

## User Procedure Guide: How to apply for a pool enclosure permit application through Cloudpermit

### How to Apply for a Pool Enclosure Permit Application

The Township of Scugog is pleased to offer Cloudpermit to book a pool enclosure permit.

How do I apply for a Pool Enclosure Permit?

Creating and submitting applications on Cloudpermit through the Township of Scugog is quick and easy. To do so, you'll need to follow a few steps outlined below. Cloudpermit & the Township of Scugog will instruct you how to complete and submit the application. Once submitted, it will be reviewed. Look out for communication emails back to keep your application on track with review and processing. Final issued permit will be available for you to download from Cloudpermit, located on Township of Scugog's website.

**Step 1:** Start creating a new application by clicking the button '**Create your first application**'.

**Step 2:** Invite other necessary parties, such as property owner or contractor.

**Step 3:** Complete your application, upload all required documents.

**Step 4:** Verify, Sign and Submit for review.

**Step 5:** Once the completed application is received you will be invoiced and pay the fees either online or over-the-counter.

**Step 6:** Revise the application based on the feedback from the Township of Scugog.

**Step 7:** Watch for follow up emails to make sure the process keeps going.

**Step 1:** Start creating a new application by clicking the button '**Create your first application**'.

To Start a New Pool Enclosure Permit Application

**Register** to Cloudpermit: <https://ca.cloudpermit.com/registration>

**Login** to Cloudpermit: <http://ca.cloudpermit.com/login>

Register for an account for new users and click on confirmation email. Set a strong password and enter fields as required.

Click the "**Create your First Application**" button.

Create a **New Project** and give it a name. Some combination of your address and the project type might be a good way to keep track if you'll be applying for multiple permits (for example – 123 Anywhere St– Pool Enclosure Permit).

#### CREATE A NEW PROJECT

Name of the project

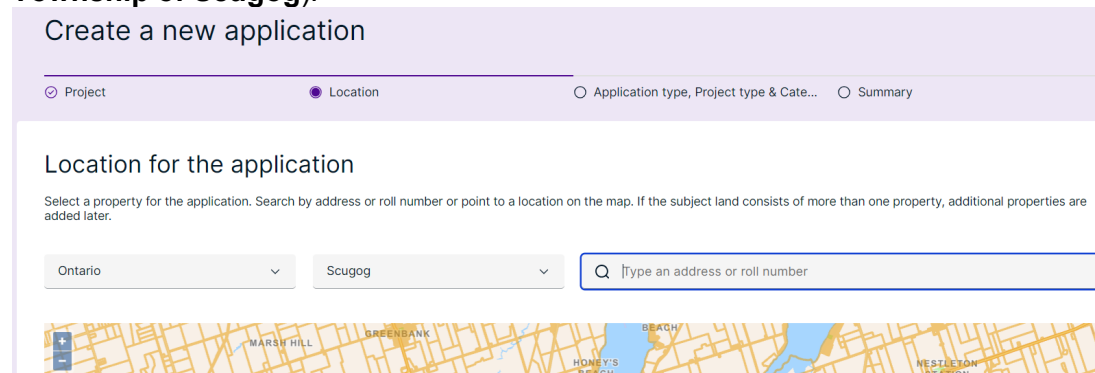
CANCEL

BACK

NEXT →

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Then select **NEXT** – Provide the **Location** where the work will be taking place. Change the municipality (**dropdown menu in the upper right-hand corner to make sure you're on Township of Scugog**).



The screenshot shows the 'Create a new application' interface. At the top, there are four tabs: 'Project', 'Location' (selected), 'Application type, Project type & Cate...', and 'Summary'. Below the tabs, the heading is 'Location for the application'. A sub-heading reads: 'Select a property for the application. Search by address or roll number or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.' There are two dropdown menus: 'Ontario' and 'Scugog'. To the right is a search box with a magnifying glass icon and the placeholder text 'Type an address or roll number'. Below the search box is a map showing a street grid with labels for 'MARSH HILL', 'GREENBANK', 'BEACH', 'HONEY'S BEACH', and 'WESTLETON'.

Locate the property on the map.

There are three options to do it:

- Option 1: Using the municipal address of the subject property.
- Option 2: Using the roll number of the subject property.
- Option 3: Using a map to locate the subject property.

### Option 1:

Start typing the address of the property into the text field.

Cloudpermit provides you with a list of properties matching the address.

Select the desired property from the list and click "Next."

### Option 2:

Start typing it into the text field if you know the property's roll number.

Cloudpermit provides you with a list of existing properties matching your typing.

Select the desired property from the list and click "Next."

### Option 3:

Click on the map to drag it. Zoom in and out using the "+" and "-" buttons on the top left of the map.

Once you have the correct location (it appears under the map).

Select the category and project type for your application. Please read the 'Good to Know' section if you require more information prior to selecting.

