The following items must be completed and submitted as a packet:

1. _____ Pool permit application (includes electrical connection – application must be signed by electrician licensed with the State of Wisconsin)
2. _____ Erosion Control Application (required only for in-ground pools)
3. _____ Site Plan (template and example attached) which includes:
   + the location of the pool; and, setbacks to property lines and structures (pool must be a minimum 4' from property lines and 40' from front sidewalk. If corner lot, side yard setback must be 12 ½' from pool to sidewalk)
   + the location of all structures on property (i.e.: sheds, decks, garages)
   + all underground utilities (must be a minimum of 5' away from the pool wall)
   + all overhead utilities (must be 10’ away horizontally from side wall of pool).

Note: Digger’s Hotline: 800.242.8511

If at any time during or after the approval process, you determine that you will not proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional $100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.
APPLICATION FOR POOL/HOT TUB/FOUNTAIN PERMIT
Form #DCI119 (rev. 02/20)

Permit Fee $90.00*

You will be notified when your permit is ready; please do not submit payment with permit application.

*If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances.

Project Address _____________________________
Property Owner______________________________   Electrical Contractor ______________________________
Mailing Address ______________________________   Mailing Address ______________________________
City ___________________ State______ Zip_______  City ______________________ State______ Zip________
Phone (______)_______________________________  Phone (______)__________________________________
Contractor e-mail________________________________

➔ Estimated Cost___________________________

Check one:  In-ground pool_____      Above-ground pool_____       Hot Tub/Spa_____      Fountain_____

Size: _______________   by   _____________

Setbacks (distances from property lines) :   Front _______   Rear _______   Left _______   Right _________

A minimum four foot (4') fence is required if the pool wall height is 48" or less.

Pool wall height _______________   Is a fence required?  Yes_______    No_______

Note: A fence permit is required for new fence installation.

Fence type _______________________________________________________________________

NOTE: Hot tubs/spas are exempt from the fencing requirement if a cover capable of supporting 100 pounds is provided.

Is the property a corner lot?   Yes________    No________

NOTE: If a fence is required or the property is a corner lot, a zoning review may be required.

Zoning:_____________       Zoning Review/Approval:_______________________

Comments:
__________________________________________________________________________________
__________________________________________________________________________________

NOTE: This permit is valid for location of pool ONLY as stated herein.
Any contractor that performs electrical work must possess the following two licenses:

1) Wisconsin Master Electrician’s License number____________________________

2) Wisconsin Electrical Contractor License number____________________________

Licenses are available through the Department of Safety & Professional Services (DSPS) at: dsps.wi.gov

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. I expressly grant the building inspector, or the inspector’s authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Master Electrician’s Signature ______________________________________   Date _________________

Please Print Name__________________________________________________

IT IS THE ELECTRICIAN’S RESPONSIBILITY TO CALL FOR THE FINAL INSPECTION.
SITE PLAN

Check one:
Neighbor □
Street □

Check one:
Neighbor □
Street □

Street Name____________________________________

IMPORTANT: The narrowest width of the property which abuts a street is considered the front yard.
SAMPLE SITE PLAN

Check one:
Neighbor  X
Street  □

Check one:
Neighbor  X
Street  □

Check one:
Neighbor  X
Street  □

Check one:
Neighbor  X
Street  □

Garage

4' Minimum-

4' High
Fence -

- Overhead Utilities

20'

10'

Deck

House

40' Minimum-

Pool

Equipotential bonding grid

Street Name_______________________________

IMPORTANT: The narrowest width of the property which abuts a street is considered the front yard.