



SWIMMING POOLS & HOT TUBS

One & Two Family Residential

REQUIRED PERMITS

A *building permit* is required for all swimming pools and hot tubs of a depth of 24 inches or more. An *electrical permit* is required prior to installation of any pumps, filters, lights or other electrical equipment. An electrical permit is required for cord-and-plug connected equipment as well as direct connected.

HOW TO PROCEED

Step 1. Call Digger's Hotline

Call Diggers Hotline (800-242-8511) to have underground utilities marked. The purpose is to identify the location of all underground cables, gas lines or other utilities. This is necessary to be able to place your pool in a legal location.

Step 2. Choose a Location for your Pool or Hot Tub

Two things determine where you can locate a swimming pool or hot tub: (1) the zoning ordinance, and (2) the electrical code.

- Zoning— see the diagrams attached to this handout. They show the areas on a lot where a pool can be located.
- Electrical Code — A swimming pool or hot tub may not be located under an *overhead* electrical conductor nor be closer than 10 feet horizontally from such a conductor. A swimming pool or hot tub may not be located over an *underground* electrical conductor nor be closer than 5 feet horizontally from such a conductor.

Step 3. Assemble a Permit Application Package

Your application will consist of:

- A plot plan, drawn to scale, showing the size and configuration of your lot, the location of all buildings on your lot, and the location of the proposed pool or hot tub. A sample plot plan is attached to this handout.
- A filled out form “Swimming pool/hot tub worksheet.” A blank form is attached.
- A filled out and signed form “Homeowner's Acknowledgement”. (This applies only if you are going to do your own electrical work).

Step 4. Submit your Application and Obtain Required Permits

Both building and electrical permits are issued at the Department of Public Works-Inspection Division, 5th floor, City Hall, between the hours of 8:00 – 9:30 a.m., or by appointment. Your electrical contractor will take out an electrical permit if you are not doing the electrical work.

Q. *Why do I need an electrical permit if I don't intend to do any wiring?*

A. *In most cases the electrical code requires additional electrical wiring. Pools and hot tubs create special hazards that usually require electrical design not provided by existing circuitry in a house.*

Q. *Can I do my own electrical work?*

A. *The owner-occupant of a single-family residence may install his/her own wiring under certain agreed-upon conditions. An electrical permit is required before starting work. A signed acknowledgement must be provided to the electrical inspector before a permit can be issued. A blank acknowledgement form is attached to this handout. Also attached is a 2-page document highlighting electrical code requirements for hot tubs and swimming pools.*

Step 5. Install your Pool or Hot Tub

At this point you are ready to install your pool. The building code, at this time, sets no *construction* standards for the installation of pools, so you must follow the manufacturer's specifications.

Step 6. Call for Inspection

Call the Inspection Division (832-6411) as soon as the pool, deck (if any), and barrier/cover is in place and all electrical work is completed.

Step 7. Make Corrections (if necessary) and Call for Re-inspection

It is not uncommon for an inspection to turn up a deficiency or two. If that happens, the inspector will provide detailed information as to what changes need to be made. As soon as corrections are made, call the Inspection Division for re-inspection to verify the corrections are completed.

Step 8. Obtain Final Approval

When the final inspection is made, and all work is found to be code complying, the inspector will place an approval sticker on your pool. This is your record that the pool has been inspected and approved.

DIAGRAMS AND ATTACHMENTS

- a) Worksheet
- b) Interior Lot
- c) Corner lot
- d) Parallel frontage lot
- e) Sample plot plan
- f) Electrical information
- g) Pool diagram
- h) Spa & Hot Tub Electrical information
- i) Acknowledgement form for electrical work
- j) Electrical code highlights

