



The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

Pool Enclosure Permit Application Submission Guide

The Municipality of West Elgin requires that a pool fence enclosure permit be issued for all pools in accordance with Pool Fence by-law No. 98-47 and By-law No. 2012-10. All application forms, drawings, and related documents may be submitted to the Municipality of West Elgin office at 22413 Hoskins Line, Rodney, ON N0L 2C0 or emailed to building@westelgin.net

Required Application Forms

- Pool Fence Enclosure Permit Application
- Owner's Authorization Form (Required if Applicant is not the Owner)

Required Drawings and Information

- Site Plan or copy of your survey clearly showing where you propose to install the pool. Show dimensions to property lines, structures, easements, hydro lines and the septic system (if applicable)
- Clearly indicate where the fence and any gates will be located including information about the height and material the fence will be constructed of.

Fees and Charges

Pool Fence Enclosure Permit Fee - \$75.00

Other Information

Other permits may be required if the pool is to be located within areas regulated by the local conservation authority. (**Lower Thames Valley Conservation Authority**) 519-354-7310 or an electrical service is required for installation of pool equipment. (**Electrical Safety Authority**) 1-877-372-7233.

Call for locates, it's safe and it's free (On1Call 1-800-400-2255)

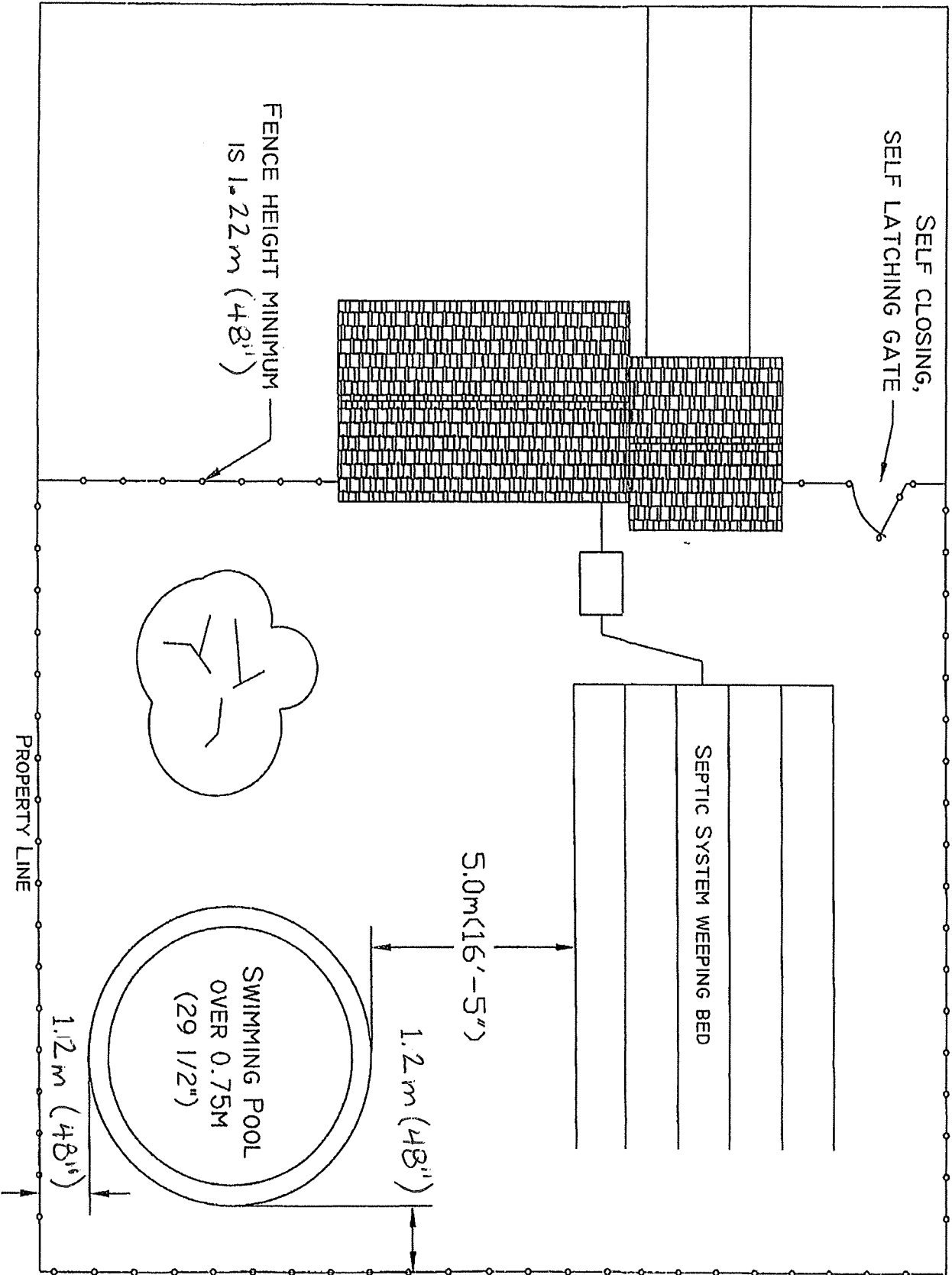
If a deck is going to be constructed as part of the access to the pool, please note that a permit will be required for the deck if it is more than 10 m² in building area and more than 24" off grade (24" above grade to the walking surface of the deck). A separate fee and construction details will be required for the deck. Please contact the Building Official for more details.

