



ENCLOSURE PERMIT APPLICATION GUIDE

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A pool permit is required in the Town of Milton to install an outdoor swimming pool or hot tub. If you are unfamiliar with the Town of Milton's permit application process/requirements, please consult [our website](#) or contact Development Services - Building Division at 905-878-7252 ext. 2397. This guide explains the requirements for submitting a swimming pool enclosure permit application.

Zoning Requirements:

The location of a swimming pool and associated equipment on a property is regulated by the Town's Comprehensive Zoning By-law (Urban) 016-2014 or (Rural) 144-2003. In accordance with the Zoning By-law, the swimming pool must be located in an interior side yard or rear yard only. Any swimming pool, jacuzzi, hot tub, inflatable pool and the associated water circulating, heating or treatment equipment shall be setback a minimum of **1.2m (4')** from any side or rear lot line. General Zoning By-law requirements for your property can be obtained by contacting the Zoning Department at 905-878-7252 ext. 2329, zoning@milton.ca, or by [checking online](#).

Pool decks and pool equipment sheds may require a separate building permit. Contact the Building Division for further information on these requirements.

For properties serviced by a septic system, the swimming pool, jacuzzi, hot tub, inflatable pool and associated water circulating, heating or treatment equipment shall be setback a minimum of **1.5 m (4.9')** from a septic tank and a minimum of **5 m (16.4')** from a septic bed.

Fencing Requirements:

Your swimming pool must be completely enclosed on all sides with a swimming pool fence enclosure designed in accordance with the Swimming Pool Fence By-law ([077-2010](#)). You are permitted to use the walls of your dwelling to form part of the enclosure. However, you must ensure that all door and window openings that provide access to the swimming pool area are equipped with safety latches and locking devices.

The following pool fence designs and specifications meet the requirements of the current Swimming Pool Fence By-law:

1. Chain Link Fencing ([Diagram A](#))
2. Vertical Board Fencing (close rail spacing)([Diagram B](#))
3. Vertical Board Fencing (wide rail spacing)([Diagram C](#))
4. Ornamental Iron Fencing ([Diagram D](#))

Fencing and gates must not be less than **1.2 m (4')** or more than the maximum height permitted by the Zoning By-law. Gates must be supported by substantial hinges and be equipped with self-closing/self-latching devices placed near the top and on the pool side of the enclosure (inside). The gate must be kept locked at all times when the pool is not under direct supervision by the owner or a responsible person representing the owner.



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Engineering Requirements:

If your subdivision has not been assumed by the Town, you will require a developer's clearance letter from the Developer to install your swimming pool. To find out if your subdivision is assumed please contact Development Services - Engineering Division at 905-878-7252 ext. 2500.

It is suggested that hardscape landscaping (poured concrete, retaining walls, and material affecting drainage) be setback a minimum of **45cm (1.5')** from the property line to maintain property drainage patterns. If drainage patterns will be changing, please indicate this on your site plan for further review by Engineering.

Pool Enclosure Permit Application Requirements:

- Pool Permit Application Form
- Site Plan or Survey

Pool permit applications are accepted through the [Town of Milton Public Online Service website](#). The application will undergo an initial cursory review to determine completeness, with applicants being advised via [email](#) regarding status of the application's acceptance or refusal. If your submission is refused, we will email you as to the reasons why, and the necessary corrections required to revise and resubmit accordingly, to complete the submission.

Once the permit application package has been accepted, we will email you the invoice for permit fees, including payment options. For further information on applying for a permit please visit [our website](#).

Permit Application Forms

1) Application for a Swimming Pool Enclosure Permit

All sections of the form must be completed, including the full legal description (which can be found on your deed, tax assessment, survey, or is available from the public computer kiosk located on the main floor of Town Hall next to the Reception area).

The following drawings are required with a pool and/or hot tub application:

- 1) Site Plan** (Sample Site Plan attached)

Inspection Requirements:

There is typically one pool inspection required as follows:

- Final (Pool, Fence, and Equipment installed (nearing completion))

*** The pool or hot tub must remain empty until the enclosure and/or hot tub lid, is inspected and approved by the Town of Milton.

If the permit is reviewed and issued through the Town of Milton Online Service Portal, inspections must be booked by logging in and booking through the [Town of Milton Public Online Service website](#).



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If the permit is not reviewed and issued utilizing the Town of Milton Online Service Portal, inspections are booked by calling the Building Division at 905-878-7252 ext. 2396 or [online](#).