



**BUILDING CODE SERVICES**  
Pool Enclosure Compliance Report  
Pursuant to Compliance Report By-Law

Office use only

Receipt number \_\_\_\_\_ Amount \$ \_\_\_\_\_ Circulation number \_\_\_\_\_

**IMPORTANT NOTE:** The Pool Enclosure Compliance Report process requires an inspection of the pool enclosure. It is the responsibility of the Applicant to obtain written consent from the property owner allowing a pool enclosure inspection to be conducted by an Officer of the City of Ottawa. A copy of the Consent for Pool Enclosure Compliance Report Inspection Form can be found at [ottawa.ca](http://ottawa.ca).

**Applicant information**

Date(yyyy/mm/dd)	Reference/File number
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Name

Street number	Street name
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Unit/Apartment/Suite	City
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Province	Postal code
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Contact name

Email

Phone number	Fax number
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**Property being searched**

Municipal address	Street number	Street name
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Municipal address	Unit/Apartment/Suite	City
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Municipal address	Province	Postal code
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Legal description

Registered owner

Forms and information available at [ottawa.ca](http://ottawa.ca).

**Permit information from available records**

- No record of Pool Enclosure Permit on file**
- Pool Enclosure Permit Number** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_
- No Inspection Records Found
- Final Inspection Completed \_\_\_\_\_

**Pending permits are considered applications and are not included in this report.**

**Pool enclosure compliance inspection**

- Pool enclosure has been inspected and approved on \_\_\_\_\_
- Pool enclosure inspection conducted \_\_\_\_\_ did not pass

**Orders/Notice of violation issued**

- Order  Yes  No
- Order Number \_\_\_\_\_  Copy of Order attached
- Notice of Violation  Yes  No  Copy of Notice of Violation(s) attached
- Notice of Violation Number \_\_\_\_\_
- For information, please contact: \_\_\_\_\_ 613-580-2424 ext. \_\_\_\_\_

For clarification or additional information regarding this Compliance Report, please contact:

\_\_\_\_\_ 613-580-2424 ext. \_\_\_\_\_ Date: \_\_\_\_\_

**N.B. The foregoing information does not constitute an opinion or advice, or representation by the City of Ottawa of the lawfulness of the use of the property or the buildings thereon, nor compliance with any applicable laws, codes, and regulations. The regulator must satisfy himself or herself with respect to the same. Every effort is made to ensure that the information contained herein is correct but the City of Ottawa accepts no responsibility for any errors, omissions or inaccuracies.**