this application do hereby authorize and appoint

Name: \_\_\_\_\_ (Print name of applicant)

Company: \_\_\_\_\_ (Print name of company)

to act as my / our Agent to make this application on my/our behalf and to conduct all communications on my/our behalf respecting same.

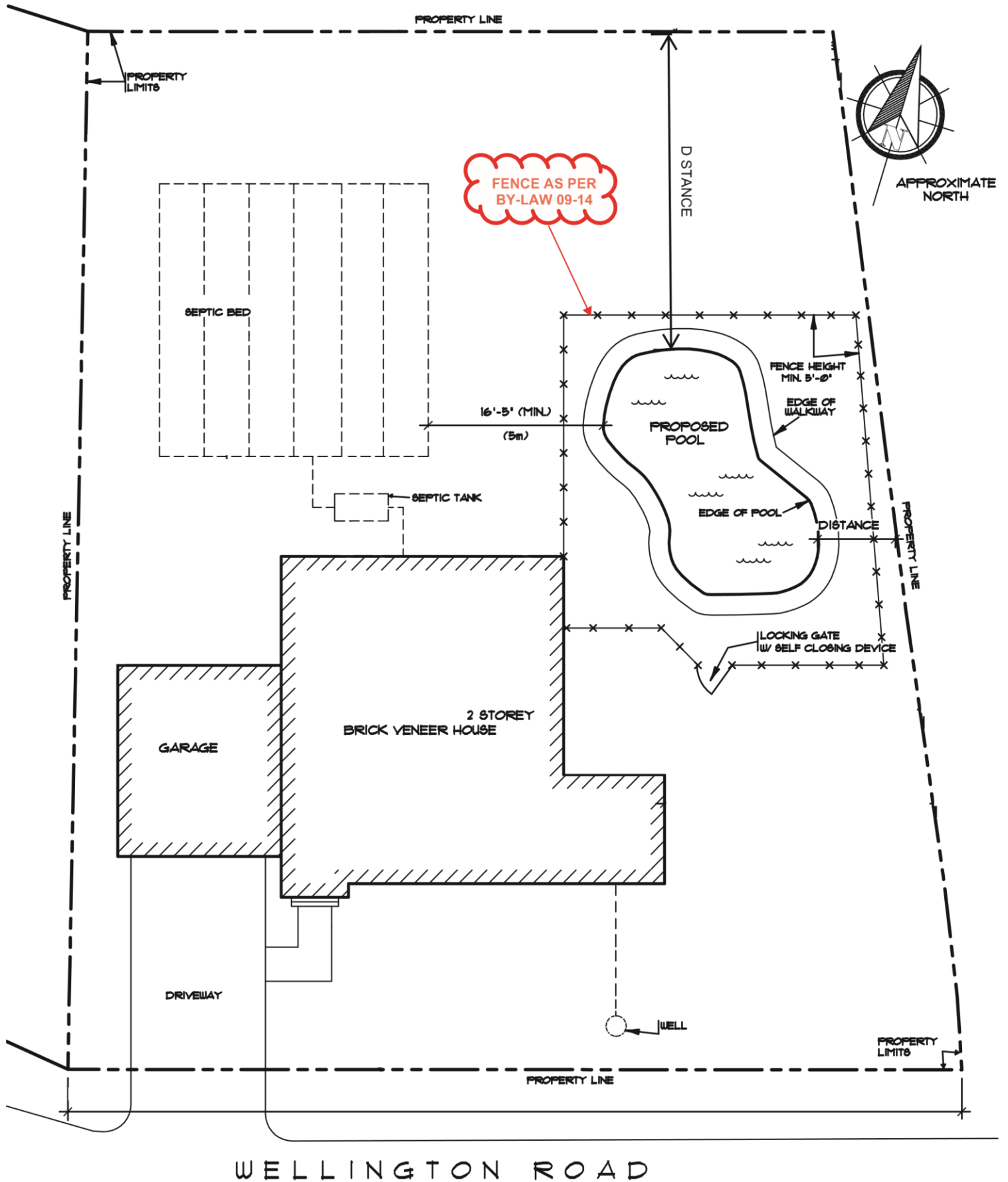
This document shall serve to notify the Town of Erin that I am/we are the legal owner(s) of the property described above and do authorize the person indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to the Building Permit Application and authorize the Authorized Agent to sign all related documents on my/our behalf. I understand that I shall be responsible for the terms and conditions contained in the permit.

