



# TOWNSHIP OF WILMOT

## Residential Pools Permit Application Checklist

60 Snyder's Road West, Baden, ON N3A 1A1

Development Services Department  
T: 519-634-8444  
F: 519-634-5044  
www.wilmot.ca

Brief Project Description	Date and Initials
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**All permit applications must be complete. Incomplete applications will not be accepted.**

Applications must contain sufficient documentation and detail for the proposed project to be reviewed for compliance with the Ontario Building Code. This checklist summarizes typical information which must be submitted with the Building Permit Application. Additional information may be required.

### DRAWINGS AND DESIGN INFORMATION

#### General information

- Building permit application
- Two sets of all drawings and information for the project, OR**
- Digital copy uploaded through the electronic submission form at [www.wilmot.ca/buildingpermits](http://www.wilmot.ca/buildingpermits)**
- Drawings must be current and should be approximately to scale (3/16" = 1 ft or on graph paper) and be fully dimensioned and labelled

#### Septic systems

- Septic Locate** information must be submitted as part of a complete permit application. Minimum 1.5 m/5'-0" from tank and minimum 5 m/16'-5" from all structures. Locates must be performed by licenced installer or homeowner and witnessed by a building inspector – 24hrs notice required.

#### Above / In-Ground / On-Ground Pools

- Site plan – sketch/aerial image showing location of proposed construction, including the following:
  - Distance to property lines from edge of pool, edge of concrete decking, well, septic tank, tile bed and other site features
  - Fence height and location
  - Show any proposed hard surfacing or grading alterations (including landscaping) and their dimensions to property lines.

**Any proposed surface changes within 0.6 m/2 ft of property lines (ie surface altered from existing grass) requires further consultation with Public Works Department.**

#### Right of Way Work permit from Public Works Department

- Right of Way Work Permit required when applying for pool permit. Please visit: <https://www.wilmot.ca/en/doing-business/engineering-services.aspx> (Deposit and fees may apply)
- Contact Public Works at 519-634-8444 or [engineering@wilmot.ca](mailto:engineering@wilmot.ca) for additional information

#### Other required information/documentation

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- \_\_\_\_\_

*Additional information may be required upon completion of full plans examination.*

\*\*\*This information is available in accessible formats upon request\*\*\*