



Department of Planning & Development Building Division



Guide to Swimming Pool Enclosure Permits

www.lasalle.ca

Why is a swimming pool permit required?

Property owners installing swimming pools are required to obtain a swimming pool enclosure permit from the Town of LaSalle.

This is required for public safety purposes, protect municipal infrastructure located within registered easements, and to ensure that the various provisions of the Town's zoning, fencing and lot grading requirements are complied with.

What is required for a swimming pool enclosure permit?

The following is required for a complete swimming pool application:

- ✓ Application for a swimming pool enclosure
- ✓ Site plan drawing (refer to sample site plan in this package)
- ✓ Fence construction information (see attached fence options)
- ✓ Permit fee and refundable deposit – refer to fee schedule

What needs to be shown on the required site plan?

The individual property owner is required to prepare a detailed site plan, drawn to scale and depicting the following information (please refer to attached sample site plan drawing as a guide in preparing the drawing to be submitted with your permit application).



- Municipal address, lot number and registered plan number for the subject property;
- Lot dimensions with location of all property lines for the subject property;
- Location of all registered easements and / or right-of-ways located on the subject property;
- Location of any watercourse and / or municipal drain located on the subject property and on any adjacent lands abutting the subject property;
- Location and dimension of proposed new swimming pool, including any and all below or above ground supporting braces, decking and any other appurtenances which are an integral part of the swimming pool structure;
- Location of the dwelling and any accessory building or structures on the subject property;
- Proposed setback distance from the proposed new swimming pool structure to all property lines, to any easement and / or right-of-way, to the nearest point of any watercourse/municipal drain, and to all dwellings and accessory building and structures on the subject lot;
- Proposed location and size of any accessory pool equipment, deck, shed, or any other accessory structure, including setback distances to all property lines;

- Where sanitary sewers do not exist, show location of any private sewage disposal system (i.e. septic tank and tile field), and provide setback information for the proposed new swimming pool structure to the nearest point of the existing private sewage disposal system;
- Location, type, and height of fence to be used to enclose the proposed new swimming pool structure, including all gates; and
- Provide information regarding location of existing catch basins and retaining walls, and depict location and height of any proposed alterations to existing lot grading and /or any proposed relocations of existing catch basins for the subject property.

How Do I Submit a Building Permit Application?

Swimming pool enclosure permit applications, drawings, and any other associated documents can be applied online at: <https://citywideportal.com/auth/login>

A new user account will be required to access this portal. All status updates and inspections will be available to the applicant through this portal.

Online payments for all deposits and building permit fees can be paid online <https://forms.lasalle.ca/Planning-and-Building/Building-Permit-Payment-Form>

Alternatively, you can visit Town Hall at 5950 Malden Road, LaSalle, Ontario, and make a payment at the first floor counter (Tax counter) via cash, check, or debit (credit card payments are not accepted at Town Hall). In order to do this, please have the permit number and address available when making a payment.

Please note that online credit card payments are subject to an additional **1.75% fee that will be charged on top of the total price listed on the payment page**

