

## RESIDENTIAL SWIMMING POOL AND HOT TUB INSTALLATION

Following is an outline of the sequence of events that must take place to ensure that your planned pool construction meets all the necessary requirements.

### Action

#### 1 ☐ TO INITIATE THE PROCESS, YOU MUST CONTACT OR VISIT COMPLIANCE AND LICENCING:

- To request/obtain a Pool Installation Information Package
- To submit four (4) copies 11" x 17" of a "Swimming Pool Site Plan" showing the location of the proposed pool, pool equipment, accessory structure(s) and landscaping. The Site Plan must meet the specification shown in the instructions of "[How to Create a Swimming Pool Site Plan](#)".  
*The City may request a survey of the property or part of the property to establish property lines.*
- To submit the original of a signed and stamped [Statutory Declaration Form](#) for Swimming Pool Installation
- To submit the original of the signed (by owner) [Lot Grading Acknowledgement Form](#)
- To sign the Pool Inspection Form and pay the Pool Enclosure Inspection Fee (see page 2)
- To prepare for the pool site stakeout as advised by Compliance and Licensing
- To contact Compliance and Licensing for any questions regarding fencing and the pool enclosure approval process

#### 2 ☐ OTHER CITY SECTIONS THAT WILL REVIEW THE SITE PLAN AND WILL OR MAY CONTACT YOU:

- **Zoning:** will contact all applicants to discuss the applicable zoning regulations
- **Community Services:** if the property abuts to a park or a greenbelt
- **Development Construction:** If the [site plan](#) needs changes due to grading or other issues. Development Construction will also ask you to submit photos of the site

#### 3 ☐ JOINT PRE-CONSTRUCTION SITE MEETING

Inspectors from Compliance & Licensing, Development Construction and Community Services will visit your site for a pre-construction site inspection to determine if there are any by-law, lot grading or other issues that may impact on the proposed location and construction of the pool. It is important that the location and configuration of the pool have been staked out and that the home owner or agent be present at the meeting. If a stake-out has not been done and/or home owner or agent is not present, the site meeting will not proceed which will delay the construction.

If, during the inspection, changes to the site plan are identified, you will receive a notice from Development Construction advising you not to proceed with construction until the identified changes have been addressed.

#### 4 ☐ ONCE YOUR PLAN HAS BEEN APPROVED, DEVELOPMENT CONSTRUCTION WILL ASK YOU TO:

- Pay a Lot Grading Inspection fee and Municipal Services Protection Deposit (see page 2), The Customer Service Counter will issue receipts for all your payments which you must retain
- Once you have made all the payments, Development Construction will advise you in writing that you can go ahead to commence construction of the pool

#### 5 ☐ POOL ENCLOSURE INSPECTION

After the fence has been erected but before you have filled the pool, you must contact the Compliance and Licensing Section for an inspection of the pool enclosure (fence). If the inspection is successful, the Officer will issue a Final Swimming Pool Enclosure Approval form and you can go ahead and fill the pool. A Certificate of Approval will be mailed later. **To fill the pool without the proper approval is illegal**

#### 6 ☐ POST CONSTRUCTION - DEPOSIT REFUNDS

After all pool construction work has been completed, **including landscaping**, contact the sections that you have paid deposits to. For Development Construction, forward the bottom portion of your deposit receipt to T&W Technical Services or the Customer Service Counter at 3185 Mavis Rd. Technical Services will inspect your site for lot grading/damages to municipal property. If damages are found, you will be asked to reinstate. Once everything is in order, the City's Corporate Finance Department will be requested to issue a refund of the deposits. A refund normally takes about 4 weeks to process

### Compliance & Licensing

Transportation and Works Dept.  
 Enforcement Division, Compliance and  
 Licensing Section  
 Civic Centre, 300 City Centre Drive  
 Ground Floor  
 Tel. 3-1-1 (outside of the City, dial  
 905-615-4311)  
 Fax 905-615-3374

✉ [bylaw.enforcement@mississauga.ca](mailto:bylaw.enforcement@mississauga.ca)

### Development Construction

Transportation and Works Dept.  
 Engineering and Works Division  
 Development Construction  
 3185 Mavis Road, 1<sup>st</sup> floor  
 Tel: 905-615-3200 x 5155  
 Fax: 905-615-4648

✉ [twdevcon@mississauga.ca](mailto:twdevcon@mississauga.ca)

### CONTACT INFORMATION

#### Zoning

Planning and Building Dept.,  
 Zoning Section, Civic Centre  
 300 City Centre Drive, 3<sup>rd</sup> floor  
 Tel. 3-1-1, (outside of the City, dial  
 905-615-4311)  
 Fax 905-896-5638

✉ [eplanbuild.info@mississauga.ca](mailto:eplanbuild.info@mississauga.ca)

#### Community Services

Community Services  
 950 Burnhamthorpe Rd. W.  
 Tel. 3-1-1, (outside of the City,  
 dial 905-615-4311)

✉ [urban.forestry@mississauga.ca](mailto:urban.forestry@mississauga.ca)

### T&W Customer Service Counter

Transportation and Works Dept.  
 Customer Service Counter  
 3185 Mavis Road, 1<sup>st</sup> floor  
 Tel: 905-615-4950  
 Fax: 905-615-3172

✉ [tw.counter@mississauga.ca](mailto:tw.counter@mississauga.ca)

### T&W Technical Services

Transportation and Works Dept.  
 Engineering and Works Division  
 Technical Services Inspection  
 3185 Mavis Road, 1<sup>st</sup> floor  
 Tel: 905-615-3200 x 3038  
 Fax: 905-615-4386

### PAYMENT SCHEDULE FOR RESIDENTIAL POOLS – 2012

Type of Pool	Description	Payments/Deposits Required (see below)
Hot Tub	A tub, spa or whirlpool which holds water exceeding 61cm (24 in.) in depth at any point	1
Inflatable	A temporary pool	1
In Ground	Permanent pool installed in the ground	1, 2, 3, 4, 5
Above Ground	Permanent pool completely above the grade	1, 2,4
On-Ground	Permanent pool installed on a slope, some of the pool is in the ground and some is out of the ground	1, 2, 3, 4, 5
1. Pool Enclosure Inspection Fee – (not refundable)		\$266.00 + HST
2. Administrative Fee – (not refundable)		\$100.00 + HST
3. Lot Grading Inspection Fee - (not refundable)		\$100.00 + HST(above ground pools and hot tubs exempted)
4. Municipal Services Protection Deposit - "MSPD" (refundable)		\$500-\$1,000 depending on type of pool
5. Lot Grading Deposit (refundable)		\$5,000 (above ground pools and hot tubs exempted)

- Fee Payments may be made by certified cheque, credit card (Visa, MasterCard or American Express), debit card, bank draft or cash. Sorry, we do not accept uncertified cheques.
- Deposit payments may be made by certified cheque, debit card, bank draft or cash. We do not accept deposit payments by credit card. Sorry, we do not accept uncertified cheques.
- To review the existing Pool Enclosure By-law, click [here](#).