

Frequently Asked Questions: Pool Fence Enclosure Permit Applications

Last Updated: March 24, 2021

1. If the zoning certificate identifies that the proposed pool does not comply with the zoning by-law, can I still use it to submit with my Committee of Adjustment application or for a building permit application?

Yes, the zoning certificate for the intended work can be used to accompany a Committee of Adjustment application if required and can also be submitted with a building permit application for proposed accessory buildings or structures.

2. What information is needed on the site plan for the zoning certificate and pool fence permit applications?

A detailed site plan must include:

- Reference to a legal survey to establish the property/lot lines (or provide a separate survey if available)
- Lot lines, lot dimensions and lot area
- All existing and proposed buildings on the lot, showing:
 - any access doors from the buildings
 - the dimensions from buildings
 - access doors to proposed pool
- The proposed pool dimensions and location
- Proposed pool setbacks from the property lines (measured from the property lines to the water's edge of the pool)
- Proposed pool enclosure (fence) setbacks from the pool (measured from the pool enclosure to the water's edge of the pool)
- The location and dimensions of any doors and windows in any building adjacent to the pool area
- The location of pool equipment (heat pump and filter) and distances from lot lines to the equipment
- Location of existing or proposed cabanas, decks or sheds intended for a future building permit application and distances from lot lines (Note: All proposed accessory buildings and structures are subject to separate building permit applications and approvals, and are not included in the scope of the pool fence permit)
- Percentage of hard versus soft landscaping (Note: Soft landscaping may include the water surface area of outdoor swimming pools or other ancillary structures used to hold water, such as fountains or artificial ponds. Gravel is not considered soft landscaping)
- The location, height and material (wrought iron, wood and/or chain link) of proposed fence
- The location, height and type (self-closing or latching) of lockable gates

- The location and height of windows and openings on the walls of any building if part of the enclosure (Note: If the wall of any building, or any portion of it, forms part of the pool enclosure, there shall be no access to the enclosed pool area through the wall)

Missing information will delay the processing, review and issuance of the zoning certificate and pool fence permit. The drawings issued with the zoning certificate will be reviewed by the Municipal Licensing & Standards for the pool fence permit application; therefore, it is highly recommended that the detailed site plan submitted for the zoning certificate application includes the fence details.

3. If I have a building permit for a new house that included the zoning review of a proposed pool, do I still need to apply for another zoning certificate in order to apply for a pool fence permit?

Provided the proposed pool is shown on the plans, you can submit this to Municipal Licensing & Standards as an approved zoning review for your pool fence permit application. The fence details must be on the plans for the City to conduct a fence review for the pool fence permit.

4. What are the fees for the zoning certificate and the pool permit?

The fee for a zoning certificate is currently \$198.59. The fee for the pool permit this year will not be charged until the new amount is determined for the future.

5. How can I pay for the zoning application fees given the counters are closed?

The City offices are currently closed and we cannot accept in person payments at this time. Payments can be made online or by phone. Details are specified in the payment details section of the submission status letter that is issued to the person making the application. All applications (zoning and pool) are only accepted electronically. No hard copy materials can be dropped off or mailed to City offices. They will not be accepted.

6. How can I check the status of my zoning certificate application?

Once the application has been accepted for review, you can check the status of your zoning application by visiting our [Building Permit Status tool](#).

Unfortunately at this time, there is no ability to check the status of your pool permit application online. You can email MLSPoolPermits@toronto.ca or call 416-397-4150 to follow up on the status.

7. How long will the review take for each application?

After the zoning certificate application is accepted and fees are paid, the expected timeframe for review is 10 business days. It may take longer if information is missing or additional information is requested for review. Please refer to question #2 above on the detailed information required on a site plan. After the zoning certificate is issued, the

applicant then applies to Municipal Licensing & Standards for a pool permit. If the application submitted is complete, it will take approximately five business days to review; it could take longer if information is missing or additional information is requested.

8. Where can I find information on the zoning by-laws and fence requirements for pools and any other relevant information?

Below are some useful links:

- Reference to the [Toronto Zoning By-Law 569-2013](#)
- [Interactive Zoning Map – Ravine and TRCA Regulated Area](#)
- Reference to the [Toronto Municipal Code Chapter 447 Fences](#)
- Reference to the [City's Tree Protection By-laws](#). Applicant is responsible to comply and must contact Urban Forestry for potential damage or removal of private or City trees.

9. What happens next after the Pool Fence Enclosure Permit is issued and how do I book an inspection with Municipal Licensing and Standards?

Prior to undertaking any work under this Pool Fence Enclosure Permit you are required to contact the Bylaw Enforcement Officer for a pre-construction inspection by calling (416) 397-4150 between 8:00 a.m. to 4:30 p.m. Monday to Friday or by email at MLSPoolPermits@toronto.ca.

10. How long is the pool permit valid for?

The pool permit does not expire, however you will need to inform the Municipal Licensing and Standards Bylaw Enforcement Officer that the work will be delayed via the email or telephone number provided by the officer or contact.