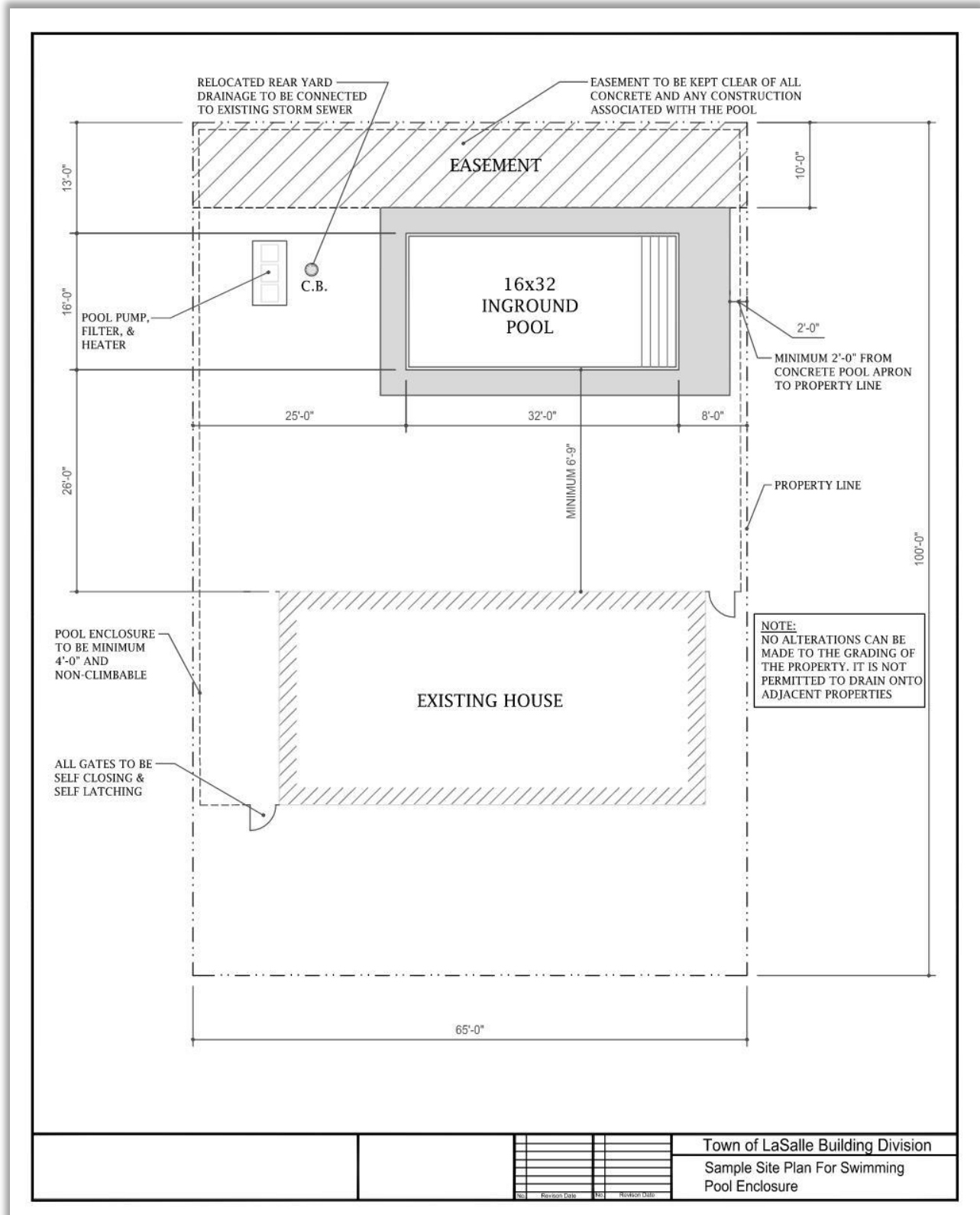
Fees and Deposits Required for Swimming Pool Enclosure Permits

The fees and deposits that are to be submitted to the Town of LaSalle for a swimming pool permit are as follows:

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|---|---------------------------|
| Swimming Pool Permit Fee | \$190.44 (non-refundable) |
| Swimming Pool Indemnity Deposit for Inground Pools | \$1,000.00 |
| On ground or above ground pools | \$500.00 |

Refunds will be automatically sent to the individual who paid for the deposit upon completion of the final inspection.

Sample Site Plan



Requirements for Swimming Pools and Pool Enclosures

It is the responsibility of the affected property owner to obtain a swimming pool permit from the Town of LaSalle prior to commencing the installation of a swimming pool. Swimming pools cannot be installed in the Town of LaSalle without a proper fence enclosure. All property owners are responsible for complying with all applicable legislative and regulatory requirements, which may be amended from time to time, including but not limited to zoning, fencing, and lot grading regulations.