Permit Application Worksheet One or Two-Family Residential Swimming Pool/Hot Tub

-- Must be filled out by applicant --

PLEASE COMPLETE THE FOLLOWING. MISSING ITEMS MAY CAUSE DELAY

Swimming Pool Hot Tub/Spa Above-Ground In-Ground New Used Outdoor Indoor

Job Site Address _____ Property Tax # _____

Property Owner _____

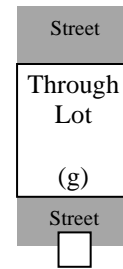
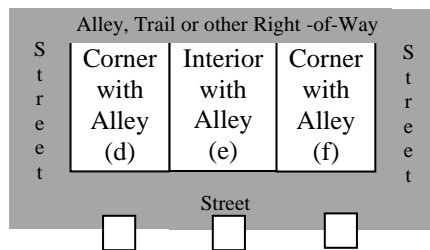
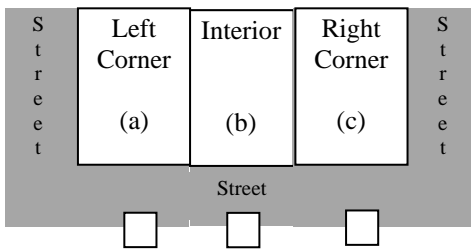
Contractor/Installer _____

Electrical Contractor _____ No Electrical Work Proposed

Applicant _____ Applicant's Address _____

City _____ State ____ Zip _____ Day Ph. _____ Cell _____ Fax _____

CHECK LOT FRONTAGE CONDITION:



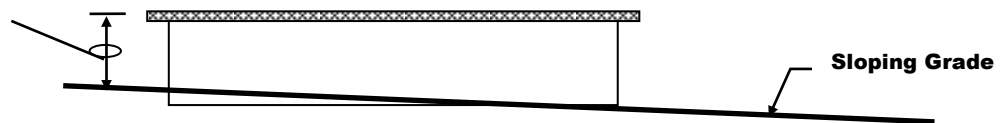
SHAPE & DIMENSIONS:

Shape: Round Oval Rectangular Dimensions: Width _____ Length _____ Wall Ht. _____

What type protective barrier will be provided?

Fence (minimum 48" high) Side wall of pool/tub with removable ladder Cover Other

SLOPING GRADE:
Least dimension from grade to rim: _____ inches.



MISCELLANEOUS INFORMATION:

1. Yes No Will this pool/tub be used for any commercial or occupational purpose?
2. Yes No Is there more than one (1) living unit on this property?
3. Yes No Is there a commercial or other non-residential use on this property?
4. Yes No Will permanent water or sewer be provided to this pool or hot tub?
5. Yes No Will an existing structure be removed to make room for the proposed pool or hot tub?

APPLICANT'S STATEMENT:

The information provided in this worksheet or by other means is true and accurate to the best of my knowledge and belief. I am the legal owner of subject property or I am legally authorized to act on behalf of the owner. I hereby indemnify the City against any claims arising out of inaccurate or incomplete information.

