

This is a high level guide on how to submit pool enclosure permit applications using the ePLAN Portal. Detailed instructions on using the ePLAN Portal and Digital Review Software can be found in our [ePLAN Steps to Success](#) online guide.

WHAT IS A PERMIT REQUIRED?

Pool Enclosure (PE) permits are required to be obtained prior to the construction of in-ground and above-ground pools installed on residential properties. The permit is for the fencing that is required to protect the pool.

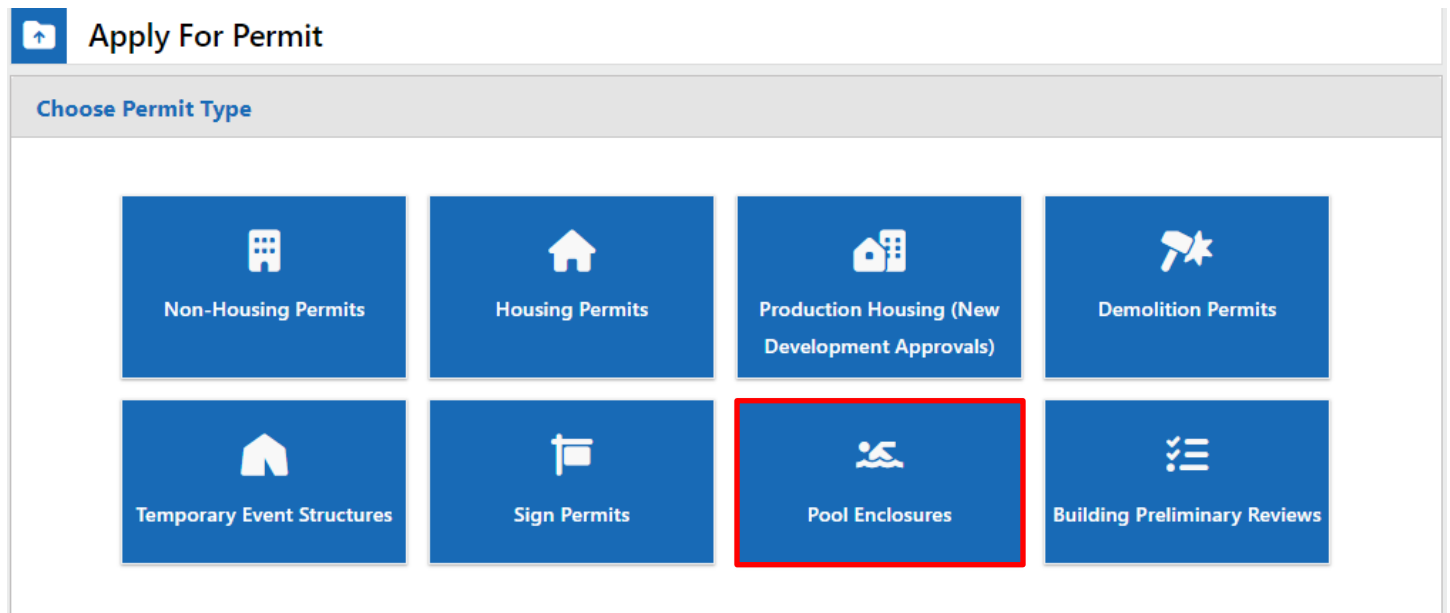
SUBMITTING AN APPLICATION

Follow the general instructions in the [ePLAN Steps to Success](#) online guide and use the Pool Enclosure settings described below.

DETAILED INFORMATION OF NEW APPLICATION

Choose the following settings when submitting your request for a pool enclosure permit application:

- Permit Type: *Pool Enclosure*
- Application Type: *Pool Enclosure*
- Sub Type: *(Choose applicable pool type)*
- Work Type: *Installation*



PROJECT DESCRIPTION

When entering the project description, describe the nature of the project.

Example: *Installation of in-ground pool enclosure*
ePLAN Quick Reference – Pool Enclosure

SUBMISSION REQUIREMENTS

The following items must be uploaded for a pool enclosure permit application.

DRAWINGS

1. Site plan identifying:

- Location of existing buildings and proposed pool
- Details of the proposed fence (height, type of material, location)
- Clearance between fence and pool
- Gate location (must be self-closing and self-latching)
- Location of septic system and clearance to proposed pool (for properties with a private on-site sewage system)

All pool enclosure permit drawings **must** meet the following Submission Standards

- Single page pdf files (vector or raster)
- 3.5 inch wide by 5.5 inch high blank space in the top right corner of the drawing (measured from the edge of the sheet)
- Landscape orientation
- Colour acceptable

DOCUMENTS

1. Swimming Pool Enclosure Application form
2. Applicable Law Checklist and any Approval Documents required by Applicable Law
3. Swimming Pool Enclosure Letter of Undertaking
4. Swimming Pool Utilities Clearance (stamped approved by Alectra)

All forms listed above are available on our [Building Permit Forms](#) page.