By-laws 8946 (fencing), 8600, as amended (zoning), and 7080 (site alteration), as amended, must be complied with, including the following requirements which apply to all swimming pool installations in the Town of LaSalle:

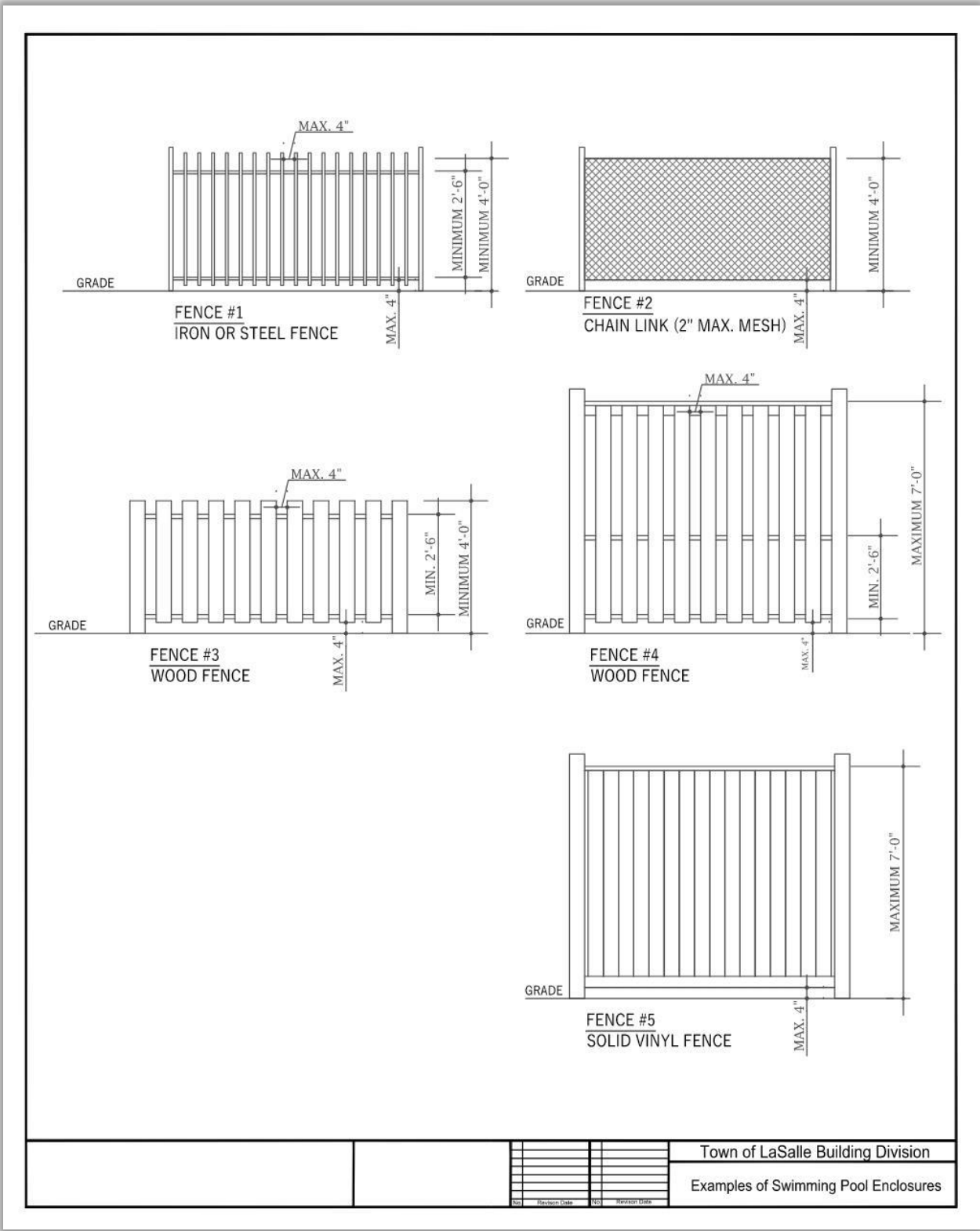
- Above ground pools can serve as an enclosure provided the pool wall is a minimum of 1.2m (4'-0") high and any access into the pool is restricted. In this circumstance, the pool equipment must be located minimum 2m (6'-6") from the pools edge to be deemed non-climbable.
- Construction of pool enclosures shall not have any horizontal member that can facilitate climb ability. Such members shall have a minimum distance of 0.7m (2'-6") apart.
- A chain link fence that forms part of the swimming pool enclosure shall have a mesh not greater than 2" x 2".
- Any gate that is provided in a swimming pool enclosure must be self-closing and must have a self-latching device.
- Fences shall be installed on the property where the swimming pool is proposed to be installed. Barbed wire fences and electrical fences are not permitted. The maximum height of any fence is 2.13m (7'-0") including any lattice work.
- A minimum 1.5m (5'-0") setback shall be maintained from all property lines to the nearest point of the water's edge of the proposed swimming pool structure and 7.6 meters (25'-0") to the rear lot line of a through lot.

