

This is a guide on how to submit permit applications for a swimming pool enclosure using the ePLANS online building permit application process. Detailed instructions on using the ePLANS service can be found in our Application User Guide at www.hamilton.ca/eplans. All required forms are also available as fillable PDF documents on the same website.

SUBMITTING AN APPLICATION

Follow the instructions in the *Application User Guide* and use the swimming pool enclosure choices described below to apply for your application.

DETAILED INFORMATION OF NEW APPLICATION

For swimming pool enclosure permits for existing or new swimming pools serving a single-family dwelling choose the following options when applying for a permit:

1. What type of permit are you applying for? **CONSTRUCTION**
2. What is the primary proposed use of building or tenant space? **RESIDENTIAL**
3. How many stories does the building have? **ENTER THE NUMBER OF STORIES OF THE SINGLE-FAMILY DWELLING**
4. What is the building area? **THIS REFERS TO THE APPROXIMATE FOOT PRINT AREA OF THE SINGLE-FAMILY DWELLING IN METRES SQUARED.**
5. What is the proposed use of the building? **SINGLE-FAMILY DWELLING**
6. What type of work are you doing? **SWIMMING POOL ENCLOSURE**

ADDRESS

Please type your address in the “Search for a Property” field. Options will be automatically be generated as you type. Please choose the correct option and click the “Next” button in the bottom right corner of the screen.

PROJECT DESCRIPTION

When entering the project description describe the purpose of the permit, the type and size of the pool being installed.

Example: Enclosure for a 16-foot x24 foot inground swimming pool.

SUBMISSION REQUIREMENTS:

The following items must be uploaded for a swimming pool enclosure application. All drawings must follow the following guidelines:

- Neat, clear and legible drawings and documents. Drawings maybe drawn by hand but must be scanned and saved as one of the acceptable file types listed below. Photographs taken of drawings are not permitted to be submitted.
- The upper right corner of the drawing must have a 2-inch by 3-inch space that is empty and absent of any writing, logos etc. The City of Hamilton approval stamp will be placed in this location.
- Acceptable File types for drawings and documents: PDF, JPG, PNG, TIFF, BMP etc.

DRAWINGS

All swimming pool enclosure application must include the following drawings:

- A survey, site or plot plan of the property including the following information:

- Show the location of the proposed pool and the distance from the pool to all property lines,
- Show location of the pool equipment (pump etc.) and the distance from the equipment to all property lines
- Show the location of all existing or proposed structures on the property (i.e. detached garage, decks, sheds etc.)
- Show all easements on the property and their location and width
- Show the location of the fence and gates on the property
- Clearly indicate the height of the proposed or existing fence and the material used to construct the fence (wood, chain-link, wrought iron etc.)
- If your property contains a private sewage disposal (Septic) system, the location of the system (tank, bed etc.) and dimensions from the septic system to the pool must be shown on the plot plan.

DOCUMENTS

Upon acceptance of the pool enclosure application the following form must be submitted:

- A completed **Swimming Pool Enclosure Checklist**.

SAMPLE DRAWING

