



Permit Application Guide

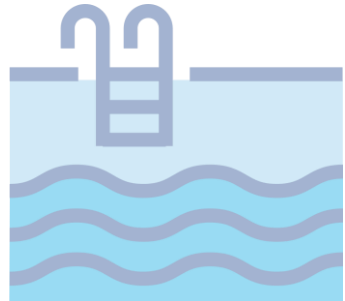
Above Ground Swimming Pool

This checklist has been provided to assist in summarizing the typical requirements to obtain a Permit for an Above Ground Swimming Pool in the City of Orillia. Additional information may be required as needed depending on the application type and individual circumstances.

We encourage you to [visit our website](#) to review all information before you begin your Permit Application with the City to make your application process easy and informative.

Before you Apply: Get a Zoning Certificate

A Zoning Certificate is required before you apply for a residential Building Permit. To learn more about Zoning Certificates, [click here](#).



Required Application Forms

- [Permit Application Form*](#)
- [Owner's Authorization Form*](#) (required if applicant is not the owner)

* Not required for applications submitted through the public portal.

Above Ground Pool Enclosure

The exterior wall of an above-ground swimming pool may be accepted as a pool enclosure where specific safety criteria are satisfied. Applicants proposing an above-ground pool without a separate fence must provide details respecting pool wall height, ladder access, deck access, gates and equipment location for review by the City.

Pool Enclosure Drawings & Details

- 1. A Detailed Site Plan showing:**
Pool and pool equipment location and setbacks from all property lines, buildings, easements, septic tank, and bed (if applicable) and other existing and proposed structures.
- 2. Pool Drawings and Pool Enclosure Details**
All pool enclosure details, including fences, pool walls, ladders, gates, decks, guards and access controls, shall be demonstrated in accordance with the [Swimming Pool Fence By-law](#) and applicable City requirements.

Permit Fees

Payment of Permit fees is required when you submit your Permit Application:

\$179.69 Flat Fee. (2026 rate)

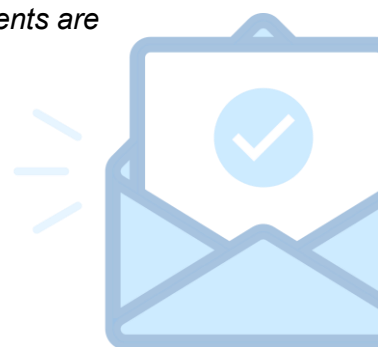
Permit Fees may be paid by cash, cheque, debit, or credit card. *Credit card payments are accepted online only. A 2.4% convenience fee applies to credit card payments.*

Submit your Permit Application

There are two ways you can submit your permit application:

Online: [Public Portal](#)

Email: building@orillia.ca



Common Reasons for Application Delays

- Site plans do not show the location of the pool, enclosure, equipment, buildings, and property lines.
- Pool enclosure details are incomplete or missing.
- Above-ground pool applications do not provide sufficient information respecting pool wall height, ladder access, gates, decks, guards, or access controls.
- Pool equipment locations are not identified on the site plan.