Next Steps

Submit complete application including supporting documentation to the Municipality of West Elgin. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Official checks major phases of construction until Final inspection.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.

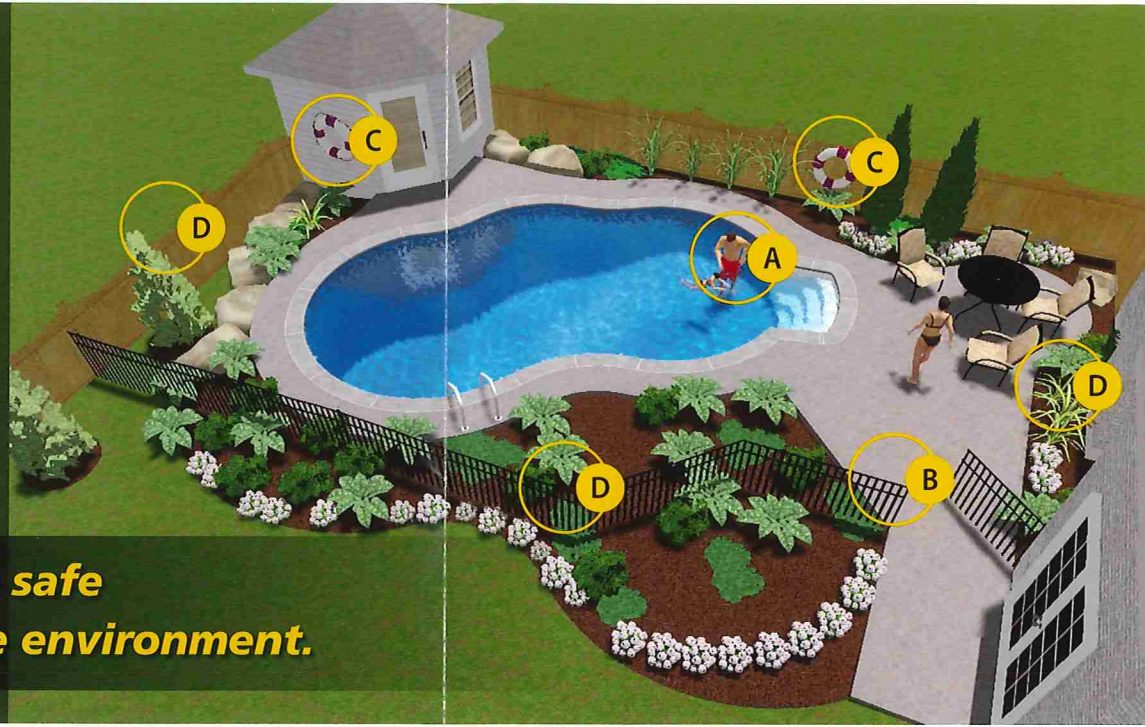
Jackie Morgan-Beunen
Chief Building Official
C: 519-857-9605
building@westelgin.net





Tips for homeowners with backyard pools

Set up a safe poolside environment.



In addition to adult supervision...