Next confirm which type your permit is for within Cloudpermit

#### **For example Category under Residential:**

Inground Pool  
Above ground  
Portable pool  
Hot tub  
Pond

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**Work type: New**

**Work target: Residential Above Ground, Residential Inground, Hot tub**

### **Pool Enclosure Form**

#### **Project Information**

Estimate cost of construction

Enclosure description, details, type of pool example

#### **Next confirm Site Information through Cloudpermit:**

- Is your Property a corner lot? Yes or No
- Is there a septic system on your property? Yes or No
- Is your property in a regulated Conservation area? Yes or No
- Is your property in an unassumed subdivision? Yes or No

#### **Next confirm Fence and Gate Information:**

- Wood Construction
- Chain Link Construction
- Metal Construction

List for required documentation will change for each type of permit but at a minimum:

- Approved Grading Plan (more details below)
- Site plan (please see details below)

#### **Site Plan**

The site plan drawing must contain the following information;

- i) drawing scale;
- ii) north directional arrow;
- iii) lot lines and dimensions;
- iv) existing and proposed construction dimensions;
- v) setbacks and lot lines;
- vi) any proposed changes to grade;
- vii) type of Swimming Pool to be installed;
- viii) safety measures to be taken during all aspects of construction.

Indicate on the Site Plan below, or **preferably on a copy of your survey**, the proposed location of the pool/hot tub with the setbacks from the pool/hot tub to your property lines.

Indicate on the Site Plan, or preferably on a copy of your survey, the location of all gates on your property.

Indicate on the Site Plan, or preferably on a copy of your survey, the type, location, and height of the proposed or existing fence. For Type see Fence and Gate Information on other side.

If you are on a corner lot indicate, the location and name of both streets (see example

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below).

### Grading Plan

In an effort to ensure new swimming pool construction is completed in accordance with Township of Scugog Standards and that the addition of a swimming pool does not negatively affect your or neighbouring properties, the Township is requesting that lot grading plans be submitted in support of most Swimming Pool Enclosure Permit applications. The lot grading plan should include the following;

- i) Existing topographic grading information within approximately 10 metres of the proposed pool location,
- ii) Proposed location and grading design in accordance with the Township of Scugog Development and Engineering Standards. Include any landscaping and pool accessory structures such as change rooms, pump shed, etc. Ensure any existing soak away or infiltration areas are considered in the design,
- iii) The plan must be prepared and signed by an Ontario Land Surveyor, Landscape Architect or Professional Engineer,
- iv) Should fill materials required for the project exceed 20 cubic metres, a Site Alteration Permit may also be required.
- v) A 0.6m (2 foot) undisturbed strip is maintained around the perimeter of the property.

Grading plans must be submitted to the Engineering Department prior to submitting your application for Swimming Pool Enclosure Permit. Once the lot grading plan has been reviewed and accepted by staff, it will form part of the documents required for the Permit.

A grading plan may not be required provided;

- vi) the swimming pool (including landscaping and decking) are not located closer than 10 metres to any lot line.
- vii) no stormwater management features such as drainage swales, a soak away pit or infiltration gallery are located in the area of the proposed pool.
- viii) minimum setbacks are maintained to the septic system in accordance with the OBC and written approval from Durham Region Health Department is received.
- ix) the existing drainage pattern of the lot will remain, and no additional drainage will be directed to neighbouring properties.
- x) no more than 20 cubic metres of fill is required for the project including all landscaping materials. Should fill materials required for the project exceed 20 cubic metres, a Site Alteration Permit may be required

### Pool By-Law Requirements

- i) Nothing within 1 meter of the fence (exterior side)
- ii) Fence 1.2 meters from water's edge
- iii) Fence 1.5 meters tall
- iv) No gaps in fence bigger than 10 cm

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- v) Maximum clearance between bottom of fence and grade 10 cm
- vi) Gate must be self-latching.

### Zoning By-Law Setbacks

- i) Interior Side and Rear Yard ONLY
- ii) INTERIOR SIDE/ REAR YARD SETBACKS
  - o Side lot line = 1.2 meters (4ft)
  - o Rear lot line = 1.2 meters (4ft)
  - o Primary building (house) = 2 meters (6.5ft)

### Additional requirements

- viii) A Building permit will be required for decks around above ground pools and hot tubs.
- ✓ Draining of pool water must be done entirely on same property. You cannot direct pool water onto adjacent properties or roadways.
- ✓ A Pool Permit Agreement, final lot grading certificate and permission from your builder will be required in all unassumed subdivisions.

