



HAMPSTEAD
www.hampstead.qc.ca

POOLS, SPAS AND ARTIFICIAL WATER BASINS

PERMIT APPLICATION AND USEFUL INFORMATION



For more detailed information,
please visit the Town's website:
Hampstead.qc.ca

The following are the requirements to obtain a pool permit. In order to receive a pool permit in the shortest of delays, please make sure to read the following information carefully. Having a clear idea of the required documents will save time.

Before any pool permits are issued, an implantation plan prepared by a land surveyor is required.

Since acquiring this plan can be the longest step in the permit application process, it is a good idea to book the land surveyor at the start of the process.

FOR THE POOLS, SPA AND ARTIFICIAL WATER BASIN PERMIT APPLICATION, please submit the following documents:

These documents can be submitted through My Hampstead or in person at town hall (when possible).

- ☐ A scaled dimensional plan showing the exact location of the swimming pool, the location of fences and enclosures and the existing or proposed structures and mechanical equipment
- ☐ A scaled dimensional landscape plan showing the layout of the landsite, patio or terrace and other structures relating to the work, specifying the landscaped area and plant coverage
- ☐ A plan showing the percentages of existing and proposed plant coverage (note: a minimum of 30% of your property must be natural vegetation), the percentages of existing and proposed mineral surfaces, and the existing and proposed land coverage (footprint of the house and any structures attached to it as well as the surface areas of accessory buildings)
- ☐ The dimensions and depths of the swimming pool, spa or artificial water basin and the elevation in relation to the adjacent ground
- ☐ The materials used for the construction or installation of the swimming pool, spa or artificial water basin
- ☐ The number of litres that the swimming pool, spa or artificial water basin can hold
- ☐ The specifications, location, details and height of the proposed fence enclosing the swimming pool, spa or water basin, along with the proposed access control devices and a description of the intended locking mechanism
- ☐ Name of the company and all sub trades doing the work (fence, enclosure, etc)
- ☐ Estimate and detailed description of the work for the pool construction, fences installation, enclosures, etc.
- ☐ Specification sheet of the fences and enclosures.

You will also be required to submit a site certificate (implantation plan) prepared by a land surveyor and submitted to the Town for approval before any excavation work is undertaken, or provide a certificate of location within 120 days following the completion of the work.

The certificate must contain all the relevant information so that it acts as a stand-alone document for verifying compliance with the regulatory standards relating to swimming pools, spas and basins.

SANCTIONS

Construction of a pool, spa or artificial water basin without a permit will result in a stop work order with a \$1000 - \$2000 fine for individuals and \$2000 - \$4000 for corporations for a first offence.

For subsequent offences a \$2000 - \$4000 fine for an individual and a \$4000 - \$8000 fine for a corporation.

POOL, SPA AND ARTIFICIAL WATER BASINS GENERAL PROVISIONS

The following bylaws will determine the placement options of the pool and the other components that may be included in the permit application.

The position of a swimming pool shall comply with the following provisions:

- Swimming pools may not be situated, in whole or in part, between a front boundary line and a right-of-way. Swimming pools on corner landsites may not be located within the required setback of the secondary front yard;
- Swimming pools must be situated at least 1 meter (1001-12, Sec. 2, 01/05/2023) from landsite boundary lines, fences, accessory buildings, elevated terraces and the main building, **as measured from the outside perimeter of the water surface**;
- A spa or whirlpool may be situated next to or on an elevated terrace;

Swimming pool installations and related facilities shall comply with the following provisions:

- **Diving platforms** for in-ground swimming pools must be installed at a maximum of 1 metre above the surface of the water, in an area where the water is at least 3 metres deep;
- In-ground and semi-in-ground swimming pools must be equipped with an **automatic shut-off device** that is activated when the skimmer or other suction pipe detects the presence of a foreign object;
- The **deck or patio** and the surrounding around the swimming pool must have a **non-slip surface**;
- All swimming pools must be equipped with a **ladder or staircase** for pool entry and exit;
- All swimming pools must be surrounded by an **enclosure** restricting access that complies with the provisions of this by-law;

- Swimming pools may not be situated inside accessory buildings. Permanent structures used to cover pools, whether retractable or not, are also prohibited;
- Above ground swimming pools may not have a slide or diving platform;
- All swimming pools patios or walkways must prevent any flooding on adjacent properties. They must be sloped for redirecting excess water away from the boundary lines.

Obligation to fence

A landsite with a pool must be surrounded by a fence as well as an enclosure around the pool. This is to ensure that there is no direct access to the pool. The fence and enclosure must:

- Be devoid of any fastener, projection or open parts that may facilitate climbing;
- Be designed in such a way that there are no openings to facilitate climbing. Chain link or "Frost" fences and fences with horizontal elements that can be climbed are prohibited;
- The fence or enclosure must be designed in such a way that there are no spaces with a diameter of more than 10 centimetres, including the space between the bottom of the fence and the ground or swimming pool structure, in the case of an above-ground swimming pool fence;
- To prevent children from climbing to access a swimming pool, any device related to its operation and other devices must be located inside the swimming pool enclosure or fence, unless it meets one of the following conditions:
 - It is more than 1 metre from the fence or enclosure;
 - It is under a structure or platform that prevents access to the swimming pool in accordance with this by-law;
 - It is a garden shed with walls at least 1.85 metres high;
 - The pipes linking the device to the pool must be flexible and must not be installed in a way that might facilitate the climbing of a swimming pool wall or enclosure, where applicable;
- Any installation intended to provide or prohibit access to a swimming pool must be kept in good working order;

- Fences and enclosures must be built with solid, rigid materials;
- The fence may not be less than 1.5 meters high as measured from the adjacent grade;
- A door providing access to a swimming pool must be equipped with an automatic, self-latching and locking device situated on the interior side of the enclosure at least 1.3 metres above ground, in the upper section of the door. This latch must be locked with a key or padlock when the pool is not under the direct supervision of an adult designated by the owner of the pool to undertake such supervision.

POOL, SPA AND ARTIFICIAL WATER BASINS PERMIT APPLICATION COST

Tariffs By-law 1010 is available in By-laws and Regulations on the Town's website.

A \$1000.00 deposit is required for a Pool, Spa and Artificial Water Basin permit.

This deposit is to ensure that the Town has resources to repair the sidewalk or any other town infrastructure that may get damaged during the work.

This deposit will be reimbursed to the resident when the work is completed and an inspection is conducted by the urban planning and building inspections team.