- Encourage swimming lessons and first aid instruction for family members and caregivers.
- Put young children and weak swimmers in life jackets/personal flotation devices when in or around water.
- Consider additional layers of protection such as alarms, safety covers, and water rescue equipment (e.g. ring buoy, lifeline).
- Encourage walking around the poolside, as running can often lead to slips and falls.
- Discourage the use of alcohol or drugs by adults who are supervising children by the pool.

A Adult supervision

Adults must be present and close to the pool, ready to assist at any moment. They must always stay within sight and reach of children when in or around pool. Do not allow any distractions to interfere with constant supervision.

B Self-closing and self-latching gates

The pool gate should be fully closed at all times. It should automatically close and latch itself, with the release mechanism at the top of the gate, out of reach of small children. Do not prop gates open.

C Safety equipment

Safety equipment should always be poolside and easily accessible. Personal flotation devices and life jackets are not a substitute for adult supervision.

D Fencing and Barriers

Build a pool fence that meets local by-law requirements. A good way to keep young children safe is to build a four-sided fence/barrier to separate the pool from the rest of the yard. A variety of fencing options are available.

More about pool fencing

The purpose of pool fencing is to isolate a swimming pool, or yard where the pool is located, by completely enclosing it.

Find out what your municipality defines a pool; many inflatable pools require pool fencing. It is important to check with your local municipality to find out what by-law requirements will apply to your property.

For example, the City of London's *Swimming Pool Fence By-law PS-5*, requires:

- a fence which is a minimum height of 1.5 metres (4.9 feet);
- gates that are self-closing and self-latching;
- specific gap or opening sizes in the fence depending on the design and style of pool fencing used.

Municipalities require a swimming pool fence permit be obtained before installation of the pool. This permit will ensure the municipality conducts an inspection to confirm by-law compliance.

NOTE: This publication is intended to provide general safety information and does not indicate all of the required regulations that apply. Please contact your municipality to obtain a copy of the by-law(s) that apply to your property.



Did you know...

A child can drown in as little as 2.5 cm (1 inch) of water.

All children are at risk of drowning, especially those under age 5, because they:

- are attracted to water
- do not understand the dangers.

Children from ages 5 to 14 are at risk because they may:

- overestimate their own skills
- underestimate the depth of the water.

Checklist for Drowning Prevention:

- Are your fences and gates in good repair and do they meet the requirements of your local by-law?
- Does your gate self-close and self-latch properly?
- Is the release mechanism at the top of the gate?
- Is responsible adult supervision at poolside whenever children are in or near the water?
- Are all family members up-to-date with swimming lessons and first aid instruction?
- Is safety equipment at poolside in good repair?
- Are emergency numbers and a phone at poolside at all times?

This information is brought to you by the following community partners. Contact them to follow up and learn more about this important topic.



healthunit.com



Pool & Hot Tub
Council of Canada

poolcouncil.ca

Pool Safety Drowning Prevention



Protect your family by the pool

Keep your family and
friends safe by reviewing
and following these pool
safety guidelines.



Drowning can be prevented

Drowning is a silent danger and the second leading cause of death for Canadian children.

Drowning can happen in an instant but affects a family for a lifetime. A few moments of inattention by a parent or caregiver can result in a child slipping silently under the water without anyone noticing.

Learn all you can to prevent drownings and keep everyone safe around pools.



| For use by Principal Authority | | | |
|---|-------------------------------------|---|-------------|
| Date received | Roll number | Permit number | Fee \$ |
| A. Project information | | | |
| Building number, street name | | Unit Number | Lot/con. |
| Municipality | Postal code | Project Value est. \$ | |
| B. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 | |
| C. 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 | |
| D. Installer (if applicable) | | | |
| 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 | |
| E. Type of Pool | | | |
| <input type="checkbox"/> Above Ground | <input type="checkbox"/> In-ground | Pool Size | |
| F. Type of Fence | | | |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Chain Link | <input type="checkbox"/> Other (description): | Height (ft) |
| G. Declaration of applicant | | | |
| The undersigned agrees that the proposed work shall be done in accordance with this application and in accordance with plans and specifications on the basis of which a permit is issued and agrees to comply with all applicable provisions of the Fence By-Law as amended and the Zoning By-Law and related agreements with the municipality and applicable to the subject lands. | | | |
| I (<i>please print</i>) _____ certify that the statements herein contained in the said application attached plans and other documentation are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained above. | | | |
| _____ Signature | | _____ Date | |