

Outdoor Swimming Pool Inspection Checklist – for Homeowners



Note: Applies to permits applied for after May 27, 2019

Pool means an artificial outdoor body of water, including a swimming pool, capable of containing water at least 0.6 m deep, but does not include:

- i. A pond used only for an ornamental, agricultural, horticultural or industrial purpose, for stormwater retention, or as a reservoir for firefighting,
- ii. A pond located in an agricultural zone, or
- iii. A swimming pool or hot tub which is subject to the Ontario Building Code (as per Section 1)

Acceptable	Inspection Item	Bylaw (2019)-20408
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>A. Complete a swimming pool permit application by applying online at Guelph Permit and Application System. Your application should include the following:</p> <ol style="list-style-type: none"> 1. Completed application form 2. Application fee payment 3. Site plan that indicates distances to the property lines for the pool, sheds, decks, hardscaping and hot tubs (whether existing or to be built in the future). 4. Site plan that indicates where the fencing and gates are located as well as how the property complies with the enclosure option chosen. 5. Pool specifications from manufacturer and confirmation that the design complies with entrapment avoidance, main drains and wall suction fittings standard, where applicable (please refer to inspection item D) 6. Access requirements and fee from Recreation and Parks if required <p>Note: A permit is also required for replacement of fences, decks and for the removal of in-ground pools (including on-ground pools installed in the ground). Permits are not required for the removal of above ground pools.</p>	<p>Section 3, 33 and 4(d)</p> <p>Section 4(d)</p> <p>Section 3</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>B. Pool location requirements</p> <p>The location of your pool will need to follow these guidelines and be clearly indicated in your site plan:</p> <ol style="list-style-type: none"> 1. 1.5 metres (5 feet) away from property line 2. 0.6 metres (2 feet) away from property line for structures, walkways and patios/decks. Corner lots may have different requirements. 3. 1.5 metres (5 feet) away from surface water drainage 	<p>Section 4(a), (c)</p> <p>Section 4(d)</p>

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	ditch/swales (the City must approve if less)	
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>C. Temporary fencing requirements A temporary fence is required when a pool fence is not yet in place (ie. before installing an aboveground pool and prior to excavating for an in-ground pool)</p> <ol style="list-style-type: none"> 1. Fences are only to be removed for construction access during normal work hours, and must be reinstalled at the end of each work day 2. Temporary fences are only acceptable for a maximum of four weeks, unless otherwise approved in writing by an inspector. 3. Temporary fences must be constructed of prefabricated interlocking steel fence sections or metal chain link fencing that is securely attached to posts that are no more than 2.4 metres (8 feet) apart and at least 1.5 metres (5 feet) tall. Fencing must be supported at the top and bottom to prevent sagging or lifting. 4. If pool is in place without a fence, it must always have a functioning non-penetrable safety pool cover that complies with ASTM F1346-91 (2018) Standard Performance Specification for Safety Covers and Labelling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs. <p>Note: Does not have to be an automatic safety cover that is required to relieve protection of house wall openings.</p>	Sections 1(m), 16(b) and 16(c)
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>D. Pool design and entrapment protection guidelines:</p> <ol style="list-style-type: none"> 1. Your pool design must comply with the ANSI/APSP/ICC-7 Standard for Entrapment Avoidance 2. If the pool has main drains or wall suction fittings, at least two main drains or wall suction fittings are provided, and are located at least 0.914 m apart, each complying with ANSI/APSP-16 Standard for Suction Fittings. <p>Please contact your local pool company for more information.</p>	Section 5
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>E. Pool fencing guidelines and requirements</p> <ol style="list-style-type: none"> 1. Your pool fence must be at least 1.5 metres (5 feet) above ground level 2. If it's a chain link fence, the diamond mesh opening cannot be greater than 50 millimetres (2 inches) 3. Your fence cannot have barbed wire or an electric current through any part of it 4. If fence is constructed of vertical members, it cannot have 	Sections 12 - 14 and 27

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	<p>more than 100 millimetres (4 inches) of separation between each vertical member</p> <ol style="list-style-type: none"> 5. Must have a maximum opening of 100 millimetres between the bottom of the fence and the ground; 6. Has horizontal members located at least 1.2 metres (4 feet) apart, or, if located less than 1.2 metres apart, has no more than 50 millimetres of separation between the vertical members 7. The fence is built and maintained to remain structurally sound 8. Your fence is constructed to prevent it from being climbed 9. No items can be attached or placed within 0.6 metres (2 feet) of the fence, especially if it can be climbed over or has potential to diminish the structural integrity of the fence or pool 	
<p>YES NO <input type="checkbox"/> <input type="checkbox"/></p>	<p>F. Pool fence gate guidelines</p> <ol style="list-style-type: none"> 1. Your fence must have at least one gate that is self-closing and self-latching with the mechanism located on the pool side (exceptions allowed for townhouses where a gate cannot be installed) 2. Gates follow the same regulations as the regular fence (see item E above) 3. If the latch release mechanism of the self-latching device is less than 1.4 metres (4.5 feet) from the bottom of the gate, it must have a latch-release mechanism that is at least 75 millimetres (3 inches) below the top of the gate on the side of the gate facing the pool 4. If the latch release mechanism on the self-latching device is 1.4 metres (4.5 feet) or more from the bottom of the gate, it must have a latch-release mechanism that is on the gate facing the pool 5. Has no opening within 0.45 metres (1.5 feet) from the latch release that is greater than 12 millimetres (0.5 inches) in width 6. Gate must be clear of any obstructions at all times that could hold the gate open 7. The gate is secure and when lifted or pulled on does not: <ol style="list-style-type: none"> a) activate the latch release mechanism, b) come off its hinges, or c) expose a ground clearance greater than 100 millimetres (3.9 inches) 8. Gate must be locked at all times unless an adult is supervising the use of the pool 9. If you have or are installing a double gate: <ol style="list-style-type: none"> a) One side of the double gate must meet all the above requirements 	<p>Sections 18, 19(a) to (i)</p>

