

# Outdoor Hot Tub inspections checklist – for homeowners



**Note:** applies to permits applied for after May 27, 2019

**Hot Tub** means a hot tub, whirlpool, hydro massage pool, or spa (as per Section 1) – does not include swim spas.

Completed	Inspection Item	Bylaw (2019)-20408
YES <input type="checkbox"/> NO <input type="checkbox"/>	1. Complete a hot tub permit application by applying online at <a href="http://guelph.ca/building">guelph.ca/building</a> . Please allow 10 business days to process. Your application should include the following: <ul style="list-style-type: none"> <li>• Site plan that indicates where the hot tub is located, where all sheds and decks are (whether existing or to be built in the future). A separate building permit may be required for sheds and decks.</li> <li>• Completed application form</li> <li>• Application fee payment</li> <li>• Hot tub specifications from manufacturer (including for the cover).</li> </ul>	Section 3, 4(d) and BCA
YES <input type="checkbox"/> NO <input type="checkbox"/>	2. Hot tub location requirements The location of your hot tub will need to follow these guidelines and be clearly indicated in your site plan: <ul style="list-style-type: none"> <li>• 1.5 metres (5 feet) away from property line</li> <li>• 0.6 metres (2 feet) away from property line for structures, walkways, patios and decks. Corner lots may have different requirements.</li> <li>• Away from surface water drainage ditch/swales</li> <li>• If installed on a deck higher than 0.6 metres above grade, the hot tub must be located 0.9 metres (3 feet) from the deck railing. Alternatively, deck railings must extend 0.9 metres (3 feet) above top of hot tub.</li> </ul>	Section 4(c) Section 4(c)  Section 4(c) Section 4(d) and Building Code

Completed	Inspection Item	Bylaw (2019)-20408
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>3. Hot tub protection requirements Here are your hot tub protection options:</p> <ul style="list-style-type: none"> <li>• Option #1: Safety cover               <ul style="list-style-type: none"> <li>○ in compliance with ASTM F1346-91 (2018) standard performance specification for safety covers and labelling requirements for all covers for swimming pools, spas and hot tubs;</li> <li>○ permanently attached to the hot tub or the hot tub’s supporting structure and</li> <li>○ locked to prevent unauthorized entry when not in use</li> </ul> </li> <li>• Option #2: Enclosed by a fence complying with the requirements for pools (see pool inspection checklist)</li> <li>• Option #3: Automatic electrically powered cover               <ul style="list-style-type: none"> <li>○ must comply with ASTM F1346-91 (2018) standard performance specification for safety covers and labelling requirements for all covers for swimming pools, spas and hot tubs;</li> <li>○ is closed and locked when the hot tub is not in use and</li> <li>○ has its controls located at least 1.542 metres (5 feet or 60 inches) above ground or the finished floor surface (deck, landing, patio etc.)</li> </ul> </li> </ul>	<p>Section 1(d)</p> <p>Section 17</p> <p>Section 24</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>4. Electrical installations for the hot tub must pass inspection Your hot tub must pass a final inspection report for all electrical installations by the Electrical Safety Authority (ESA) and be submitted to a City inspector (see checklist item #7). You can find more information about ESA inspections by visiting <a href="http://esasafe.com">esasafe.com</a></p> <p>The final ESA inspection report must be submitted within 10 business days following an inspection by the City.</p>	<p>Section 6(a)</p> <p>Section 10</p>
YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>5. Safe storage of hot tub chemicals Hot tub chemicals must be stored in a safe, vented and locked container or building out of the reach from children</p>	<p>Section 28</p>

<b>Completed</b>	<b>Inspection Item</b>	<b>Bylaw (2019)-20408</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>	6. Posting safety rules signage <ul style="list-style-type: none"> <li>• You must have a hot tub safety rules sign that is approved by the Pool and Hot Tub Council of Canada</li> <li>• The sign must be permanently posted in a visible location near your hot tub</li> <li>• The sign must be maintained annually to ensure safety rules are clear and eligible at all times</li> </ul> Please visit the Pool & Hot Tub Council of Canada website at <a href="http://poolcouncil.ca/publications">poolcouncil.ca/publications</a> for signage requirements.	Section 29(b)
YES <input type="checkbox"/> NO <input type="checkbox"/>	7. Arrange and receive a final inspection approval To complete the process, you must arrange for final inspection by the City as noted on your hot tub permit.  Please ensure your hot tub cover is secured and locked at the time of inspection.  For scheduling an inspection, please use the online portal at <a href="http://guelph.ca/building">guelph.ca/building</a> . For inspection questions please call 519-837-5614.	Section 6(b)

Maintenance requirements

1. Homeowner shall ensure hot tub cover is secured and locked at all unsupervised times.
2. Every owner shall ensure that all hot tub equipment, covers, safety equipment signage and all other items required under the By-law are:
  - i. Maintained in such condition that they are structurally sound;
  - ii. Operational and able to perform their intended functions; and are
  - iii. Inspected annually by the Owner.

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615.