BUILDING PERMIT APPLICATION – ABOVE OR IN-GROUND POOL

HOW TO OBTAIN A BUILDING PERMIT

As per By-law 2537-2004 any pool in which the depth of water at any point can exceed 12" (1 foot) requires a building permit. The minimum distance from grade to the top of a pool wall is required to be 4ft. Anything below 4ft requires a fence.

When a building permit is required, an application must be filed with the Building Department using the following forms. Once submitted with all the necessary documentation, a permit **may** be issued **after** the application has been reviewed to ensure compliance with the Ontario Building Code, the Township Zoning By-law and any other applicable regulation. A plans review document, detailing the deficiencies of your submission, if any, may form part of your building permit. The Chief Building Official is responsible for the issuance of all building permits.

Other Land Use Approval permits may be required from such agencies as the Ministry of Transportation, depending on the nature of the project and the specific location of the site.

Building permit fees are listed in **Schedule "A" of By-Law 3696-2024**. All required **fees** must be paid before the permit can be issued.

Please follow each of the steps below. Should you feel that one of the steps is not required, please contact the Chief Building Official for confirmation.

Step 1: Determine what you require a permit for and where you plan to put your pool

REQUIREMENTS FOR POOL PERMIT – ABOVE OR IN-GROUND POOLS

Where to install your pool?

The pool must be a minimum of 1 (one) meter or 3 feet (') 3 inches (") from your back line, 1 (one) meter or 3' 3" from either side lines, (when there is a close neighbour) and cannot be in front of your house.

If you live on a corner of two roads, then the pool must be situated a minimum of 6 (six) meter or 20' away from both roads.

The pool must be 3 (three) meters or 10 (ten) feet from your house, 1.52 meters or 5' +- from the well, and 4.57 meters or 15' (fifteen) from your septic.

The Electrical Safety Code, Section 68 has restrictions for the minimum clearances for Ontario Hydro and Bell conductors over swimming pools.

Phone and cable lines must have a minimum vertical clearance above the pool of 4.5 m. (14.75'). Hydro lines must have a minimum vertical clearance above the pool of 7.5 m. (24'8") and hydro poles must be 5 m.(16') away from the pool.

What to bring in to get a building permit?

You will need a plot plan, hand drawn is acceptable, indicating where you will be installing the pool and how far away your house, septic, septic bed and well are from your pool (see Site & Draining Plan form below). Also indicate how far the pool will be from your back line and side lines.

You will need to bring in a description (brochure) of the pool from the company that you are purchasing from. If you are buying second-hand, please let us know the description of the pool (wall height and size of footprint).

All pools must follow the Township of Augusta's Swimming Pool/Fencing By-law 2537, and the Building Code Act, 1992 S.O. 1992, Chapter 23.

How much will the permit cost?

The cost for a swimming pool permit is $95.00. If you plan to build a deck around the pool the price will be $0.50/sq ft. of deck on top of the $95.00.

Example: of you wanted to build a 10×10 deck (100 sq. ft.), the permit would cost you 100 x 0.50 = $50.00 for the deck. This brings the total for your building permit to $145.00 for both the deck at $50.00 and the pool at $95.00.

As a reminder the Township only accepts cash, cheque, debit or e-transfer. We are not equipped for Credit Cards.

When do inspections take place?

Our Chief Building Official will inspect the pool prior to putting the pool into use. The inspection cost is covered in the permit. Please call when it is complete and the CBO will be there as soon as possible.

POOLS AND DECKS & FENCES

Plans and information shall be submitted with application for a building permit to be reviewed for compliance with the minimum requirements of the Ontario Building Code. (OBC)

Decks, balconies, verandas and similar platforms that are attached to a building or that have an area greater than 10 square meters (107.64 sq. ft.) are, by definition, considered as buildings or parts of buildings. Consequently, they are subject to the requirements of 9.15.

At least no.1 & no.2 grade, pressure treated, spruce-pine-fir lumber is to be used for the proposed construction of the deck. The owner and contractor shall notify the Building Department if any different type of lumber, other than that outlined above, will be used.