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	<p>b) The other side of the double gate must be equipped with a securing device into to the ground, or another immovable object, which prevents access through this side of the gate without the lifting or removal of this securing device.</p>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>G. Must protect openings (ie. windows or doors) of home walls connected to, or enclosed by, the fence</p> <ol style="list-style-type: none"> 1. Option # 1: Provide a four-sided fence to protect the pool (see items E. and F.) 2. Option # 2: Provide protection of all openings of building walls that provide access to the pool (see item H.) 3. Option # 3: Have an automatic electrically powered safety cover that: <ol style="list-style-type: none"> a) Complies with ASTM F1346-91 (2018) Standard Performance Specification for Safety Covers and Labelling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs b) Is in place when the pool is not in use, and c) Has its controls located at least 1.542metres above ground or the finished floor surface. 	<p>Section 15(a)</p> <p>Sections 20-25</p> <p>Section 24</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>H. Must have protection of building wall openings that have direct access to the pool (Option #2 under item G. above)</p> <ol style="list-style-type: none"> 1. Every swinging person door is: <ol style="list-style-type: none"> a) Equipped with a self-closing and self-latching device b) Clear of any obstructions that could hold the swinging door open c) Equipped with a compliant audible alarm in respect of a window or door opening that: <ol style="list-style-type: none"> i. Sounds when the opening is opened, ii. Meets the requirements of UL 2017 General-Purpose Signalling Devices and Systems, Section 77, iii. Starts within seven seconds after opening, iv. Sounds for at least 30 seconds, v. Produces a sound of at least 85 decibels in volume when measured 3metres from the alarm mechanism vi. Has distinctive sound different than home doorbell, telephone and smoke alarm vii. Has a deactivation feature to allow people to pass through the opening without setting off the alarm viii. Has a deactivation button on the interior side of each window opening and on the interior and 	<p>Section 20</p> <p>Sections 1 (c), 21 - 25</p>

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	<p>exterior side of each door opening located at least 1.4metres above the interior floor surface</p> <ul style="list-style-type: none"> ix. Has an automatic reset feature, which re-activates the alarm within 15 seconds after being deactivated. <ol style="list-style-type: none"> 2. Every sliding door is equipped with a compliant audible alarm. 3. Every openable window (other than a fire egress window) is located less than 1.4metres above the floor surface and has at least one of the following: <ul style="list-style-type: none"> a) A secure screen; b) A device that limits its initial opening width to 100mm, and if such device has a manual override it is located less than 1.4metres above the floor surface; or c) A compliant audible alarm 4. Every fire egress window in the house wall which provides direct access through to the pool is: <ul style="list-style-type: none"> a) Equipped with a secure screen or a compliant audible alarm, and b) Not equipped with a device that limits its initial opening width. 5. No pet door is permitted in a wall or door that provides direct access to the pool enclosure. <p>Note: compliant audible alarms can be ordered and purchased from your local pool company.</p>	
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>I. Protection of drinking water Vacuum breakers are required on all outside taps that will be used for topping up water supply to the pool</p>	<p>Section 5(c)</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>J. Safety equipment within 3 metres of pool edge to enable rescue:</p> <ol style="list-style-type: none"> 1. A rescue pole at least 4.9 metres (16 feet) in length, equipped with a shepherd’s crook; or 2. A Canadian Coast Guard approved life ring buoy at least 0.6 metres (2 feet) in diameter, attached to a buoyant line at least 15 metres (49 feet) long <p>Note: ensure safety equipment is placed on open hanger(s) to ensure quick removal in the event of an emergency. Contact your local pool company to source this safety equipment.</p>	<p>Section 26</p>

