

August, 2017
BUILDING DIVISION

HOW TO APPLY FOR DECOMMISSIONING OF A SWIMMING POOL

This guide outlines the necessary steps to obtain a permit for decommissioning an in-ground swimming pool.

What Will Be Needed When Applying for the Permit?

- A completed Building Permit Application form.
- A current Title Search which may be obtained from the Land Title Office.
- Owner Authorization Form (if the Applicant is not the Registered Owner).
- A Letter or work order from the company removing the pool (should one be retained) stating the scope of work and that granular material will be used to fill in the pool. Please note: Concrete cannot be left in place and the cavity cannot be filled with broken concrete from the pool or surrounding pool apron.
- If no machinery is to be used for the work, a letter is to be provided from the owner stating such. If machinery will be used, please show on the site plan where the machinery will be accessing the pool from (i.e. down the side yard, from the rear yard, etc.).
- A site plan accurately drawn to scale showing:
 - The entire lot, legal description of the property, property lines and identification and dimensions of setbacks of the main dwelling from the property line;
 - Location of the swimming pool; and
 - Locations and size of all existing trees on the lot and also location of any nearby trees on the boulevards or neighbour's lot (Tree barriers may be required for by-law size/protected trees).
- Payment of the permit fee. (A damage deposit may be required)

How to Apply

To apply for a swimming pool infill permit, submit the documents listed above to the Building Division. Basic information about the property will also be requested at the time of application.

After an Application Has Been Submitted

The Trees and Landscape Department will also do a review of the application to determine if there are any tree protection requirements.

If the Operations Clerk is satisfied that all the application requirements have been met, the permit will be issued and the applicant will be notified.