- The concrete apron installed around an in-ground swimming pool must be no closer than 0.6m (2'-0") to a side, exterior side or rear lot line.
- A minimum 2.0m (6'-9") setback shall be maintained from the main building.
- No portion of any swimming pool structure (including any supporting braces, decking, etc.), walkway and/or other accessory structure is permitted within any registered easement and /or right-of-way located on the subject property.
- All swimming pool structures shall be installed in a manner which does not adversely affect any neighboring properties, with proper lot grading being maintained at all times. No alterations to existing lot grades can be made for the purpose of installing a new swimming pool structure without the prior approval of the Town's Engineer and / or Chief Building Official.
- No relocation of a rear yard catch basin to accommodate the installation of a new swimming pool structure can be made without the prior approval of the Town's Engineer and / or Chief Building Official. This relocation must be re-inspected and approved as part of this swimming pool permit application.
- A separate building permit is required to be applied for prior to constructing of any accessory structure which has a total floor area of 15m² (161ft²) or greater. Such accessory structures must be located in accordance with Table under 3.1. f) of the 8600 Zoning By-Law, as amended.
- For any accessory structure that has a floor area of less than 161ft², no building permit is required. Such structures must be located in accordance with Table under 3.1. f) of the 8600 Zoning By-Law, as amended.
- The storage or location of material (e.g. stone, sand, landscape material) or trailers is not permitted on municipal roadways and must be located in the driveway (By-law 6197).
- A temporary construction fence must be installed at all times during construction of the swimming pool until a time a permanent fence is installed.

Please note that the above information has been provided in this application guideline for **convenience purposes only**. Please consult with the actual Council adopted By-laws to make sure that the regulations you are following are the most current and up to date.

For additional information, please contact the Building Clerk at 519-969-7770 extension 1245 during regular business hours. Please be advised that these By-law requirements are subject to change without notice.

