



Municipality of
Dutton Dunwich

Pool Fence Enclosure Permit Application Submission Guide

The Dutton Dunwich Swimming Pool Fence By-law requires that a permit be issued for all in-ground and above ground pools as defined in By-law No. 2017-58. All applications may be applied for on the **Cloudpermit** portal for online permit applications. This portal will save you from driving to the office to drop off the applications and printing all of the documents. Please see link to **Cloudpermit** below.

<https://ca.cloudpermit.com/login>

Please call or email if you need any assistance in setting up your **Cloudpermit** account at building@duttondunwich.on.ca

Pool Fence Enclosure

- Pool Fence Enclosure Permit Application (form to be completed on **Cloudpermit**)
- Survey/**Site Plan** to scale, with all measurements indicating location of proposed pool, pool equipment and the location of the fence including setbacks from all property lines and any existing buildings on the site.
- Label location of all gates leading into the pool fence enclosure, the height of the fence and the material the fence is constructed with. (ie chain link, wood etc)
- Label location of the existing septic system including distribution pipes and septic tank (if applicable)
- Label location of overhead electrical conductors, municipal drains, Right of Ways and Easements (if applicable)
- Owner's Authorization Form (Required if Applicant is not the Owner)

Other structure permits

- If decks and pool sheds will be constructed at the same time, a separate permit is required for each and may also be applied for in the **Cloudpermit** portal.
- See residential permit submission guide for sheds and decks

Fees and Charges

See Fees and Charges By-law 2022-26

Other Approvals

Approvals from other Agencies may be required before a sign permit application can be processed and before a permit is issued for construction. These approvals are not administered by the Chief Building Official. Please ensure all other required approvals are complete such as Conservation Area permits, Planning Approvals, MTO Sign off for signs located within 400 m of 401 etc.

Next Steps

Submit complete application including supporting documentation to the Municipality of Dutton Dunwich via your [Cloudpermit](#) application portal. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. Building Inspector checks major phases of construction until Final inspection.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.