

# Installing a Swimming Pool or Hot Tub Information Guide



The intention of this guide is to help homeowners and builders have a clear guide on the requirements for permits related to Swimming Pools & Hot Tubs. This information is not meant to be an exhaustive list and other information may be required.

## When is a permit required?

- When the depth of the water contained in the structure at any point exceeds 0.9 meters (3'-0") and is used or intended to be used for swimming, wading, diving, or bathing.

## What is needed for a permit to be issued?

- A completed application form, available on the City website ([www.stratford.ca](http://www.stratford.ca)).
- Site Plan indicating the zoning information, locations and dimensions of the pool in relation to existing buildings and property lines. Indicate lot area and amount of property covered by buildings (lot coverage).
- Indicate the type, height, and location of the fencing that will be installed around the pool. Also required is the location of any decks and pool equipment.

## What does it cost?

- The 2022 fee for an In-Ground Swimming Pool is \$397.00 and an Above-Ground Swimming Pool is \$248.00. Payment is required at time of application and we accept cash, debit, cheque, and credit cards for payment.

## How long does it take to get a permit?

- The legislated timeframe for this type of permit is 10 working days. Depending on volume of permits and quality of drawings permits for swimming pools and hot tubs are generally issued within 5 working days.

## Zoning Information:

The City of Stratford [online interactive GIS map](#) will allow you to identify the zoning for your property.

The [Fence and Hedge By-Law #128-2003](#) regulates fences around swimming pools.

The [Zoning By-Law #10-2022](#) which contains information you will need to reference for setback and lot coverage requirements.

If you have any questions on zoning, please contact our Planning Division at 519-271-0250 ext. 345.

## General Requirements

- Fences are to be structurally adequate to prevent unauthorized entry to a swimming pool area,
- Fences around swimming pools and hot tubs shall be not less than **1.52 meters (5'-0")** in height measured from the adjacent grade (hot tubs with a fitted cover with locking device do not require a fence),
- Construction must not facilitate climbing similar to a ladder,
  - Openings between vertical fence members must be limited to 102mm (4");
  - Spacing of horizontal members must be a minimum of 1.1 meters (3'-6") from grade when vertical space between members is greater than 25mm (1") apart;
  - Horizontal members must be in pool side of fence;
  - Bottom of the fence must not be more than 102mm (4") above grade.
- Gates or doors are the only permitted means of entry to the pool area,
- The wall of a house or accessory structure may be utilized to enclose a pool,
- Each gate or door must be capable of being locked and have a self-latching device,
  - On a gate the latching device must be at the top and inside of the gate;
  - Gates or doors must remain closed except when the pool is in actual use.
- A division fence which complies to these provisions shall be a sufficient fence,
- No climbable objects such as embankments, retaining walls, other fences, structures, or anything that would facilitate climbing shall be located within 1.0 meter (3'-3") from the fence of enclosure enclosing the pool.

## Drawing Requirements

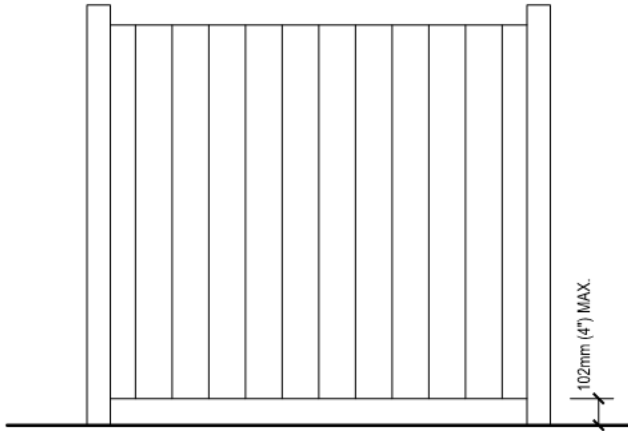
Where excavated material other than topsoil is to remain on site, a lot grading plan shall be submitted for review with the permit application.

- Site Plan drawing to scale with all buildings, pool, pool equipment and fencing clearly outlined with heights, materials and adjacent setbacks to property lines,
- Lot grading plan completed by an Ontario Land Surveyor (OLS), Engineer, C.E.T., or Architect detailing the existing and proposed:
  - Top of pool deck,
  - Elevations at property lines,
  - Elevations on neighbouring properties,
  - Swale elevations,
- Grading plan to outline the proposed drainage patterns including swales.