Signature of Applicant

Date

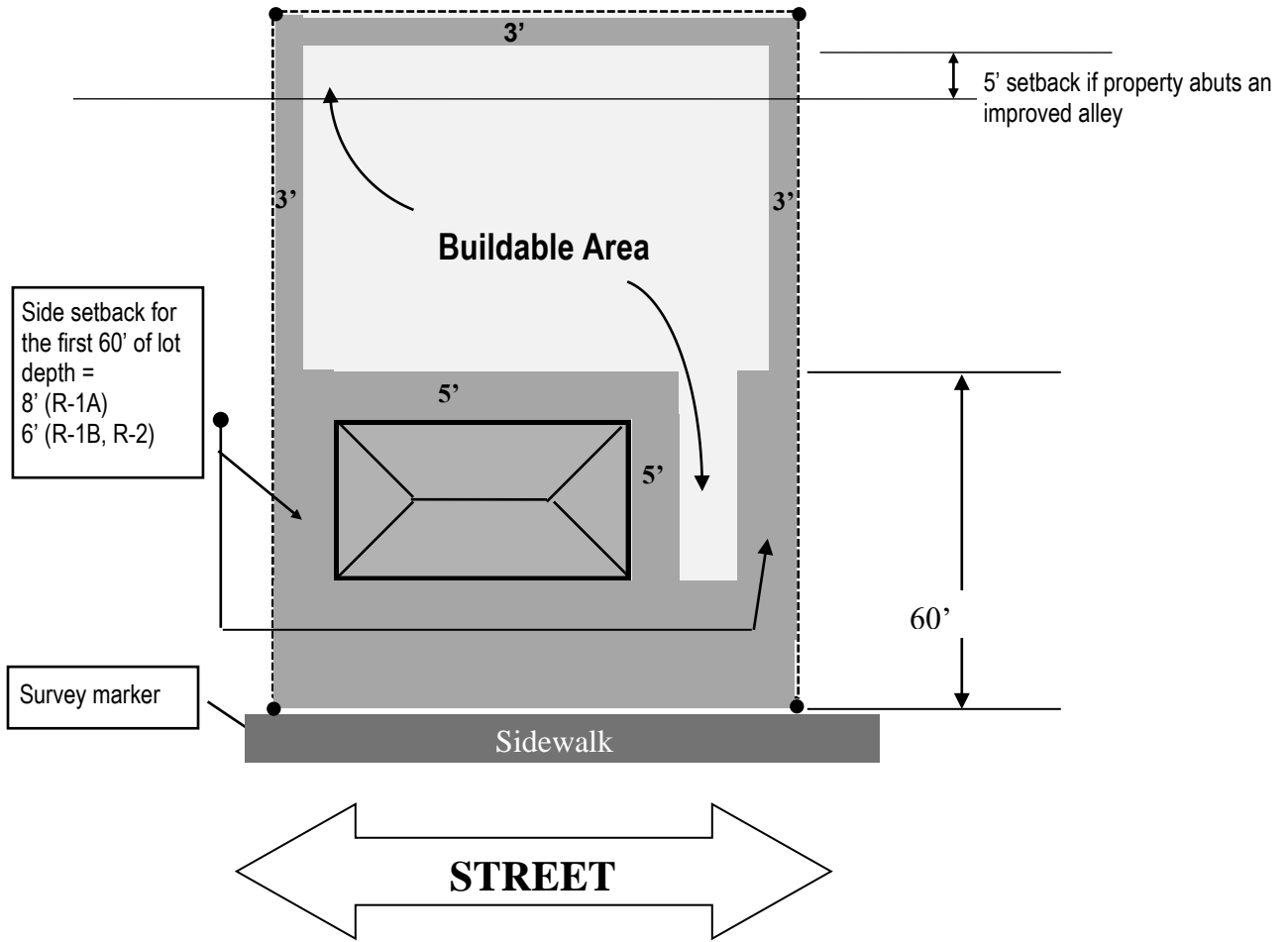


Diagram A. Buildable area for pools & hot tubs on a typical interior lot with frontage on one street.

