



TOWNSHIP OF KING

Municipal Offices

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Pool Permit Requirements CHECKLIST

The following is a list of documents and information that is required to be submitted at the time of an application for a Pool Permit. Applications can be completed through [CityView Portal](#) or emailed to poolpermit@king.ca

Checklist Requirements

Prior Approvals:

- Zoning Certificate <https://www.king.ca/ZoningCertificate>

Site Plan / Survey 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.
- Overview of all hardscape/impervious surfaces on the property in m2 (house footprint including garage, driveway - excluding the portion within the road allowance, porches/loggias/decks, walkways, accessory buildings/structures, pool equipment pad/shed, interlock/concrete/pavers, artificial turf, sports courts, etc.)

Pool Enclosure Drawing & Details

- All pool enclosure details as set out in the most updated Fence By-law 2012-132 shall be demonstrated.
- If the enclosure is already existing, photos of the exterior side of the enclosure should be submitted.

Grading & Drainage Plan showing (at a minimum):

- Existing and proposed grading using geodetic elevations, swales, slope direction and percentage.
- **NOTE** – property owners and authorized contractors can request original lot grading plans for reference.

Pre-Construction Photos:

- Municipal Road Allowance (Road, Curb/Ditch, Sidewalk)
- Area of Construction and Construction Access
- Adjoining neighbour's infrastructure (fences, sod, sheds, etc.)

Contractor General Liability Insurance Details:

- If your property is in a new (unassumed) subdivision, approval & certification of the proposed works is required from the Developer and their Engineering Consultant.

Oak Ridges Moraine/Conservation Authorities:

- If your property is located within the Oak Ridges Moraine, ORM Conformity may be required. (Please contact askplanning@king.ca to confirm).
- If your property is located within a regulated area (TRCA or LSRCA) you must obtain a permit from the applicable Conservation Authority (or written confirmation from the Conservation Authority that a permit is not required)

Submission of Required Fees in accordance with the Fees and Charges By-law (2025 Fees Below):

- In-Ground and On-Ground Pool Permit Fee: \$870.00
- Above-Ground Pool Permit Fee: \$250.00

Submission of Security Deposit

- In-Ground Pool Enclosure Security Deposit: \$5,000.00
- Above-Ground Pool Enclosure Security Deposit: \$1000.00

Prior to the release of the Security Deposit, it is the responsibility of the Owner to arrange the following:

- Inspection from the Public Works Department for the Pool Enclosure, Grading, and Road Damage. The inspection for the Pool Enclosure shall be completed prior to any water being placed into the pool. Inspection requests can be made to poolpermit@king.ca.
- All grading works must be completed prior to release of the security deposit
- If your property is in a new (unassumed) subdivision, a 'Certificate of Grading', signed and stamped by the Developer's Engineering Consultant shall be submitted.