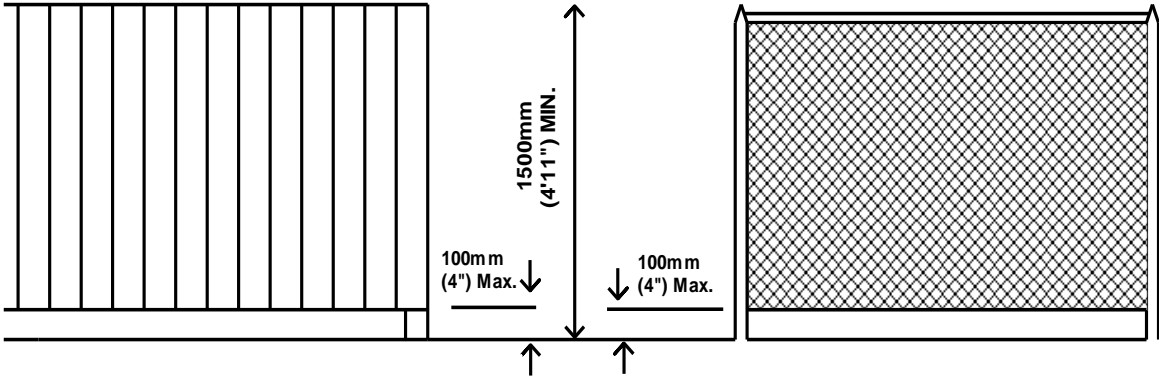
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YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>K. Electrical installations for the pool must pass inspection Your pool must pass a final inspection report for all electrical installations by the Electrical Safety Authority (ESA) and be submitted to a City inspector. You can find more information about ESA inspections by visiting esasafe.com</p> <p>The final ESA inspection report must be submitted within 10 business days following an inspection by the City.</p>	Section 6 Section 10
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>L. Storage of pool chemicals Pool chemicals are to be stored in a safe, ventilated and locked container, or in a building out of the reach of children (Eg. locked shed)</p>	Section 28
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>M. Safety rules signage Your pool must have a safety rules sign approved by the Pool and Hot Tub Council of Canada (P.H.T.C.C.) that is permanently placed in a visible location near the pool. P.H.T.C.C. safety rules signage can be purchased from your local pool and hot tub company.</p>	Section 29(a)

Notes for Homeowners:

- a) Owner shall ensure pool fence gates are locked at all unsupervised times.
- b) Owner shall ensure supervision of a pool, when in use, by a responsible person who is 18 years of age or older or is at least 16 years of age and is a qualified lifeguard according to the Life Saving Society of Canada.
- c) All water from a Pool shall discharge to a sanitary sewer system (i.e. laundry tub, floor drain, et cetera) in accordance with the City's Sewer Use By-law, and not discharge:
 - i. Onto any adjacent property,
 - ii. Into any stream, river, pond, ditch or lake, or
 - iii. Directly into a storm sewer system.
- d) Owner shall ensure that all Fences, Gates, House Walls, Pool and Hot Tub equipment, covers and all associated access devices, controls, safety equipment and signage, and all other items required under the By-law are:
 - i. Maintained in such condition that they are structurally sound;
 - ii. Operational and able to perform their intended functions; and
 - iii. Inspected annually by the Owner
- e) Every Owner who intends to have an **in-ground** Pool (including on-ground pools installed in the ground) permanently removed shall: before such removal, obtain the applicable permit from the City for such removal; and during the removal, comply with all requirements of the permit.

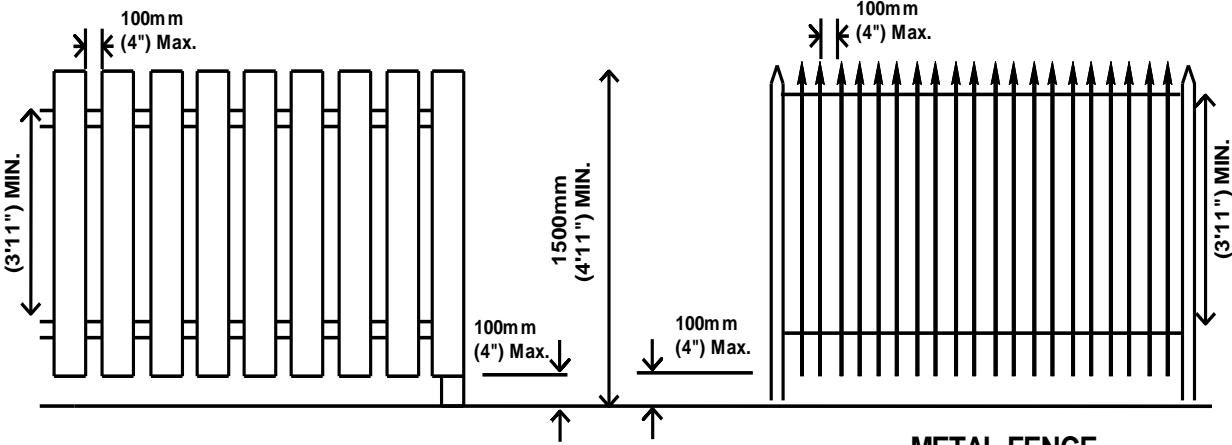
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SWIMMING POOL FENCES



VERTICAL BOARD
NO OPEN SPACE

CHAIN LINK
50mm (2") MESH MAX.



VERTICAL BOARD

METAL FENCE