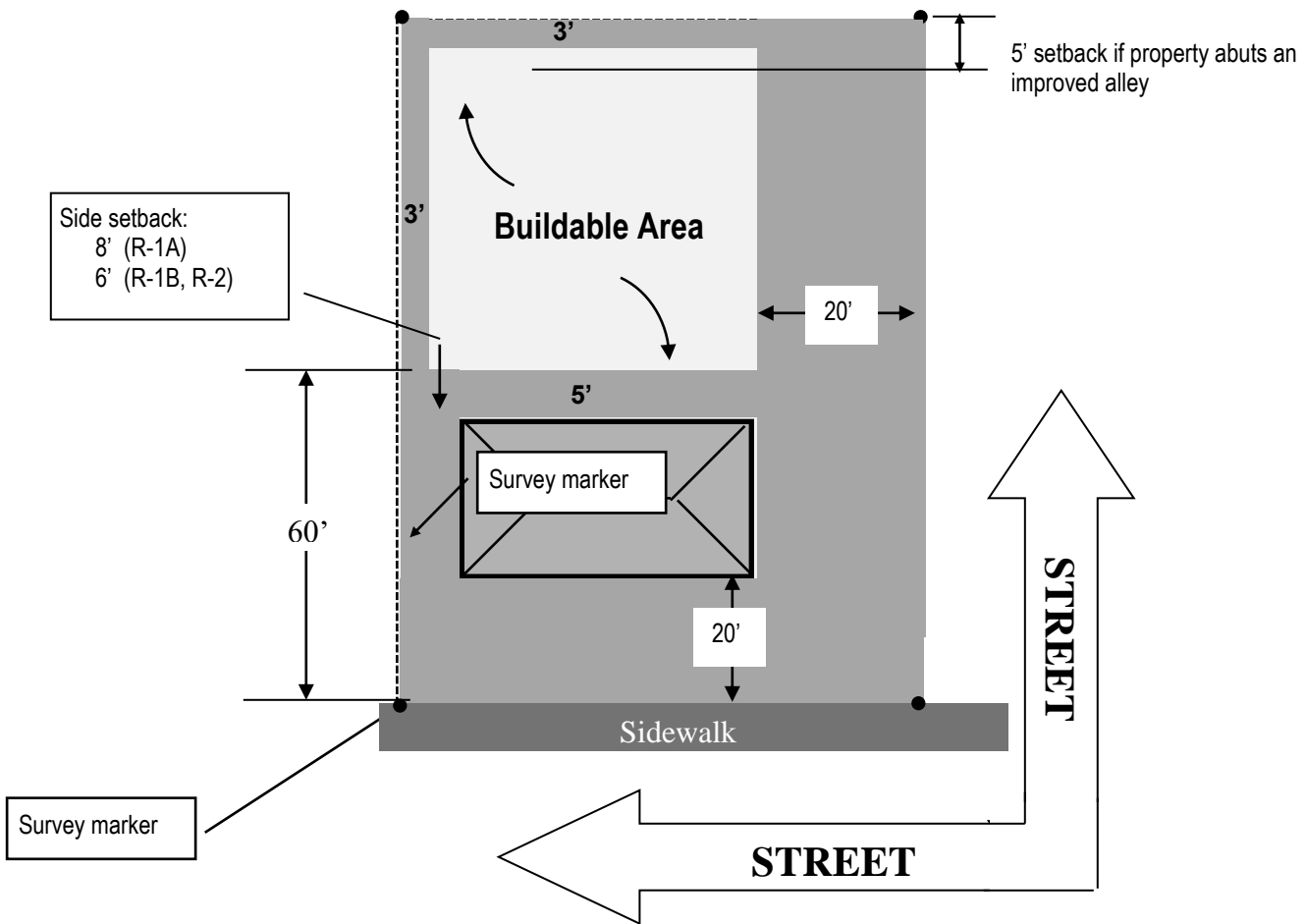


Diagram B. Buildable area for pools & hot tubs on a typical corner lot.

