

INGROUND POOL PERMIT APPLICATION PROCEDURES



DISCLAIMER

This brochure is intended for general information use only and does not reflect all typical building proposals, nor does it contain all municipal by-laws that may be applicable to your property and/or proposal. To ensure all by-laws and Ontario Building Code requirements are met, please consult with the Building Staff when considering construction of any kind.

Information Current to January 2026

DO I NEED A BUILDING/POOL PERMIT?

Yes. In accordance with the Town's Pool By-law No. 149-08, all types of swimming pools, including private spas (hot tubs, whirlpools and jacuzzis) which contain water having a depth 0.6 metres (24") at any point, requires a pool permit. Unless a pool or private spa is being dismantled and reconstructed within the same location.

TOWN OF FORT ERIE POOL BY-LAW No. 149-08

Section 2.3 specifically states: No person shall place water or allow water to remain in any Pool unless a required Pool Permit has been issued and the Pool Enclosure has been inspected and approved by an Officer and constructed and maintained in compliance with this By-law.

Prior to submission of a Building Permit application, please consult with the Building Department @ 905-871-1600 Ext. 5510.

Rules and Regulations

- A lot grading plan prepared by an Ontario Land Surveyor (OLS) or a Professional Engineer (P. Eng);
- Pools & private spas shall be located within an interior side yard, exterior side yard or rear yard;
- They shall not be located closer than 1.0 metre (3'-3") to any side or rear property line and no closer to any street than the setback required;
- Hard surface associated with a pool shall be located no closer than 0.5 metres (19") to the side or rear property line;
- Any circulating or treatment equipment such as pumps and filters shall not be located any closer than 3.0 metres (9'-8") to a side property line and 1.0 metre (3'-3") to a rear property line;
- Only when the equipment is enclosed inside a shed or garage, a 1.0 metre (3'-3") setback distance is permitted.
- Any necessary approvals and/or permissions from other agencies (i.e. Niagara Regional Planning and Development Services, the Niagara Peninsula Conservation Authority (NPCA), the Town's Environmental Advisory Committee (EAC) etc.) must be submitted with the application.

EMPTYING OF POOLS

- No person shall empty, drain or backwash a pool into a sanitary sewer system or directly or indirectly onto any neighbouring property;
- Overflow or drainage from a pool shall be discharged to a storm sewer or natural drainage course. Should such systems not be available, the pool shall be drained by mechanical means and transported to a storm sewer outlet or natural drainage course.

DO I NEED A GATE AND A FENCE ENCLOSURE AROUND THE POOL?

Yes. Gates and a fence enclosure are required to prevent unwanted access to pools.

- The perimeter of each yard must be enclosed with a fence not less than 1.22 metres (4'-0") high to a maximum height of 2.3 metres (7'-6") or;
- The pool must be enclosed with a fence not less than 1.22 metres (4'-0") high to a maximum height of 2.3 metres (7'-6")
- All gates must be self-closing and self-latching;
- The fence and gates must not facilitate climbing, therefore horizontal or diagonal members and/or bracing is not acceptable or permitted.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

Town of Fort Erie, 1 Municipal Centre Drive, Fort Erie, ON, L2A 2S6, www.town.forterie.ca

INGROUND POOL PERMIT APPLICATION PROCEDURES cont'd

WHAT ARE THE RULES AND REGULATIONS FOR DECKS AND PATIOS?

- Where a deck will be constructed and the walking surface is above 0.6 metres (24") in height from grade and it exceeds 10.0 square metres (108 square feet) in size, then a separate permit application is required.
- Patios do not require a building permit.

REQUIRED FEES

2026 Permit Fees:	In-ground Pool:	\$239.00
	Municipal Protection Deposit:	\$500.00
	Lot Grading Deposit:	\$2500.00

Please be advised:

- *The Municipal Protection Deposit is required to ensure that the municipal road allowance & its appurtenances (i.e. boulevard, curbs, sidewalks culverts etc.) are kept clean and not damaged during construction & installation.*
- *The Lot Grading deposit is required to ensure that the proposed grade elevations fully comply with the grade elevations proposed.*
- *Once the project has passed the final inspection and final lot grading, the municipal deposits are returned.*

HOW DO I OBTAIN A POOL PERMIT APPLICATION?

[Permit applications](#) can be obtained:

- Online at www.forterie.ca;
- At Town Hall, 1 Municipal Centre Drive, Building Department - Second Floor

The information noted below outlines the level of detail required and must be clearly illustrated & identified on site plan when submitting the permit application. Please submit the application and associated information digitally in pdf to building@forterie.ca.

- A lot grading plan prepared by an Ontario Land Surveyor (OLS) or Professional Engineer (P. Eng.);
- The existing ground and proposed elevations;
- The location & setback distances from the concrete pool apron to the property lines;
- The location & setback distances from the pool to the property lines;
- The location of all existing swales;
- The location and sizes of all other building structures on the lot;
- The location of any hydroelectric poles, overhead wires etc.;
- The location & setback distances from the pool equipment to property lines;
- Details of the fence enclosure including the location, type, height, materials, gates and latching devices;

To assist with the above requirements, please have your surveyor use the [sample drawing](#). The sample drawing outlines the level of detail required for in-ground pools and is strictly intended to be used as an example.

SAMPLE DRAWING IN GROUND POOL