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

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5684 Trafalgar Road, Hillsburgh, ON. N0B 1Z0



W E L L I N G T O N   R O A D

Drawing Name:  
SAMPLE SITE PLAN

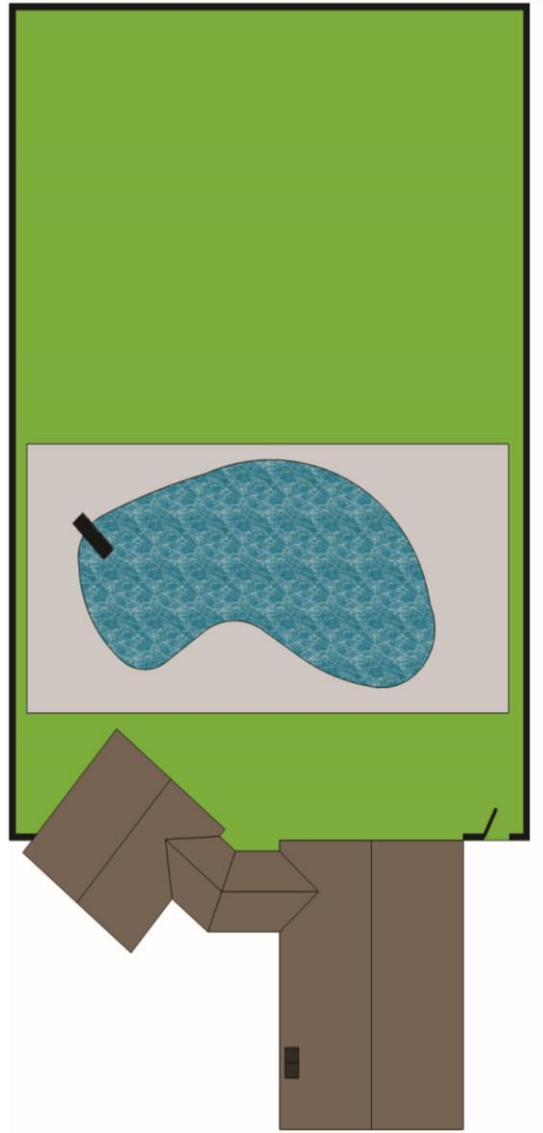
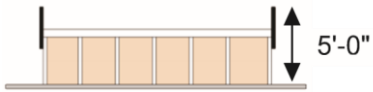
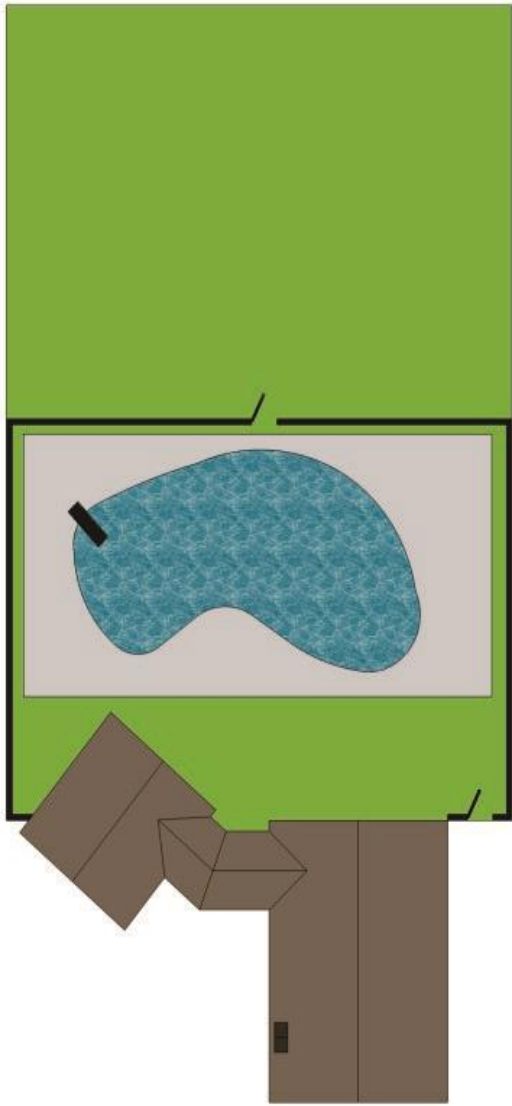
Project:  
PROPOSED POOL

Page:

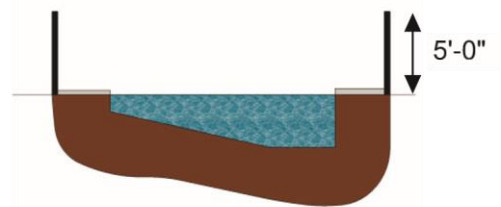
Scale:  
1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc...

