

This checklist has been provided to assist in summarizing the typical requirements to obtain a Permit for an Above Ground Swimming Pool Fence 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.

Pool & Pool Fence 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 Fence Drawings and Details**
 - All pool fence details as set out in the [Swimming Pool Fence By-law](#) shall be demonstrated.

Permit Fees

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

\$179.69 Flat Fee.

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

Next Steps

To learn more about what happens after you submit your Pool Fence Application, [click here](#).