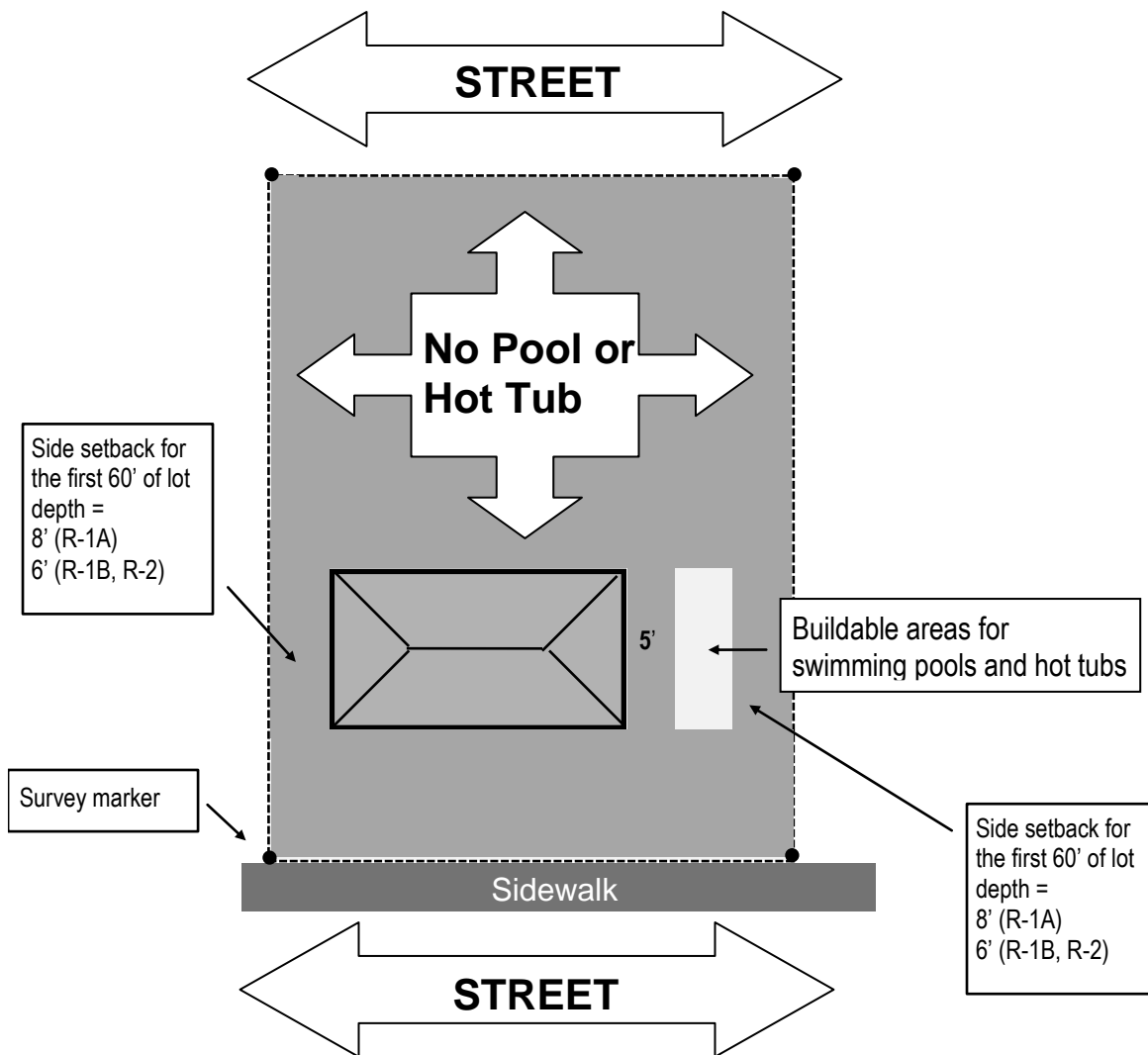
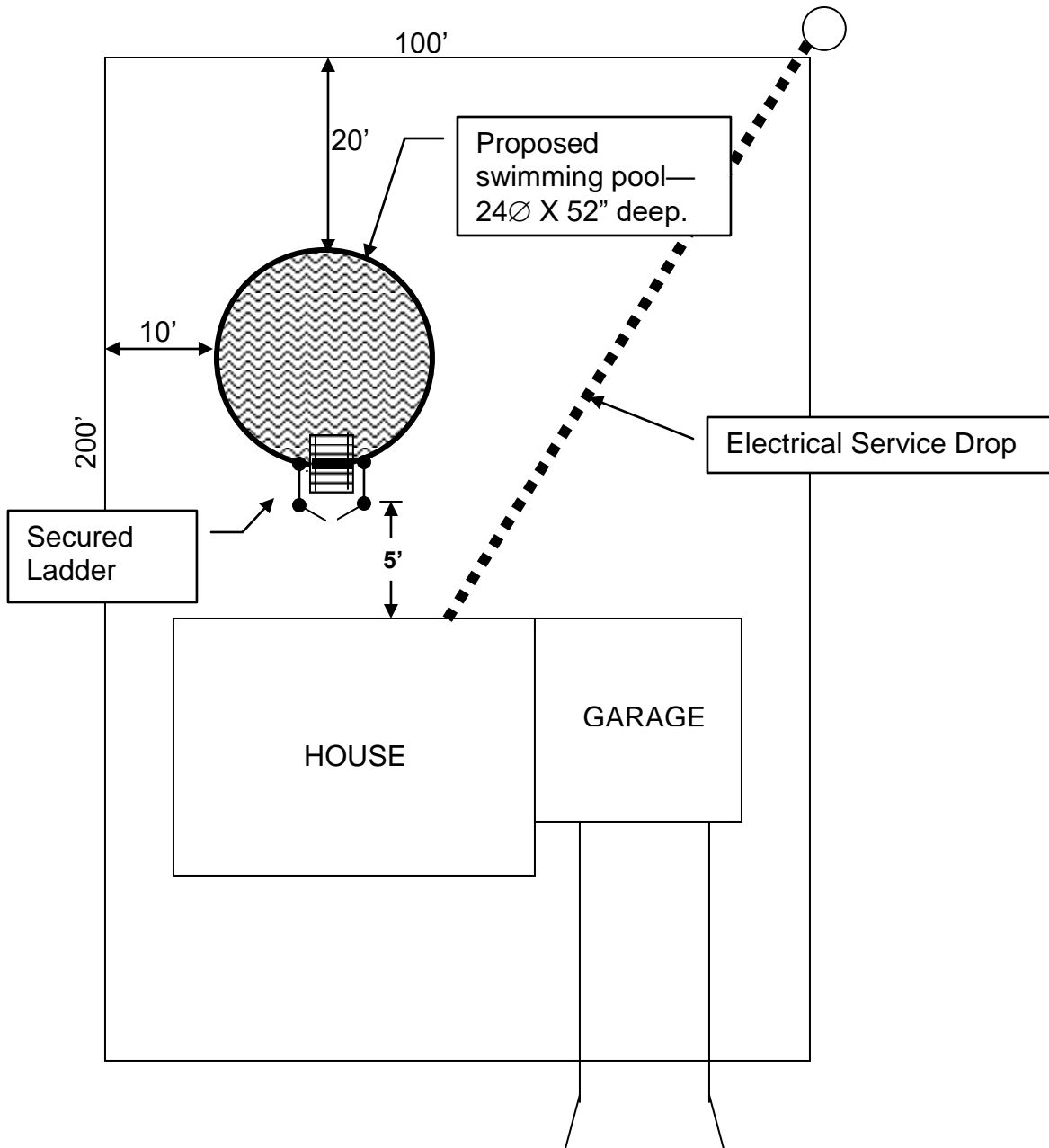


