

RESIDENTIAL SWIMMING POOL INSTALLATION - Steps to Take

Please follow these steps in sequence to ensure that your planned pool construction meets all the necessary requirements. For more detailed information, please refer to the “Residential Swimming Pool Installation Handbook”

Step ✓	Action
1 <input type="checkbox"/>	ZONING <ul style="list-style-type: none"> • Customer to fax or submit to Zoning Section three (3) copies of the Grading Plan showing the location of the proposed pool, pool equipment, accessory structure(s) and landscaping • Zoning will advise of proper location and issues regarding Zoning By-law • Zoning will <u>not</u> advise on the pool enclosure approval process and/or Lot Grading Issues (see steps 2 and 3 below) ➡ Customer to ensure that the site plan meets the specifications as outlined in the document ‘How to Create a Grading Plan for a Swimming Pool Installation’
2 <input type="checkbox"/>	FENCE & OTHER INFORMATION <ul style="list-style-type: none"> • Customer to await receipt of information package which will be mailed by Compliance and Licensing. • Customer to contact Compliance and Licensing for any questions regarding fencing and the pool enclosure approval process
3 <input type="checkbox"/>	GRADING & DAMAGE DEPOSITS <ul style="list-style-type: none"> • Development Construction will advise Customer of any modification(s) on the Grading Plan if required • Customer to contact Development Construction/Lot Grading re Lot Grading and Municipal Services Protection Deposit amounts • Customer to contact Development Construction for any questions pertaining to Lot Grading
4 <input type="checkbox"/>	PAYMENTS <ul style="list-style-type: none"> • A minimum of three (3) business days before pool construction starts, Customer must pay fees and deposits at the Engineering Counter • Customer must sign a Lot Grading/Drainage Acknowledgement Form and leave with the Counter • Engineering Counter will issue receipts for all payments ➡ Important that Customer keeps all receipts for future inspection
5 <input type="checkbox"/>	INSPECTION OF FENCE <ul style="list-style-type: none"> • After the fence has been erected but <u>before</u> the pool has been filled, Customer to contact Compliance and Licensing Section for inspection of pool enclosure • At the time of the inspection, Customer must have a signed copy of the “Request for Swimming Pool Enclosure Inspection” form ready for the Municipal Law Enforcement Officer. • If inspection is successful, the Officer will issue a Final Swimming Pool Enclosure Approval form and Customer can go ahead and fill the pool • A Certificate of Approval will be mailed later to the Customer ➡ To fill the pool without the proper approval is illegal
6 <input type="checkbox"/>	REFUND OF DEPOSITS <ul style="list-style-type: none"> • After all pool construction work has been completed, including landscaping, Customer to forward the bottom portion of Fees and Deposit receipt to Transportation and Works Technical Services or Engineering Counter • Technical Services will inspect for lot grading and damages to municipal property • If damages are found, Customer will be asked to reinstate • If everything is in order, Technical Services will request Corporate Finance Department to issue a refund of the deposits • Refunds will be issued using the same form of payment as the original payment ➡ A refund normally takes about 4 weeks to process

CONTACT INFORMATION

Step 1

Planning and Building Dept.
 Zoning Section
 City Hall, 300 City Centre Drive, 9th floor
 Tel. 905-896-5581
 Fax: 905-896-5638
 ☒ pbinfo@mississauga.ca

Steps 2 & 5

Transportation and Works Dept.
 Enforcement Division, Compliance
 and Licensing Section
 City Hall, 300 City Centre Drive
 Ground Floor
 Tel. 905-896-5655
 Fax :905-905-615-3374
 ☒ bylaw.enforcement@mississaug.ca

Step 3

Transportation and Works Dept.
 Engineering and Works Division
 Development Construction/Lot
 Grading
 3185 Mavis Road, 2nd floor
 Tel: 905-615-3200 x 5155
 Fax: 905-615-3060
 ☒ twdevcon@mississauga.ca

Step 4

Transportation and Works Dept.
 Engineering Counter
 3484 Semenyk Court. 1st floor
 Tel: 905-615-4950
 Fax: 905-615-3172
 ☒ engineering.counter@mississauga.ca

Step 6

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

Step 6

City of Mississauga Corporate
 Finance
 Tel: 905-615-3200 x 5275
 Fax: 905-896-5133

PAYMENT SCHEDULE FOR RESIDENTIAL POOLS – 2007

Type of Pool	Description	Payments Required
Inflatable Pool	A temporary pool	Pool Enclosure Fee
In Ground Pool	Permanent pool installed in the ground	Pool Enclosure Fee, MSPD and Lot Grading Deposit, Admin. Fee. Inspection fee if “deluxe”
Above Ground Pool	Permanent pool completely above the grade	Pool Enclosure Fee, MSPD, Admin. Fee
On-Ground Pool	Permanent pool installed on a slope, some of the pool is in the ground and some is out of the ground	Pool Enclosure Fee, MSPD and Lot Grading Deposits, Admin. Fee
Deluxe Pool	A permanent pool installation which includes landscaping and/or retaining walls	Pool Enclosure Fee, MSPD and Lot Grading Deposit, Admin. Fee. Inspection Fee

Pool Enclosure Inspection Fee – all pools (not refundable):	\$250.00
Administrative Fee – all pools (not refundable):	\$100.00
Inspection Fee - Deluxe Pool only (not refundable):	\$100.00
Municipal Services Protection Deposit or “MSPD” (refundable):	\$500 to \$1,000 depending on type of pool
Lot Grading Deposit (refundable):	\$1,000 for “regular pool” \$5,000 for “deluxe pool”

- 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.**
- For more detailed information, please refer to the “Residential Swimming Pool Installation Handbook”
- To review the existing Pool Enclosure By-law, please visit [www.mississauga.ca/ City Hall/By-laws Online/Swimming Pool Enclosure By-law](http://www.mississauga.ca/CityHall/By-lawsOnline/SwimmingPoolEnclosureBy-law).