

RESIDENTIAL SWIMMING POOL AND HOT TUB INSTALLATION

1❑ TO INITIATE THE PROCESS, YOU MUST CONTACT OR VISIT COMPLIANCE AND LICENSING:

- a) To request/obtain a Pool Installation Information Package
- b) To submit one 11" x 17" copy of a "Swimming Pool Site Plan" showing the location of the proposed pool, pool equipment, accessory structure(s) and landscaping. The Site Plan must meet the specification shown in the instructions "[How to Create a Swimming Pool Site Plan](#)". *The City may request a survey of the property or part of the property to establish property lines*
- c) To submit the original of a signed and commissioned [Statutory Declaration Form](#) for Swimming Pool Installation
- d) To submit the original of the signed (by owner) and witnessed [Lot Grading Acknowledgement Form](#)
- e) To sign the [Pool Inspection Form](#) and pay the Pool Enclosure Inspection Fee (see page 2)
- f) Please note: an application for a Pool Enclosure Inspection is only valid for ONE (1) year from the date the application was issued
- g) To prepare for the pool site stakeout as advised by Compliance and Licensing
- h) To contact Compliance and Licensing for any questions regarding fencing and the pool enclosure approval process. To review the Pool Enclosure By-law, please click [here](#).

2❑ OTHER CITY SECTIONS THAT WILL REVIEW THE SITE PLAN AND WILL OR MAY CONTACT YOU:

- [Zoning](#): will contact all applicants to discuss the applicable zoning regulations
- **Community Services**: if the property abuts to a park or a greenbelt and applicant wishes to use adjacent parkland for construction access, a [Park Access Permit](#) is required.
- **Development Construction**: If the [site plan](#) needs changes due to grading or other issues, Development Construction may also ask you to submit photos of the site.

3❑ JOINT PRE-CONSTRUCTION SITE MEETING

Inspectors from Compliance & Licensing, Development Construction and Community Services will visit your site for a pre-construction site inspection to determine if there are any by-law, lot grading or other issues that may impact on the proposed location and construction of the pool. It is important that the location and configuration of the pool have been staked out and that the home owner or agent be present at the meeting. If a stake-out has not been done and/or home owner or agent is not present, the site meeting will not proceed which will delay the construction.

If, during the inspection, changes to the site plan are identified, you will receive a notice from Development Construction advising you not to proceed with construction until the identified changes have been addressed.

4❑ ONCE YOUR PLAN HAS BEEN APPROVED, DEVELOPMENT CONSTRUCTION WILL ASK YOU TO:

- Pay an Administrative/Inspection fee and Municipal Services Protection Deposit (see page 2). A Lot Grading Deposit may also be required. Please retain all receipts.
- Once you have made all the payments, Development Construction will advise you in writing that you can go ahead to commence construction of the pool.

5❑ POOL ENCLOSURE INSPECTION

After the fence has been erected but before you have filled the pool, you must contact the Compliance and Licensing Section for an inspection of the pool enclosure (fence). If the inspection is successful, the Officer will issue a Final Swimming Pool Enclosure Approval form and you can go ahead and fill the pool. A Certificate of Approval will be forwarded later. **To fill the pool without the proper approval is illegal.** To review the Pool Enclosure By-law, please click [here](#).

6❑ POST CONSTRUCTION - DEPOSIT REFUNDS

After all pool construction work has been completed, **including landscaping**, contact the sections that you have paid deposits to. For Development Construction, forward the bottom portion of your deposit receipt and proof of the final pool enclosure inspection to T&W Technical Services or the Customer Service Counter at 3185 Mavis Rd. Technical Services will inspect your site for lot grading/damages to municipal property. If damages are found, you will be asked to reinstate. Once everything is in order, the City's Corporate Finance Department will be requested to issue a refund of the deposits. A refund normally takes about 4 weeks to process

Compliance & Licensing

Transportation and Works Dept.
Enforcement Division, Compliance and
Licensing Section, Civic Centre,
300 City Centre Drive, Ground Floor
Tel. 3-1-1, (outside of the City, dial 905-
615-4311)
Fax 905-905-615-3374

✉ bylaw.enforcement@mississauga.ca

Development Construction

Transportation and Works Dept.
Engineering and Construction Division
Development Construction
Call for consultation or appointment:
Tel: 905-615-3200 x 5179

✉ twdevcon@mississauga.ca

CONTACT INFORMATION

Zoning

Planning and Building Dept.,
Zoning Section, Civic Centre
300 City Centre Drive, 3rd floor
Tel. 3-1-1, (outside of the City, dial
905-615-4311)
Fax 905-896-5638

✉ eplanbuild.info@mississauga.ca

T&W Customer Service Counter

Transportation and Works Dept.
Works Ops. & Maint. Division
3185 Mavis Road, 1st floor
Tel: 905-615-4950
Fax: 905-615-3172

✉ tw.counter@mississauga.ca

Community Services

Community Services
950 Burnhamthorpe Rd. W.
Tel. 3-1-1, (outside of the City,
dial 905-615-4311)

✉ urban.forestry@mississauga.ca

T&W Technical Services

Transportation and Works Dept.
Works Ops. & Maint. Division
Technical Services Inspection
3185 Mavis Road, 1st floor
Tel: 905-615-3200 x 3038
Fax: 905-615-4386

PAYMENT SCHEDULE FOR RESIDENTIAL POOLS – 2017

Type of Pool	Description	Payments/Deposits Required (see below)
Hot Tub	A tub, spa or whirlpool which holds water exceeding 61cm (24 in.) in depth at any point	1
Inflatable	A temporary pool	1
In Ground	Permanent pool installed in the ground	1, 2, 3, 4,
Above Ground	Permanent pool completely above the grade	1, 2,3
On-Ground	Permanent pool installed on a slope, some of the pool is in the ground and some is out of the ground	1, 2, 3, 4

Payable at Compliance & Licensing, 300 City Centre Drive:

1. Pool Enclosure Inspection Fee – (not refundable) \$296.00 + HST

Method of Payment –

Compliance & Licensing: Debit card, credit card, cash or cheque made payable to the “City of Mississauga”

Payable at T&W Customer Service Counter, 3185 Mavis Road:

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| 2. Administrative/Inspection Fee – (not refundable) | \$280.00 + HST |
| 3. Municipal Services Protection Deposit - “MSPD” (refundable) | \$500-\$1,000 depending on type of pool |
| 4. Lot Grading Deposit (refundable) | \$5,000.00 (above ground pools and hot tubs exempted) |

Method of Payment - TW Customer Service Counter:

Certified cheque, bank draft or money order for the total amount. Certified cheque, bank draft or money order to be made payable to the “City of Mississauga”. **Please note: no split payments and no other form of tenders are accepted.**