Diagram C. Buildable area for pools & hot tubs on a lot with frontage on two streets.



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VIII.

SWIMMING POOLS

Sec. 4-541. Purpose of article.

The purpose of this article is to provide protection and safety of individuals, provide land use controls and provide for the general health and welfare of the neighborhood.
(Code 1965, §22.05(1))

Sec. 4-542. Definition.

For purposes of this article, swimming pool means any structure, basin, chamber or tank containing or capable of containing an artificial body of water for swimming, diving or recreational bathing, having a depth of two (2) feet or more at any point.
(Code 1965, §22.05(1))

Sec. 4-543. Applicability of article.

This article shall apply to all new, remodeled, altered and relocated private swimming pools in one- (1-) and two- (2-) family residential properties in the City except that the protective enclosure requirements shall be retroactive to all existing swimming pools.
(Code 1965, §22.05(1); Ord 37-09, §1, 3-10-09)

Sec. 4-544. Existing pools.

Existing swimming pools not in compliance with the fencing or enclosure requirements of this article shall be made to comply within twelve (12) months of the adoption of this article. Existing pools that are reconstructed or relocated shall be brought into compliance with the requirements of this article at the time of reconstruction or relocation.
(Code 1965, §22.05(8))

Sec. 4-545. Penalty for violation of article.