Other required documents may include one or more of the following:

- o Health Approval
- o Conservation Authority Approval
- o Builder approval letter (unassumed subdivisions)

**Step 2:** Invite other necessary parties, such as property owner

**Step 3:** Complete your application, upload all required documents.

Complete the application data by:

- o Scroll down to the application data section
- o Your work is automatically saved, there is no save button
- o There are red asterisk marks next to the form fields that are required to fill out
- o Once you're done filling out the form, click the RETURN TO THE APPLICATION button at the top left of each form

Fill out the application data in the application workspace, identify application parties, and add attachments to the application, if needed.

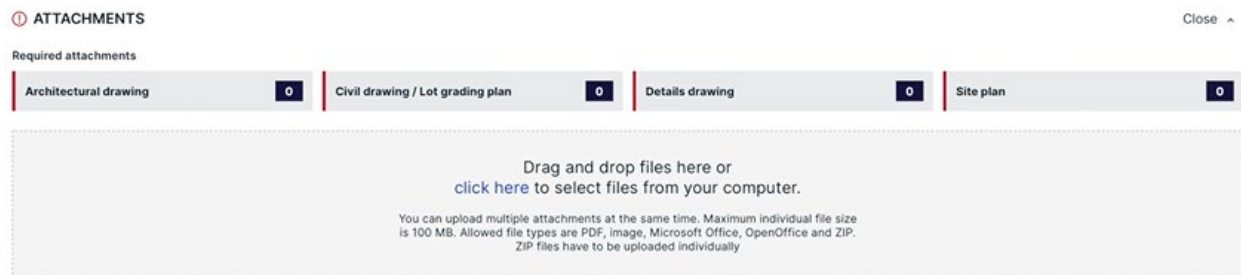
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- See instructions for [adding required attachments](#).

Once all is done, click “Return to application.”

Upload Attachments that are mandatory (Example **Detailed drawings site plan, Grading approval Certificate** and others as requested) by:

- Scroll down to the attachments section (Approved Grading Plan, Site Plan, etc. as required)
- Drag and drop attachments or select the “click here” button to identify the required files OR using the “**click here**” button to select them from your computer.
- Once they have uploaded, select the type of attachment, and then select done.
- Identify each attachment by selecting from a drop-down list of attachment type names
- If at any time you need to change or update the attachments (prior to submitting your application), you can delete (the little garbage cans) and upload again.



Scroll down to the bottom of the form.

How to sign off and submit an application

Steps:

- Once you have finished your application, you must pay and sign it off before submitting it to the Township of Scugog.
- Only applicants can sign off on applications.

**Step 4:** Verify, Sign and Submit for review.

### Sign Off on the Application

At this point, you are ready to **Sign Off** on the application, using the button at the top right-hand side of the page.

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Review the items listed and indicate if they apply and/or you agree with the terms.

Then click "**sign off application.**"

Note that you can download a copy of the sign-off form at the top of the page.


### DECLARATION OF APPLICANT

Close ^

#### APPLICANT

I, John Doe, do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off, I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

 Signed by **John Doe** 2021-04-17, 9:00 AM [Remove](#)

DOWNLOAD SIGNED FORM 

Personal information contained in this form and schedules is collected under the authority of subsection 8.1(1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

[← RETURN TO APPLICATION](#)

[SUBMIT APPLICATION →](#)

**Step 5:** Once the completed application is received you will be invoiced and pay the fees either online or over-the-counter.

Click "Return to application" to enter the application workspace.

To pay the application right away, click "Continue to payment."

The "Fees and Payments" section shows you the total due.

Click "Submit upon payment."

You can pay the bill by:

- Cash
- Cheque
- Credit card (Note: with Visa (3.5 percent), Mastercard (3.5 percent), or American Express (3.5 percent). There is a 3.5 percent service fee payable to Bambora in order to use this service. Credit card is not accepted in the office only online.
- Debit

After acknowledging the payment, the e document will be marked as paid.

It means that the application is now submitted, and it moves to the review phase.

**Refer to Fee schedule plus damage deposit + a fee if grading plan is required**

**Submit your Application**

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You will receive an email to confirm your application has been submitted, and you'll receive subsequent emails regarding its status. You will also receive an email advising you when the Pool Enclosure Permit is ready and if there is an additional cost.

Success - You have created your inspection request.

It moved to the Township of Scugog to dispatch it further to your By-law Inspector.

**Step 6:** Revise the application based on the feedback from the municipal authority.

**Step 7:** Watch for follow up emails to make sure the process keeps going.

Tips Dashboard - At any point, you can return to the "My Dashboard" page to see which applications you have made and if we are waiting on any information from you to process your application further. Delete - You can delete your application at any time by using the "Select Action" drop-down menu at the top of the page.

Need Help? Visit <https://support-ca.cloudpermit.com/en/support/home> for answers to commonly asked questions.

Source:

[How to create a new building permit application: Cloudpermit](#)

[How to sign off and submit an application : Cloudpermit](#)

[How to submit a building permit application : Cloudpermit](#)