Columns shall be securely fastened to the supported member to prevent lateral movement as outlined in article 9.17.2.2. of the OBC. Where the length of the column is not more than 600mm (23 5/8″) from finished ground to the underside of the supported member and the columns support a deck with no superstructure, columns do not require lateral support described above.

Treads and risers shall have uniform rise and run in any one flight as a requirement of sentence 9.8.4.4. of the Code.

Exterior stairs serving dwelling units shall have a maximum rise of 200 mm (7 7/8″), a minimum run of 210 mm (8 1/4″) and a minimum tread width of 235 mm (9 1/4″) as required by article 9.8.3.1.

Handrails are not required for exterior stairs having not more than 3 risers as outlined in sentence 9.8.7.1(2} of the Code.

Handrails on stairs shall be not less than 865 mm (34″) and not more than 965 mm (38″) in height, measured vertically from a line drawn through the outside edges of the stair nosing, as outlined in article 9.8.7.4.

The guards around the deck must meet the requirements of subsection 9.8.8. of the Code. That is, they must be designed by a professional engineer or constructed as outlined in the SB-7 to the 2006 Ontario Building Code.

Every exterior landing, porch, deck balcony and roof to which access is provided for other than maintenance purposes shall be protected by guards on all open sides where the difference in elevation between adjacent levels exceeds 600 mm (23 5/8″) as outlined in article 9.8.8.1 of the Code.

Guards for porches, decks, landings and balconies serving not more than one dwelling unit and which are not more than 1.8 m (5’11”) above the finished ground level are permitted to be a minimum of 900 mm (2’11”) high as outlined in sentence 9.8.8.3.(3) of the Code.

Openings in guards shall be of a size so as to prevent the passage of a sphere having a diameter of 100 mm (4″) and no member, attachment or opening located between 140 mm (5.5″) and 900 mm (35.5″) above the floor that will facilitate climbing as required in articles 9.8.8.5. and 9.8.8.6.

Openings through any guard which is not required shall be of a size which will prevent the passage of spherical object of more than 100mm (4 in), or will permit the passage of a spherical object having a diameter of more than 200 mm (7 *7/8* in) as outlined in sentence 9.8.8.5.(2) of the OBC.

Wood supports shall be separated from concrete in contact with the ground by not less than

0.05 mm (0.002″) polyethylene film or Type S roll roofing, as outlined in article 9.17.4.3 of the Code.

The deck must not be supported by an existing structure if deck blocks are to be used as foundations. Frost action may compromise the integrity of a permanent joint attaching the proposed deck to the existing deck and house.

Sod, top soil and any organic matter shall be removed to allow for the concrete deck blocks to bear directly on undisturbed soil, rock or compacted granular fill as outlined in article 9.15.3.2 of the Code.

Piers for the support of deck columns shall extend not less than 150 mm (5 7/8″) above ground level, project not less than 25 mm (1″) beyond the base of the column, but in no case be less than 190 x 190 mm (7 1/2 x 7 1/2″) in size or 200 mm (8″) in diameter as required by article 9.35.3.4 of the Code.

Piers and columns supporting decks shall extend not less than 150 mm (5 7/8″) above ground level as outlined in articles 9.15.4.6. The diameter of the concrete columns shall be not less than 230 mm (9 in) diameter or a minimum of 200mm X 200mm (8”x8”) as described in 9.17.6.2 and shall rest on an appropriately sized footing. These measurements are for unreinforced poured concrete.

Concrete piers shall rest on undisturbed soil, rock or compacted granular fill and extend a minimum depth of 1.2 m (4’) below grade. (below frost penetration)

Beams supporting the joists above the columns must consist of not less than 2 pieces of 38 mm (2″) lumber nailed together with a double row of nails not less than 89mm (3.5″) in length, spaced not more than 450mm (17.7″) apart in each row with end nails located 100mm (4″) to 150mm (5,7/8″) from the end of each piece. The bearing area under the beams and joists shall be sufficient to carry the supported load. Articles 9.20.8.3., 9.23.8.3.

