



Private Pool Permit Guide

Town of The Blue Mountains

All application forms, drawings, and related documents shall be submitted electronically in PDF format to build@thebluemountains.ca or by using our secure [ShareFile](#) system. Please refer to our [Electronic Submission Requirements Document](#)

Application Forms

1. [Private Pool Permit Application Form](#)
2. [Owner's Authorization Form](#) (Required if Applicant is not the Owner)
3. [Memorandum of Understanding and Indemnity](#) for the Installation of Private Pools

Required Drawings and Specifications (All Drawings to be Black & White)

4. Site Plan and/or Lot Grading Plan
 - Site-specific Grading Plan designed & stamped by Professional Engineer or Ontario Land Surveyor required for all applications.
 - Site Plan must include all details of fence construction, indicate all setbacks from the proposed fence to the property lines & pool's edge, full details of all entrances and location of all proposed pool equipment

Fees Charges & Deposits

5. Private Pool Permit Fee \$100.00

Approvals from other Agencies are required in many instances before a pool permit application can be processed and before a permit is issued for pool construction. These approvals are not administered by Building Services. Please ensure all other required approvals are complete.

[Applicable Law](#)

Notes:

- **A Temporary Fence is required to be in place during all phases of construction.**
- **Inspection of a pool enclosure is required prior to filling the pool with water.**
- [Swimming Pool Fence By-law](#) Office Consolidation 2002-8

Next Steps

Submit complete application including supporting documentation, electronically to build@thebluemountains.ca. Application is reviewed for completeness and compliance with the zoning bylaw and other Applicable Law. Town Inspector attends site to review proposed grading, pool & fence location. Permit will be issued when review is complete, and fees are paid. Town Inspector completes 2 inspections (initial & final) Once final inspection is completed and passed; the permit file is closed.