

King Township Web Portal Pool Permits – Step by Step Guide

Prior to applying for a Pool Permit, you will need to obtain a Zoning Certificate first. You can apply in the Portal under, **Planning and Zoning Services, Apply for a Planning Application or Zoning Certificate.**

1. Under **Development Engineering**, select **Apply for a Development Engineering Permit.**
2. Choose the Application Type – **Pool**
3. Enter a general **Description of the Work Being Done.** If you are the Property Owner, include Pool Company Information and Contract Person.
4. Provide an **Estimated Construction Cost.** *Next Step.*
5. Select **Pool.** *Next Step.*
6. Select **Above Ground Pool** or **In-ground Pool.** *Next Step.*
7. Select **1.** *Next Step.*
8. Select Location **Address.**
9. Insert address in **Search for Location.** Address should automatically populate. *Next Step.*
10. DO NOT Add Business from Address Book – **Skip this Step.** Not all businesses have been entered at this time. *Next Step.*
11. Upload the following documents: Zoning Certificate, Pre-construction Photos (front and back yard), Certificate of Insurance (Pool Contractor's), Hardscaping Calculations, Grading and Drainage Site Plan. *Next Step.*
12. Select Do you Agree – **Yes.** *Next Step.*
13. Type Characters.
14. *Submit.*

If you have any questions, please contact us at poolpermit@king.ca.

Development Engineering, Growth Management Services