



**Application for a POOL PERMIT-(Residential):  
To install a privately owned OUTDOOR POOL (with Enclosure)  
By-Law 8148-2008**

Owner/Address/Contact Info.:

Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agent/Pool Installer Contact Info.: (note that if agent signs application, agent form required by owner)

Agent/Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Plot Plan Required (Check): Locate  Existing House/Deck/Fence/Gates  New Pool to lot line  Pool Ladder/Steps

Pool Type (Check One):  Above Ground  In-Ground  Hybrid (half in-ground)  Hot Tub: Does not require a permit provided they have a solid lockable cover completely prohibiting access to the water enclosed.

Pool Access (Check One):  New Deck/Stairs  Existing Deck/House  Ladder Only (Freestanding Pool-No Deck)

Important Note: Include a building permit application for any structural deck work. A deck guideline is available to assist.

Enclosure type (ie. Fence or pool wall):  New 5'-0" high fence  Existing Fence: \_\_\_ Ft.  New 5'-0" high pool wall

Fence Type (Check all that apply):  Wood  Chain Link  Metal  Pool Wall + height extend \_\_\_ ft.  Other: \_\_\_\_\_

**Declaration of Applicant:** The undersigned hereby applies for the site plans review and associated works related to a swimming pool and for the inspection of subject property for compliance with Town By-Law(s) and/or Building Code to permit occupancy prior to any use.

**Applicant Full Name (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pool Permit Fee:** The fee for an issued pool enclosure By-law permit shall be the residential minimum permit fee under Building By-Law. Such fee shall be payable upon submission of an application and is not be refundable.

**By-Law Reference:** See "Pool Enclosure By-law 7166-96 as amended per By-law 8148-2008". [www.smithsfalls.ca](http://www.smithsfalls.ca) website and link here <https://www.smithsfalls.ca/media/2017/06/Outdoor-Pools--Enclosures-Office-Consolidation.pdf>

Also see related 'Fence By-law 7163-96'. Email all request for information to: [info@smithsfalls.ca](mailto:info@smithsfalls.ca)

A '**Pool Guideline**' is also available to assist preparing to file. Please allow 10 business days permit process time for a complete application. **Note: If a pool has any structural deck/platform, please file both pool application and a building permit application.** These two applications are required for any combination deck/pool design.

Please contact Town Hall 613-283-4124 and/or ext. 1132 for any further assistance. (8/21)