Address:  
123 TOWNOFERIN STREET

1 of 3



**Fenced around Property**



POOL FENCE/HEIGHT

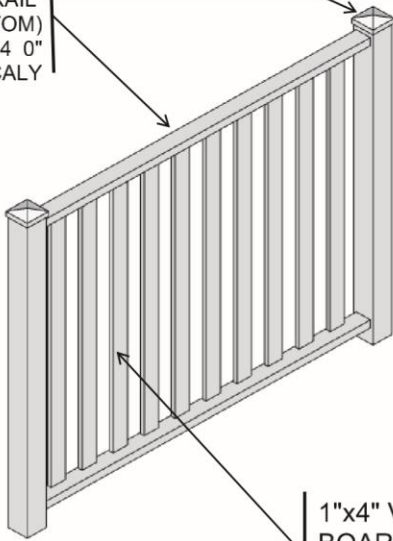
PROPOSED POOL

**2 of 3**

123 TOWNOFERIN STREET

4"x4" CEDAR SUPPORT  
POSTS, LOCATED 10' 0"  
ON CENTRE

2"x4" HORIZONTAL RAIL  
(TOP AND BOTTOM)  
SPACED 4' 0"  
APART VERTICALLY

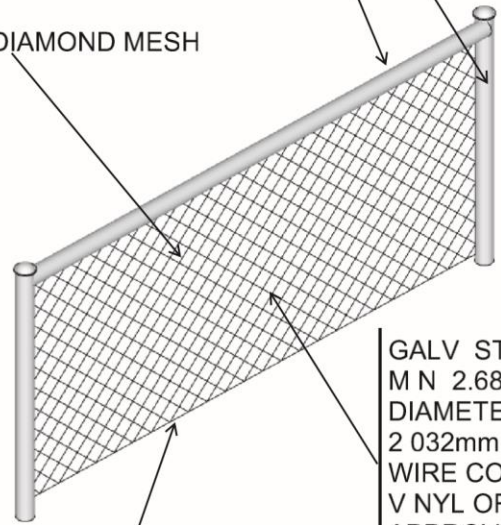


1"x4" VERTICAL  
BOARDS SPACED  
NOT MORE THAN 2  
3/4" APART

1 1/2" M N DIAMETER GALV  
STEEL POSTS, SPACED  
10'-0" ON CENTRE

1 1/4" M N DIAMETER GALV  
METAL HORIZONTAL RAIL

1 1/2" MAX DIAMOND MESH



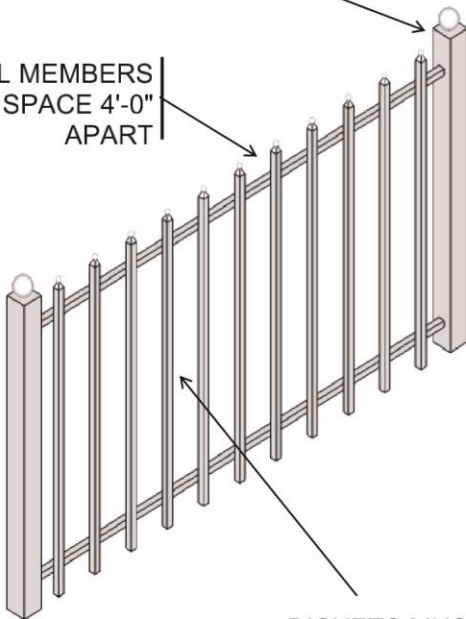
6mm GALV STEEL  
TENS ON WIRE MAY  
BE USED FROM  
BOTTOM RAIL

GALV STEEL WIRE  
M N 2.68mm  
DIAMETER OR  
2 032mm STEEL  
WIRE COATED WITH  
V NYL OR OTHER  
APPROVED  
COATING TO FORM  
2.68mm

**5'-0" Wood Fence**

STEEL POSTS M N 2"  
DIAMETER, POST  
SPACING MAX 10'-0"

HORIZONTAL MEMBERS  
MUST BE SPACE 4'-0"  
APART

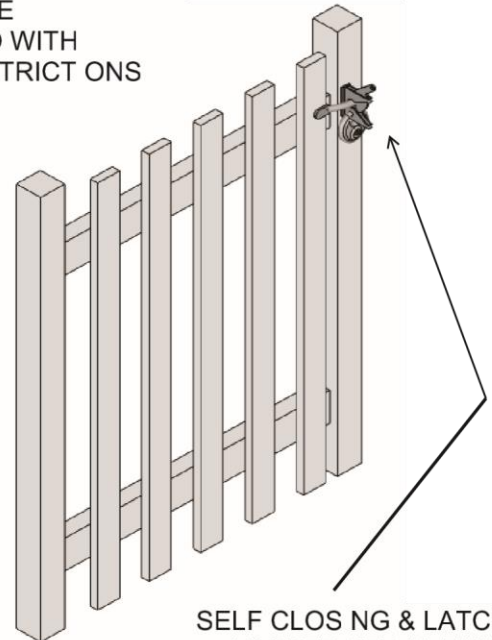


PICKETS MUST BE 4"  
ON CENTRE

**5'-0" Wood Fence**

**5'-0" Chain Link Fence**

NOTE  
GATE MUST BE  
CONSTRUCTED WITH  
FENCING RESTRICTIONS



SELF CLOSING & LATCHING,  
LOCKED AT ALL TIMES  
EXCEPT WHEN IN USE BY  
AUTHORIZED PERSONAL

**Gate Detail**

Drawing Name:  
**POOL FENCE DETAILS**

Project:  
**PROPOSED POOL**

Page:

**3 of 3**

**Note:**  
Maximum of 4" opening beneath the lowest point of a fence

Address:  
**123 TOWNOFERIN STREET**