



Municipality of Mississippi Mills

3131 Old Perth Road, PO Box 400, Almonte ON, K0A 1A0
613-256-2064 ext. 260

Application for a Permit to Construct Pool or Hot Tub

This form is authorized by the Chief Building Official under section 15 of the Pool By-law 19-41

For use by Principal Authority			
Application/File Number:		Permit number (if different):	
Date received:		Roll/Tax Number:	
Application submitted to: THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS			
A. Project location and information:			
Project location civic address number & street name			Unit number
Municipality			Lot/con.
Postal Code		Plan number/other description	
Project value est. \$		Area of work (m ² or ft ²)	
B. Purpose of application			
<input type="checkbox"/> Above Ground Pool <input type="checkbox"/> Below Ground Pool <input type="checkbox"/> Hybrid Above/Below Ground Pool <input type="checkbox"/> Hot Tub			
Description of proposed work			
C. Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> An authorized agent of owner (Authorized Agent Form Required)			
Last name		First name	Corporation or partnership (If applicable)
Street address			Unit number
Municipality	Postal code	Province	E-mail (All reports are sent to owner's email)
Telephone number		Cell number	Other
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership (If applicable)
Street address			Unit number
Municipality	Postal code	Province	E-mail (All reports are sent to owner's email)
Telephone number		Cell number	Other
E. Builder (optional)			
Last name		First name	Corporation or partnership (If applicable)
Street address			Unit/Apt. #
Municipality	Postal code	Province	E-mail (All reports are sent to owner's email)
Telephone number		Cell number	Other

F. Building permit (where required)		
i) Is there construction of a building or deck proposed with this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) If yes to (i), is the proposed building or deck greater than 10 m ² (107.6 ft ²) in area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) If yes to (i), is the proposed building attached to another building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) If yes to either (ii) or (iii), submit a separate "Application for a Permit to Construct" as required under the <i>Building Code Act, 1992</i>		
G. Pool or Hot Tub enclosure information		
Select the type or types of enclosure(s) that apply to the proposed Pool or Hot Tub below:		
<input type="checkbox"/> Section 30 – Enclosure that serves a below ground pool, or where Sections 31, 32, and 34 cannot apply: <ul style="list-style-type: none"> • The enclosure is minimum 1.5m (4ft 11in) in height, with vertical orientation fence/barrier/wall, non-climbable, and with no openings that will allow the passage of a 100mm Ø sphere • Any gate and other access opening is self-closing, with self-latching and lockable hardware at min. 1.35m (4ft 5in) height • Any door in the wall of a building that serves as part of the enclosure has lockable hardware at min. 1.35m (4ft 5in) height • There is minimum 750mm (2ft 5 1/2in) horizontal distance between the enclosure and the pool 		
<input type="checkbox"/> Section 31 – Enclosure that serves an above ground pool, or portions of a hybrid above/below ground pool that meets this criteria: <ul style="list-style-type: none"> • The pool sidewall is minimum 1.2m (3ft 11in) in height, vertical orientation, smooth, and with no horizontal projections • Pool equipment and any other climbable surface above grade is a minimum 1.2m (3ft 11in) away from the pool sidewall • Any access ladder is readily removable without the use of tools, or is lockable in a non-climbable position upright • Any deck/floor/platform adjacent or accessible to the pool has a minimum 1.2m (3ft 11in) perimeter height that is non climbable and with no openings that will allow the passage of a 100mm Ø sphere • Any gate and other access opening is self-closing, with self-latching and lockable hardware at min. 1.35m (4ft 5in) height • Any door in the wall of a building that serves as part of the enclosure has lockable hardware at min. 1.35m (4ft 5in) height 		
<input type="checkbox"/> Section 32 – Safety cover enclosure that serves a hot tub: <ul style="list-style-type: none"> • The safety cover is permanently attached to the hot tub and completely covers the hot tub • The safety cover incorporates a lockable device • The safety cover is structurally adequate to resist entry to the hot tub 		
<input type="checkbox"/> Section 34 – The pool or hot tub is located entirely indoors and enclosed with a building: <ul style="list-style-type: none"> • The building and any access to the pool/hot tub acts as an enclosure that meets the same level of performance of the enclosures prescribed in sections 30 to 33 • The adequacy of the construction of the building to perform as the enclosure will be reviewed by the Chief Building Official 		
H. Completeness and compliance of application (Yes is the required answer to complete the application)		
i) The application required by section 15 is in the correct form and by the owner or authorized agent, and all applicable fields have been completed with information required by section 16(d)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) Payment has been made of all fees required under section 16(c)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) The application is accompanied by plans, specifications, documents, and information as required under section 16(a), (b), and (e)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed pool, hot tub, enclosure, and/or construction will not contravene the provisions of By-law 19-41, or any other applicable law or by-law.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant		
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p style="text-align: center; margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Date Signature of applicant </p>		