Any person who shall violate any provision of this article shall be subject to penalty as provided in §1-16.
(Code 1965, §22.05(10))

Sec. 4-546. Permits.

(a) ***Building permit.*** A building permit is required for the installation, alteration or addition of a swimming pool. The permit fee shall be as provided in §4-161(8). A building permit shall be applied for and obtained prior to the installation, alteration or addition of any private residential swimming pool. The application for a permit shall be accompanied by a plot plan drawing of the premises upon which the proposed pool is to be installed. The plot plan shall show the size and shape of the lot, location and size of all buildings, structures and fences, existing or proposed, and any other information affecting the premises. The plot plan shall be accurate and dimensioned.

(b) ***Plumbing and electrical permits.*** Plumbing and electrical permits are required for applicable installations for the operation of a swimming pool. Plumbing installations for the operation of a swimming pool are required to be done in compliance with state plumbing code under a plumbing permit. Electrical installations made for the operation of a swimming pool are required to be done in compliance with the Wisconsin Administrative Code, Comm 16, under an electrical permit.

(c) ***Penalty for commencing work without a permit.*** Failure to obtain a required plumbing, electrical, and building permits are subject to the penalties in §4-418(f), §4-292(b) and §4-161(b).
(Code 1965, §22.05(2); Ord 37-09, §1, 3-10-09)

Sec. 4-547. Variances.

The Board of Zoning appeals may grant variances and exceptions to this article as provided in the City zoning code.
(Code 1965, §22.05(9))

Sec. 4-548. Location on lot.

The swimming pool and any pool accessory building structure and any pool equipment or structure shall not exceed fifteen percent (15%) of the total lot area of the lot on which it is located. No part of the swimming pool, pool accessory structure or pool equipment or structure shall be closer than three (3) feet to any side lot or rear lot line or closer to the street than the front setback line of the main building, except that if the pool or other structure is located in the side yard closer to the street property line than the rear wall of the main building it shall not be closer than six (6) feet from the side lot line.
(Code 1965, §22.05(3))

Sec. 4-549. Protective enclosures.

(a) **Required.** All private residential swimming pools, whether of an in-ground or aboveground type, shall be enclosed with an adequate and secure fence at least forty-eight (48) inches high above adjoining grade to prevent straying into the pool area. Fence requirements as set forth in the City zoning code shall apply. Required fences shall be constructed to prohibit the passage of a six-inch sphere between fence members. Any gate installed shall be provided with self-closing and self-latching devices which shall be on the inside of the gate at least thirty (30) inches above ground level. A pool dome or pool top fencing attached to the pool to extend at least forty-eight (48) inches above the ground or a pool cover capable of supporting one hundred (100) pounds per square inch of area are acceptable substitutes for fencing. Pool covers shall be fixed securely in place at all times when the pool is not supervised by a responsible person.

(b) **Exception.** Above grade pools with walls that are at least forty-eight (48) inches high at all points around the pool or have platforms and railings that are forty-eight (48) inches or more in height above grade with a railing space opening no greater than four (4) inches are not required to be enclosed as provided in subsection (a) of this section, but the ladders and stairways providing access to the pool shall be adequately secured to prevent entry whenever the pool is not in use.
(Code 1965, §22.05(4); Ord 37-09, §1, 3-10-09)

Sec. 4-550. Lighting.

Any area lighting for swimming pools shall be shielded to prevent the lighting of neighboring properties.
(Code 1965, §22.05(5))

Sec. 4-551. Drainage.

The draining of swimming pools shall be directed to a public storm sewer or catch basin connected to the public storm sewer. Drainage shall be controlled to prevent any adverse effect on adjoining property.
(Code 1965, §22.05(6))

Sec. 4-552. Maintenance.

All swimming pools shall be maintained in such a way as to not create a nuisance, hazard, eyesore, or otherwise result in a substantial adverse effect on neighboring properties or be in any way detrimental to public health, safety or welfare.
(Code 1965, §22.05(7))