

Permit Application Checklist for Obtaining a Private Swimming Pool/Spa Permit

The following items must be completed and submitted as a package to apply for a pool permit:

- Complete uniform residential **building permit application**. Property information and Building sections must be filled out, with signature.
- Complete, detailed **site plan** demonstrating setbacks and lot dimensions. Existing structures and proposed pool location must be included. This can be hand drawn or overlaid onto an aerial image.
- The owner or applicant shall be responsible for properly locating all property lines. If exact property lines are unknown, the City recommends contacting a professional surveyor.
- Pool Permit fee: \$40**

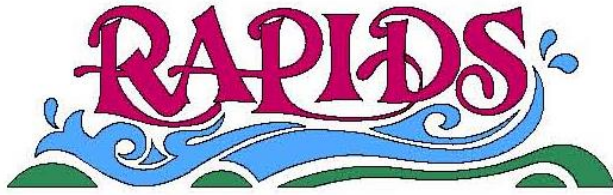
Swimming Pool Definition: An outdoor structure placed on the ground surface or below-ground that is filled with water for swimming. The term does not include those pools with a maximum diameter of 15 feet and a maximum wall height of 15 inches and which are taken down and stored in the off-season.

Supplemental Standards:

(a) Location. A swimming pool shall not be located closer than 10 feet to the principal structure. A swimming pool may only be located in a side or rear yard, but not closer than 6 feet to a property boundary line or the minimum setback for an accessory building whichever is greater. A swimming pool shall have a horizontal separation distance of at least 15 feet from any septic tank or soil absorption field. The inside wall of the pool shall be located at least 10 feet from the vertical plane formed by the electrical wire perpendicular to the ground surface. The filter unit, pump, heating unit, and any other mechanical equipment shall be located at least 15 feet from a property boundary line.

(b) Patios. Patios around a pool must be at least 5 feet from a property boundary line.

(c) Decks. Decks around a pool must be at least 5 feet from a property boundary line.



(d) Draining of water. Water that is drained out of a swimming pool shall not flow onto adjoining property without the property owner's explicit approval, into a wetland, into a navigable waterbody, or into a sanitary sewer without the approval of the public works director.

(e) Area. The ground area of a swimming pool shall not exceed 30 percent of the rear and side yards of the parcel on which it is located.

(f) Design specifications. A swimming pool shall meet the most current standards published by the National Spa and Pool Institute (NSPI) and the American National Standards Institute (ANSI) including those for plumbing, electrical service, sanitation, fencing, security, and safety.

- Electrical requirements must follow article 680 of NFPA 70

(g) Fencing. A fence shall be located around a swimming pool consistent with the standards in the most current edition of ANSI/IAF-8 as promulgated by the American National Standards Institute and Association of Pool and Spa Professionals that relate to barriers and fencing. Any swimming pool existing as of August 1, 2018 that does not meet the fencing requirements shall comply with the fencing requirements before water is placed in the pool.

- **Current enclosure regulations:**

- Pools containing water more than 18 inches in depth shall be completely surrounded by a **fence or barrier** at least 48 inches in height.
- **Gates and doors** in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing/latching gates shall be maintained such that the gate will close and latch when released from an open position of 6 inches from the gatepost.
- No enclosure shall be removed, replaced, or changed in a manner that reduces its effectiveness as a safety barrier.
- **For above-ground pools**, the side wall can be used as part of the barrier as long as the walls are 48 inches above the ground, and the access ladder or steps are removed or secured.
- Exceptions exist for **approved safety covers**.