

Pool Enclosure Guide



This guide will help you obtain a permit for an enclosure around your pool (as defined below).

Pool Enclosure By-law No. 2013-39, as amended requires every owner of a privately owned outdoor pool (including in-ground, semi in-ground, above-ground pools and hot tubs, to erect and maintain an enclosure around their pool. The primary concern is to make the pool inaccessible to young children without adult supervision.

The by-law states that no pool owner or their agent shall place water or allow water to remain in a pool unless an enclosure has been constructed, inspected, and deemed to be in compliance with the provisions of the by-law.

Definition

A pool is defined as an outdoor pool of water for swimming, bathing, wading or reflecting, including any hot tub, which is capable of retaining a water depth equal to or greater than 600 mm (24 in.) at any point.

Permit submission

If you wish to install a pool and have an existing fence around your yard, you still have to apply for a pool enclosure permit to ensure that the pool enclosure meets the requirements of the by-law. You must also acquire a permit if you are replacing a pool enclosure. You may repair and replace parts of an existing pool enclosure without obtaining a new permit.

Pool enclosure permit application forms are available at any Client Service Centre or at

[Pool enclosures | City of Ottawa](#)



Your application submission documents must include:

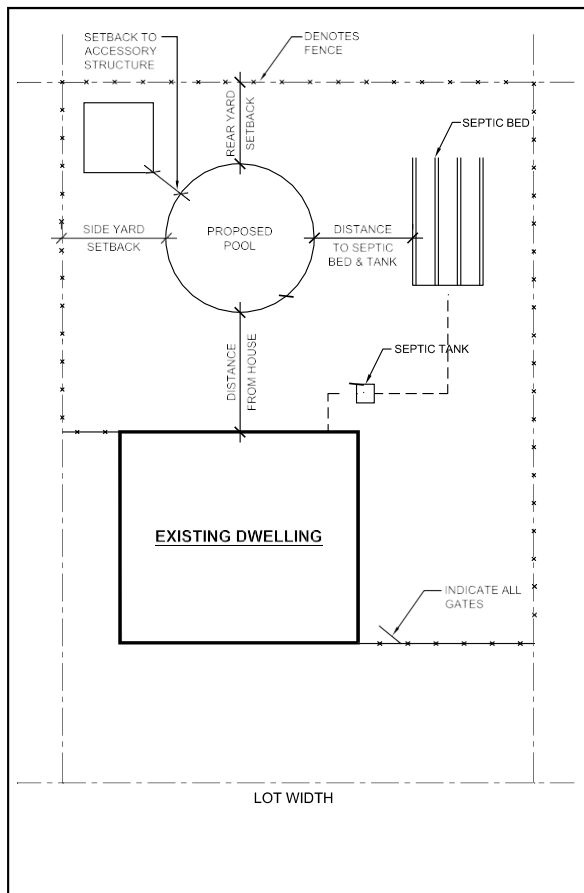
- Completed and signed application form stating the names, addresses and telephone numbers of the pool owners and their contractor
- Two sets of the site plan with supporting documentation:
 - Identifying and describing in detail the work to be covered by the permit
 - Describing the property on which the pool is to be constructed
- Showing the location of the pool, all accessory equipment and proposed landscape features in relation to the enclosure, including but not limited to property lines, buildings and structures (including decks and sheds), rights-of-way, easements, septic beds and tanks, catch basins, wells, swales, retaining walls and all power lines and utilities
- Describing complete details of the proposed enclosure, including location and the construction specifications of the proposed fence and gates
- Describing complete details of any existing fence or buildings proposed to be part of the enclosure, including details of the fence construction type, location and type of gates, doors and windows
- The manufacturer's specifications for a safety cover for a hot tub, if applicable
- Additional information required to enable the Chief Building Official to determine compliance with this by-law
- Applicable fees [Forms, applications and fees | City of Ottawa](#)

Although a survey plan is not a minimum submission requirement it is highly recommended.



Site plan requirements

The location of the pool and equipment is regulated by the Zoning By-law No. 2008-250. It establishes distances that must be maintained between structures such as sheds, pools, and the property or lot line.



STREET

GENERAL NOTES TO BE INCLUDED ON PLAN

- INDICATE ALL CLIMBABLE OBJECTS WITHIN 1.2M (4'-0") OUTSIDE OF ENCLOSURE
- INDICATE ALL EASEMENTS, RIGHT OF WAYS, SEPTIC BED AND TANK IF APPLICABLE
- SPECIFY FENCE TYPE AND HEIGHT, INDICATE ENCLOSED AREA ON PLAN
- 1.5M (5'-0") GATE EQUIPPED WITH SELF CLOSING / LATCHING MECHANISM THAT SHALL BE LOCKED AT ALL TIMES EXCEPT WHEN THE POOL AREA IS IN USE
- GARAGE ACCESS EQUIPPED WITH SELF-CLOSING / LOCKABLE DEVICE
- ALTHOUGH A SURVEY PLAN IS NOT A MINIMUM SUBMISSION REQUIREMENT, IT IS HIGHLY RECOMMENDED

Should you require additional information please contact Building Code Services at 613-580-2424 ext: 29312.