Proposed ledger board at the house must be securely anchored to the framing structure of the house and provide sufficient support for all loads.

Lumber decking shall be fully supported at the ends on solid bearing and shall be of uniform thickness and not more than 184 mm (7 1/4″).

No part of an outdoor pool including an associated apron or platform which is in a front or side yard shall be constructed closer to a street line than the requirements for the main building in the zone within which it is located nor closer to the lot line in a rear yard than the minimum distance required for an accessory use or structure. S.6.35.1. Zoning

Pool fences act as a barrier to prevent small children and pets from drowning by accessing your pool when adult supervision is not present.

Every above ground pool with a pool wall that is less than 1.2 meters (4 feet) high shall be enclosed by a fence of at least 1.2 meters (4 feet) in height. Most pools manufactured today have a height of 52″. Any steps or supports to the pool will need to be fenced. If the above ground pool is a stand alone pool with no deck or fence, it must have a removable ladder that is locked in place at a location away from the pool. Any in-ground pool requires a fence.

The fence shall have a minimum vertical height of 1.2 meters (4′) and shall have no horizontal structural members between 140mm (5.5″) and 900mm (2’11”) that would allow easy climbing.

No person shall place or store materials against the outside of a swimming pool fence unless the height of the fence is increased by the height of the object against the fence. The height of the fence, including any gates, shall be measured from the ground level or from any climbable fixture or feature on the exterior side of the fence.

The gate shall be self-closing and have a self-latching device. The self-latching device on the gate that can be opened without a key from the outside shall be not less than 1.22 meters (4′) above ground level on the pool side of the gate. The clearance between the ground and the underside of the fence shall be a maximum of 100mm (4″). Openings in the fence or gate shall be no larger than what would allow a 100mm (4″) diameter spherical object to pass through.

No person shall place water in a swimming pool or permit water to remain in the swimming pool if the required swimming pool fence is not erected.

The issuance of a building permit does not relieve the owner, builder or designer from complying with the Ontario Building Code Act and the regulations made there under, or with any other applicable Federal or Provincial Legislation or Regulations or Municipal Bylaws and municipal agreements which may apply.

Step 2: Authorization for Applicant to Act as Agent

If someone else is applying for a building permit on your behalf or will be discussing your project with the Chief Building Official on your behalf, the following form will need to be signed by you – the landowner – and submitted with your application.

Agent for Registered Landowner

Step 3: Building Permit Application

All applicants must complete, sign and date the **Application for a Permit to Construct or Demolish** as well as the **Roles & Responsibilities Declaration** Form, and the **Site & Drainage Plan** Form.

The completed application form must be accompanied by the following:

1.
    1. **A deed** may be required indicating the name of the **current registered owner** of the property for which the permit is to be issued.
    2. **A site plan** showing the **location of all existing and proposed buildings or additions, any hydro lines, water courses, pipelines, railway tracks and wells or septic systems and leaching beds** on the lot in relation to the property
    3. Provide a reasonable and clear **plan showing water drainage** and run off, satisfactory to the Municipal Drainage Superintendent or Designate.

4. **Details about the pool (manufacturer, installer, dimensions)**
5. **Conservation Authority** approval may be required prior to building permit issuance or in areas with significant wildlife habitat or significant woodlands. Construction is not permitted within areas of the 100-year flood plan.

If you have any questions regarding any part of this process, please call or email the Chief Building Official, Karen Morrell at 613-925-4231 ext. 106, kmorrell@augusta.ca.

Pools Need Fences
It's the LAW

These *ALL* require a fence ...

Augusta TOWNSHIP
A Community of Opportunity

As per By-law 2537

- **Any Pools in which the depth of water at any point can exceed 12" requires a building permit.**
- **The minimum distance from grade to the top of a pool wall is required to be 4 ft.**
- **Anything below 4ft requires a fence**

Visit our website at:
www.augusta.ca

Leeds, Grenville & Lanark District HEALTH UNIT
www.healthunit.org
Your Partner in Health

Ontario
Early Years

Special thanks to the following for their permission to use these photos: (clockwise from top left: Intex Corp; Steve Thomas http://homepage.ntlworld.com/steve.thomas4/MyPond.html; Pool & Hot Tub Council of Canada.