No person shall alter existing grades so as to negatively impact adjacent properties by causing storm water to flow to neighbouring property.

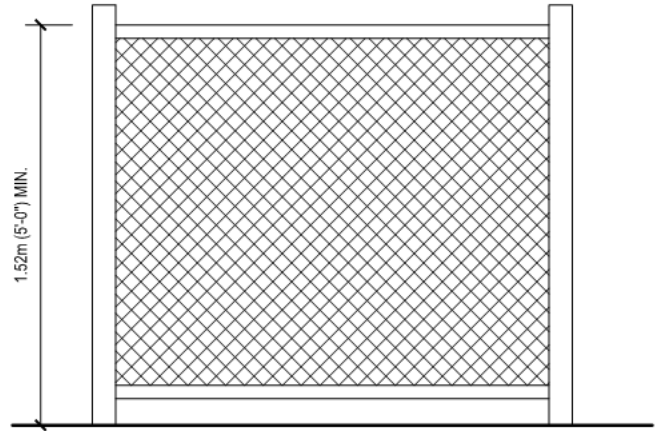
Installation of drainage piping, catch basins, drywells, French drains or similar appurtenances require prior approval from the Chief Building Official prior to installation of the proposed system. Installation of such systems may require a permit as required by the Ontario Building Code.

# Sample Fence Details



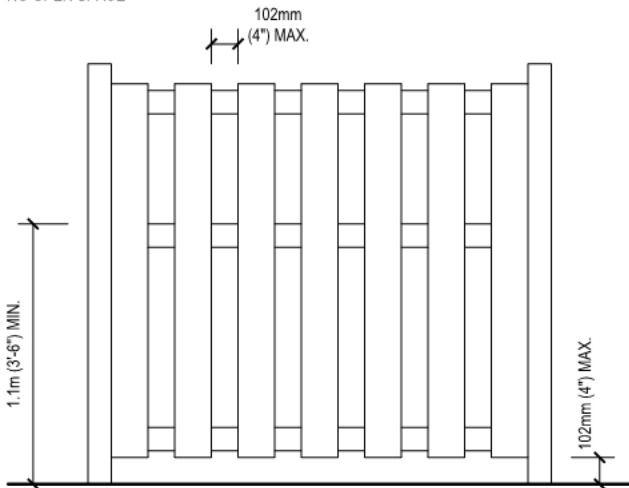
**VERTICAL BOARD**

NO OPEN SPACE

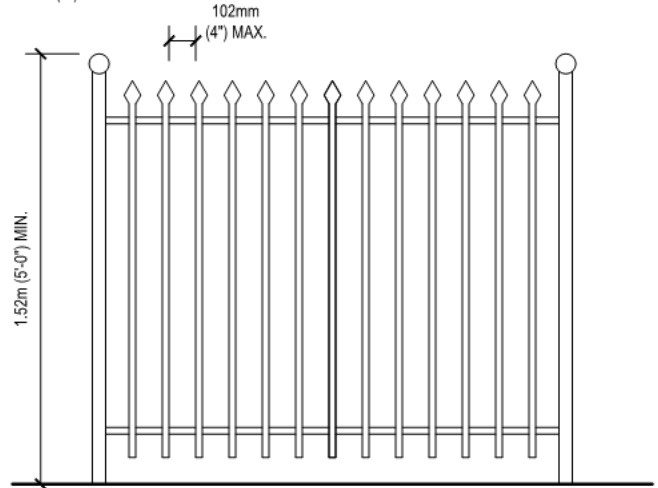


**CHAIN LINK**

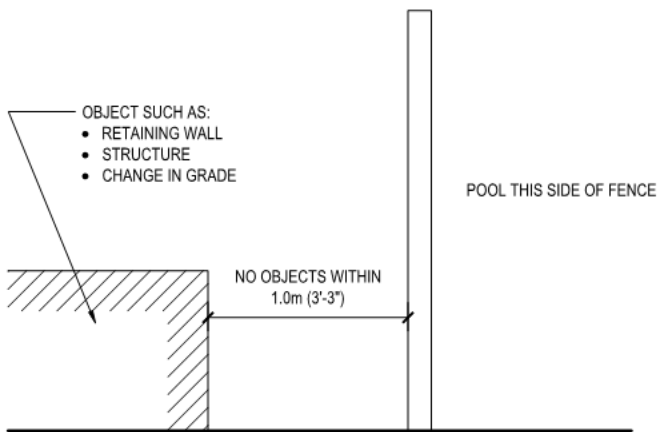
50mm (2") MESH MAX.