Grading plan requirements

A grading plan is required for all pool enclosure permit applications, in both rural and urban areas where the proposed pool and surrounding apron is constructed as an inground pool or is within 1.2 metres (4 ft.) of the property line.

When required, two copies of the proposed grading plan must be submitted along with your pool enclosure application submission documents. The grading plan must illustrate both the existing and proposed drainage pattern.

Documents and sample plans that outline the minimum grading and servicing plan specifications are available at all Client Service Centres or at [Pool enclosures | City of Ottawa](#)

Enclosure (fence) requirements

Enclosures must be designed and installed to reasonably deter access to the enclosed area. Every enclosure must be at least 1.5 metres (5 ft.) in height and comply with the minimum construction specifications detailed in the by-law which include:

- Chain link diamond mesh with openings no greater than 38 mm (1.5 in.)
- Vertical board construction
- Wrought iron, aluminum or vinyl construction
- Fence posts are non-frost susceptible
- A fence, wall or other structure that provides an equivalent enclosure as detailed in the by-law

All openings through or under the enclosure must be of a size to prevent the passage of a 100 mm (4 in.) spherical object.

Gates and doors

All gates in a pool enclosure must be self-closing and equipped with a self-latching device and a lock located at least 1.35 metres (4 ft. 5 in.) above the bottom of the enclosure. If a double gate forms part of the enclosure, one gate must be affixed to the ground, while the other must be self-closing and equipped with a self-latching device and a lock.

Every gate in the enclosure must be closed and locked at all times, except when the pool area is in use. If the pool enclosure gate adjoins a space accessible to the public, such as a park, the gate must be kept closed and locked except when being used for access or egress. Where the wall of an accessory building, or garage, forms part of the enclosure, all doors in the wall having direct access outside the pool area must be equipped with a self-closing, self-latching and locking device 1.35 metres (4 ft. 5 in.) above the door threshold.

The door must be kept closed and locked at all times, except when the pool area is in use. An overhead garage door cannot form part of a pool enclosure.

Pool enclosures that were installed with a permit continue to be considered compliant under the current Pool Enclosure By-law, except for the new requirement to lock gates at all times which necessitates owners to upgrade the locking mechanism or simply to buy a padlock and lock the gate.

Above ground pools

The vertical walls of an above ground pool may form part of a pool enclosure if:

- They are at least 1.5 metres (5 ft.) in height and do not possess any horizontal members that may facilitate climbing
- The ladder area, or deck, which provides access to the above ground pool, is enclosed by a gated enclosure which complies with the By-law
- Removable or swing type ladders used to access an above-ground pool cannot be a substitute for a pool enclosure.

Hot tubs

A hot tub must be surrounded by a pool enclosure as specified in the By-law, unless it is equipped with a lockable safety cover that meets the requirements of the By-law. These hot tub safety covers are considered the pool enclosure and, as a result, they must be kept closed and locked at all times when the hot tub is not in use.

Temporary enclosures

If a pool is being constructed in a yard where a permanent pool enclosure has not yet been installed, a temporary pool enclosure meeting the specifications of the By-law must be installed before the pool can be filled with water. A permanent enclosure must be installed within 14 days thereafter.

Inspections

The owner of a property, or their contractor, on which a pool and pool enclosure are being constructed, must arrange for the following inspections:

- A temporary pool enclosure, prior to the pool being filled with any water
- At the completion of a permanent pool enclosure
- A hot tub without a pool enclosure, a lockable safety cover



Other considerations

- If the construction of a deck forms part of your application or enclosure, a separate building permit application may be required. Building permit information, including application forms, submission requirements, and required inspections, can be found at [Pool enclosures | City of Ottawa](#)
- Electrical work may require a permit from the Electrical Safety Authority Office at 1-877-372-7233 or www.esasafe.com
- It is the owner's responsibility to "Call Before You Dig." Contact the Ontario One Call service at 1-800-400-2255 (www.on1call.com) to arrange for cable locates on your property
- Hydro Ottawa regulates minimum clearances for above grade electrical conductors adjacent to and over pools. Contact 613-738-6400 for specific information or visit www.hydroottawa.com
- Contact 3-1-1 for street lighting locates which may run alongside or at the back of your property
- Installation of fences, equipment, or structures on easements may require approval from the holders of the easements
- This publication is intended to provide general information only. For more information, please visit a Client Service Centre; call the City of Ottawa at 3-1-1 (613-580-2400) TTY: 613-580-2401, or visit [Pool enclosures | City of Ottawa](#)
- A list of Client Service Centre locations can be found at ottawa.ca