SCHEDULE A
BY-LAW 3696-2024

BUILDING

ITEM	FEE	NOTES
Compliance Letter	$100.00	
Fast Tracked Compliance Letter	$150.00	Within 48 hours
Occupancy Permit, (new construction)	$95.00	
Residential Buildings	1.00/sq ft	
Partially finished basement, non-living space	$.85/sq ft	Excludes building services mechanical area
Accessory Buildings	$.50/sq ft	
Solar Panels	$.30/sq ft	Plus, engineering report on structural adequacy of building
Designated Structures	$10.00 per $1,000.00 of evaluation cost	
Agricultural Use Structures	$.25/sq ft	Max. $750.00 Building up to 20,000 sq ft
Agriculture Use Structures	$.05/sq ft	Building over 20,000 sq ft
Commercial/Industrial	$.40/sq ft	
Demolition Permit	$110.00	
Pool Permits	$95.00	Pool only
Tents	$95.00	Greater than 646 sq ft
Decks, pool decks, porches, gazebos	$.50/sq ft	
Plumbing	$11.00/fixture	
Woodstove permits	$95.00	Does not include WETT
Conditional Permit	$110.00	
Re-inspections/Plan re-examination	$95.00	2nd + inspections/ 2nd + examinations
Change of use permit	$.35/sq ft	
Transfer or Renewal permit	$95.00	With no changes
Insulation/vapour barrier retrofit	$95.00	
Hydronic heating or Radon Piping	$95.00	
Misc. inspections	$95.00	
Revision permit	$95.00	Based on new construction fees or min amount.
Revocation of Permit	65% of permit value	Minimum $95
Building without a permit	Double the cost of the Permit	
Refundable deposit, new residential	$500.00	After final inspection Deductions may apply

Non-refundable deposit	$95.00	Applied to permit cost
Orders issued under the Building Code Act	$250.00	
Inspections required beyond two years from date of permit issuance	$250.00	
Alternative Solutions	$1,000.00	Plus, any third-party review costs.

Minimum fee $95.00

The amount of fees that may be refunded shall be a percentage of the fees payable under this by-law, as follows:

(a) 80% of the fees if administrative functions only have been performed;

(b) 70% of the fees if administrative and zoning functions only have been performed;

(c) 45% of the fees if administrative, zoning and plan examination functions have been performed;

(d) 35% of the fees if the permit had been issued and no field inspections have been performed subsequent to permit issuance;

(e) 5% of the fees shall additionally be deducted for each field inspections have been performed after the permit has been issued;

(f) Notwithstanding Section 1 above, no refund shall be made of an amount less than $25.00;

(g) Refunds shall not be granted unless the owner requests a refund in writing to the CBO within six (6) months of issue of the permit; and

(h) Requests for partial refunds due to changes in the estimated construction values must be submitted in writing to the CBO within six (6) months of substantial completion of the project.

"SCHEDULE "B"
OF BY-LAW 3413

RESPECTING PLANS OR WORKING DRAWINGS

List of Plans or Working Drawings (2 sets required) to accompany application for permits.

1) The Site Plan

2) Floor Plans

3) Foundation Plans

4) Framing Plans

5) Roof Plans/Truss Plans

6) Energy Efficiency Design Summary

7) Reflected Ceiling Plans

8) Sections and Details

9) Building Elevations

10) Electrical Drawings

11) Heating, Ventilations and Air Conditioning Drawings

12) Plumbing Drawings

NOTE: The Chief Building Official may specify that not all the above mentioned plans are required to accompany an application for permit.

AUGUSTA TOWNSHIP
3560 County Road 26
Prescott, ON K0E 1T0
Phone: 613-925-4231 Fax: 613-925-3499

AUTHORIZATION FOR AN APPLICANT TO ACT AS AN AGENT FOR THE REGISTERED LANDOWNER

I, _____, being the legal owner of the

property located at (Civic address) _____,

in the Township of Augusta authorize _____

whose phone number and mailing address is _____

_____

to Act as an agent on my behalf.