**VERTICAL BOARD**

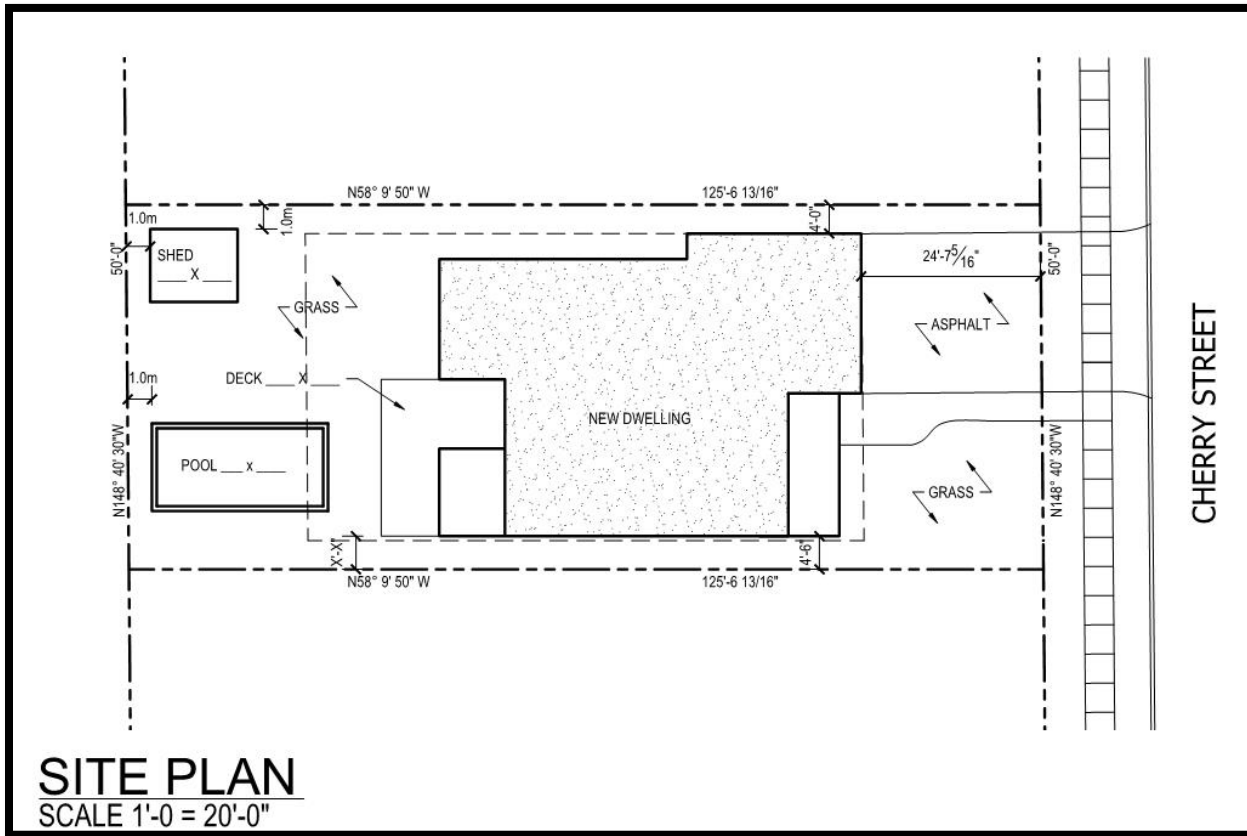


**METAL FENCE**



**FENCE SECTION**

A site plan identifies building and other features in relation to property boundaries. The site plan should show the existing house, and any other structures as well as any proposed additions or new structures. Below is a sample of a Site Plan Drawing.



**Contact us:**

Building Services  
Monday – Friday, 8:30am – 4:30pm

82 Erie Street, 2<sup>nd</sup> Floor  
Stratford, ON N5A 2M4

519-271-0250 ext. 345

[building@stratford.ca](mailto:building@stratford.ca)  
[www.stratford.ca](http://www.stratford.ca)

**Other Helpful Contacts:**

Ontario One Call:  
[www.on1call.com](http://www.on1call.com)  
1-800-400-2255

Electrical Safety Authority:  
[www.esasafe.com](http://www.esasafe.com)  
1-877-372-7233

Upper Thames River Conservation  
Authority:  
[www.thamesriver.on.ca](http://www.thamesriver.on.ca)  
519-451-2255