



REQUIRED INFORMATION FOR A POOL PERMIT

A building permit application must be completely filled out with all the applicable required information. Failure to provide all information, 2 detailed plans, 2 surveys, and location of the private domestic sewage treatment and disposal system (including well location) will delay the permit issuance process. Processing of the permit will begin once the building inspector has received all of the required information. This processing will take a minimum of 7 working days, but may take longer at peak construction times. Please plan accordingly. The application for a building permit shall be accompanied by the following.

1. Survey/Plot Plan. 2 surveys or plot plans showing the location on the site of the proposed project as well as all existing structures, easements, and lot dimensions. Surveys or plot plans shall be drawn on a minimum of an 8 1/2" x 11" sheet of paper and be drawn to scale or have exact dimensions given for distances from lot lines, structures, etc. The scale used shall be shown on plan. Setbacks follow accessory structure setbacks.
2. 2 detailed drawings on an 8 1/2" x 11" sheet of paper showing exterior dimensions (including deck and/or fence if applicable).
3. Fencing Requirements. Every outdoor private or residential swimming pool in the ground or with sides less than four feet high must be completely enclosed by a fence or wall of sufficient strength to prevent access to the pool, or must have a cover or other protective device over such swimming pool of such a design and material that the same can be securely fastened in place and when in place shall be capable of sustaining a person weighing 250 pounds. Such cover or protective device shall be securely fastened in place at all times when the swimming pool is not in actual use. Such fence or wall shall be not less than four feet in height and not exceed six feet four inches total, not including a finial or decorative cap; if a swimming pool fence or wall includes a decorative finial or cap, total fence/wall height cannot exceed six feet eight inches total, which shall be so constructed as not to have openings, holes or gaps larger than four inches in any dimension, except for doors and gates. Aboveground pools with sides greater than four feet high which are not enclosed by a suitable fence herein described and using a ladder for ingress and egress shall have this ladder removed or flipped up when the pool is not in use.
4. Electrical Installations. All electrical wiring associated with swimming pools and spas shall require an electrical permit. All swimming pools and spas shall be located 10' horizontally from an overhead electrical service and 5' horizontally from an underground service lateral. The owner, before any construction is done with respect to installing a swimming pool, shall contact the proper utility for location of utility equipment. A receptacle that provides power for a recirculating pump motor for a permanently installed pool or spa shall be 5 feet or further from the pool or spa and shall be single and of a locking and grounded type. Such receptacle shall be GFCI protected. One other convenience receptacle shall be required 10 feet from, but within 20 feet of, the inside wall of the pool or spa. Such receptacle also shall be GFCI protected.
5. Private Domestic Sewage Treatment and Disposal System Location. The location and setbacks of the private domestic sewage treatment and disposal system location (including well) must be shown on the survey. This is to make sure that the pool meets setback requirements from the sanitary system. If the sanitary system cannot be located and accurately shown on the survey, a building permit cannot be issued and you will have to contact Ozaukee County Land and Water Management for assistance. If the property falls within County Shoreland Zoning, it is the owner's responsibility to have the County review the request for the pool location and compliance with County Shoreland Zoning. Most new survey maps already have this information shown and recorded with the County.
6. Nuisance. All pools shall be maintained in such a way as to not create a nuisance, hazard, eyesore, or be a detriment to public health, safety, or welfare.
7. The drainage of any pool may not be discharged onto adjoining property or into a sanitary disposal system. The pool may, however, be drained into drainage easements.
8. Separate electric and plumbing permits must be obtained for that work done as it pertains to the project.

Note: Certified Survey Maps (C.S.M.) are recorded at the Ozaukee County Register of Deeds. To acquire a C.S.M. that is recorded for your lot, the County will require your tax key number and address of your property. (Tax key numbers can be obtained from your property tax bill or at Town Hall.) Please note that not all properties have a C.S.M. recorded at the Register of Deeds office. If one is not currently recorded, a plat of survey or Certified Survey Map can be made by contacting a registered land surveyor.