Pool Enclosure Options



Inflatable Swimming Pools

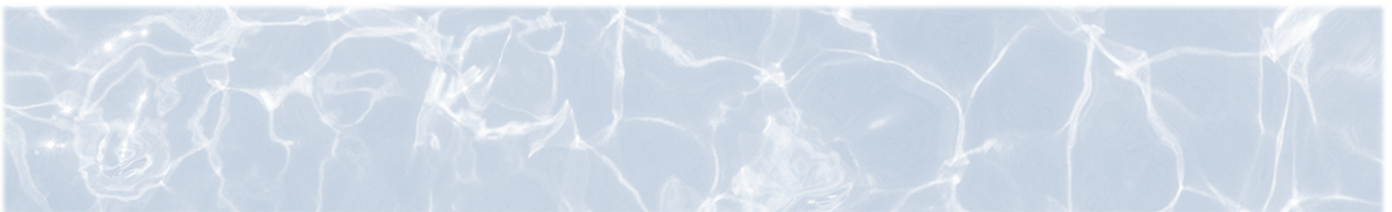


For the protection and safety of all citizens, if you own an inflatable pool or are considering purchasing one, please be advised that a pool permit and the installation of a pool enclosure is required that is in compliance with all the provisions of the fence by-law. No person shall place water in an inflatable swimming pool until such requirements have been fulfilled.

If you have any questions about the information provided, please contact the Town of LaSalle Planning and Development Services department at 519-969-7770 extension 1245 or email at building@lasalle.ca

General Swimming Pool Enclosure Notes

1. Owner/contractor is to verify the property lines prior to installation of the pool. It should be noted that fences are not always installed on the property line and it is the responsibility of the owner/contractor to ensure proper setbacks are maintained.
2. Verify there are no easements on the property and no overhead hydro lines. No concrete or structure is permitted on or above any part of the easement.
3. If an alley exists behind or adjacent to the property, ensure the alley has been closed and purchased.
4. Setbacks for a swimming pool to the property line is 1.5m (5'-0"). If the property is a through lot, the rear yard setback is 7.6m (25'-0").
5. Grading must comply with the approved subdivision grading plan. The grading of your property must not drain onto adjacent properties as stated in the Ontario Building Code Section 9.14.6.1 "Surface Drainage".
6. Accessory structures such as sheds, garages, gazebos, cabanas, and pool house do not require a building permit if they do not exceed 15m² (161ft²). If they are attached to the house or contain plumbing a building permit is required regardless of the size.
7. Pool enclosures, or fences, must be a minimum of 1.2m (4'-0") and be of non-climbable construction. All gates must be self-closing and self-latching (Refer to fence diagram).
8. If the rear yard drain is being moved, or an additional rear yard drain is being added, there must be an inspection of the drainage pipe prior to being backfilled.
9. If the property falls within the limits of ERCA (Essex Region Conservation Authority) regulated area, a permit from ERCA may be required prior to construction of the pool.
10. All pool equipment has a clearance of 2.0m (6'-7") from the edge of the above ground pool if pool walls are being used as the pool enclosure.
11. The concrete apron installed around an in-ground swimming pool must be no closer than 0.6m (2'-0") to a side, exterior side or rear lot line.
12. A minimum of 2.0m (6'-7") setback shall be maintained from the nearest main building.



Frequently Used Phone Numbers

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| Department of Planning and Development (Building Division) | 519-969-7770 ext. 1245 |
| Town of LaSalle Public Works Division | 519-969-4143 |
| Town of LaSalle Water Department | 519-969-4143 |
| Essex Power | 519-737-6640 |
| Enbridge Gas | 1-888-774-3111 |
| Ontario One Call (Call before your dig) | 1-800-400-2255 |
| Electrical Safety Authority | 1-877-372-7233 |
| Town of LaSalle Clerks Department | 519-969-7770 ext. 1221 |
| Town of LaSalle Committee of Adjustments | 519-969-7770 ext. 1252 |
| Essex Region Conservation Authority (ERCA) | 519-776-5209 |
| Windsor Essex County Health Unit | 519-258-2146 |
| Ontario Ministry of Transportation | 1-800-396-4233 |
| Ontario Ministry of Environment | 1-416-235-5743 |
| Ministry of Natural Resources & Climate Change | 1-800-387-7011 |
| Ministry of Municipal Affairs & Housing | 1-888-772-9277 |
| Ontario New Home Warranty (Tarion) | 1-877-982-7466 |
| Town of LaSalle Police Service (non-emergency) | 519-969-5210 |
| Town of LaSalle Fire Service | 519-966-0744 |