

In-ground Swimming Pool Permit Application Requirements

As per Fence By-law 189-2020, as amended

Applicants are strongly encouraged to confirm all fencing and zoning requirements prior to submitting permit application

Applications to be submitted via [online permit portal](#)

Permit requirements include: (all files to be in .pdf format)

1. **Site Grading Plan** – see details below.
2. **Agent Authorization form** – required if applicant is not the registered homeowner.
3. **Pool permit agreement**
4. **Fence checklist** – based on materials and measurements set out in [Fence By-law 189-2020](#)
5. [TRCA approval](#), if applicable
6. **Committee of Adjustment approval**, if applicable
7. **Permit fee** - includes three drawing reviews. Any subsequent review are subject to an additional fee as per [Fees & Charges By-law 171-2013 Schedule K](#)
Permit fees are non-refundable.

Site Grading Plan Details:

- Hand-drawn sketches or photographs will not be accepted
- Units of measurement and scales shall be Metric
- Existing overland drainage to be maintained.
- Drawing to include municipal address, entire property line including driveway and street name clearly labelled. If property is on a corner, please label both street names)
- Proposed swimming pool including shape, location, dimensions and setbacks to property lines and dwelling.
- Location of pool equipment with setbacks specifying if mounted on a pad or placed within an accessory structure
- Existing and proposed accessory structures and dimensions (ex. cabanas,). Be sure to label any accessory structures that will be removed or relocated. If applicable, please provide water feature height, setbacks and details (elevation).
- Existing and proposed softscaping and hardscaping including dimensions and minimum 0.6m setback from the property line.
- Identify all retaining walls including height, setback and top & bottom elevations. Please note: any retaining wall over 1 metre in height must be certified by a Professional Engineer. Please refer to [Pool Permit Notes](#) and [Zoning Bylaw](#) for more details.
- Fence and gate location
- Construction access location
- Show relative elevations water direction flow and slope percentage.
- Indicate location of any rear yard catch basins.
- Label all existing trees with base diameter. Identify any trees to be removed or within area of construction (dripline).
- Soakaway pits, infiltration trenches, subdrains etc. are not accepted as a replacement for existing or proposed swales and/or catchbasins



For information on fencing details and pool enclosures please refer to the [Fence By-law 189-2020](#) or contact By-Law and Compliance, Licensing and Permit Services Department at 905-832-2281 or bylaw@vaughan.ca

For information on setback or zoning requirements please contact the Building Standards Department at 905-832-8510 or zoninginfo@vaughan.ca

For information on grading requirements please refer to [Pool Permit Notes](#) or contact Development Engineering Department at 905-832-2281 or depermits@vaughan.ca

Please note: grading changes are not permitted within 0.6 metres of property lines.