_____
Signature of Registered Landowner

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act,1992*

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

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^2)		

B. Purpose of application

☐ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit

Proposed use of building	Current use of building
Description of proposed work	

C. Applicant

Applicant is: ☐ Owner or ☐ 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 (if known)

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. New home construction licensing requirement

i. Is the proposed construction for a new home as defined in the *New Home Construction Licensing Act, 2017*? If no, go to section G.	☐ Yes	☐ No
ii. Is a licence required under the *New Home Construction Licensing Act, 2017*?	☐ Yes	☐ No

iii. If yes to (ii) provide licence 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

i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (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).	☐ Yes	☐ 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 *Building Code Act, 1992*, to be paid when the application is made.	☐ Yes	☐ No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992.*	☐ Yes	☐ No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992* which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	☐ Yes	☐ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	☐ Yes	☐ 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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

Application submitted to: The Corporation of the Township of Augusta
3560 County Rd. 26, Prescott, ON, K0E 1T0
T 613-925-4231 F 613-925-3499
www.augusta.ca

Site & Drainage Plan

Please include:

- Location of all existing and proposed buildings and pools
- Front, rear and side yards set backs
- Location of well, septic and hydro poles
- Using arrows, show the direction of surface water flow

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Roles and Responsibilities of the Builder or to Whom a Permit is Issued

- Comply with BCA/OBC; 8.(11)
- Complete applications with required info.; BCA 7., 8.(2e), [C]1.3.1.3.(5)
- Obtain permit prior to construction; 1.(1)
- Obtain permit prior to Change of Use unless exempt by [C]1.3., BCA1.(2), 8.(1), 34. (1)
- Post permit; BCA 34.(1), [C]1.3.2.1(1)
- Copy of drawings on site; BCA 34.(1), [C]1.3.2.2.(1a.b)
- Notify CBO of changes; BCA 8.(12)
- Adhere to plans, specs; BCA 8.(13)
- Fences to enclose site; BCA 7.(1i,j)
- Notify on stages of construction; BCA 10.2(1), [C]1.3.5.1.(2)
- Occupy unfinished bldg. after inspection; BCA [C]1.3.3.1.(2), 1.3.3.2.(1)
- Provide as constructed plans; [C]1.3.6., BCA 7.(1g)
- Not hinder but assist; BCA 19.
- Obey Stop Work Order; BCA 14.(4)
- Respect posted orders; BCA 20.1.

Before the work starts ensure that all contractors have WSIB clearance numbers (1-800-387-0750) The law has changed. Failing to register with the WSIB by January 2014 and working without a clearance number means penalties and significant fines for contractors and those who hire them. www.wsib.on.ca

- Minimum clearance to hydro lines or poles is 5 meters horizontally or vertically. Electrical Safety Authority (ESA) 1-877-372-7233
- Minimum clearance to railway tracks are as described in section 6.38 and 6.42.1 of Zoning By-Law #2965.
- Canadian National Railway runs through Augusta Township. (CNR) 1-888-888-5909
- Minimum clearance to pipelines is 30 meters from the pipeline right of way. Pipeline Public Awareness 1-855-458-6715
- New residential development shall be setback a minimum distance in accordance with MDS calculations as per section 6.42.3. of Zoning By-Law #2965.

Call Before You Dig – It's Free. In Ontario: 1-800-400-2255 or www.clickbeforeyoudig.com Ontario One Call: 1-800-400-2255. www.on1call.com
Pipeline Emergency: 1-888-982-7222
Pipeline Landowner Inquiries: 1-866-372-1601

Application submitted to: The Corporation of the Township of Augusta
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DECLARATION OF BUILDER, APPLICANT OR OWNER

I, _____ declare that I have read and understood the information and agree to abide by these roles and responsibilities listed above.

_____ _____
Signature Date