

INFORMATION FOR A POOL OR SPA PERMIT

This is a description of the minimal information required for application of a permit. The Building Inspector may request additional information as required. An application for a building permit shall be completely filled out by the applicant along with all the information below. The application shall state the cost of the pool or spa. Processing of permits is usually five (5) working days, but as peak construction times processing may take longer.

1. **Permit Required.** All pools or spas shall require a building permit from the Building Inspector prior to construction or installation.
2. **Location.** No pool or spa shall be located closer than six (6) feet to any lot line on the property on which the pool or spa is constructed. The pool and all accessory structures cannot occupy more than 20% of the rear yard.
3. **Fencing Requirements.** In-ground pools or spas shall be completely fenced, before filling, with a fence of at least four (4) feet in height, but not more than six (6) feet in height. Access to the pool or spa shall be through a gate or gates and the fence must be equipped with a lock or self-latching device at the top of the gate or gates. There shall be not more than four (4) inches between the bottom of the fence and the grade of the lot.
4. **Electrical Installation.** All electrical wiring associated with swimming pools and spas shall require an electrical permit. (See electrical permit fees.) All swimming pools and spas shall be located ten (10) feet horizontally from an overhead electrical service and five (5) feet 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. All electrical wiring for swimming pools and spas shall comply with Article 608 of the National Electrical Code (NEC). A receptacle that provides power for a recirculating pump motor for a permanently installed pool or spa, as permitted in 680-7 MEC. Shall be five (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 ten (10) feet from, but within twenty (20) feet of the inside wall of the pool or spa. Such receptacle also shall be GFCI protected.
5. **Lights.** Lights used to illuminate the pool or spa shall direct light only on the pool or spa.
6. **Plans.** The plan filed with the application for a building permit shall show the pool or spa in relation to all other buildings on the property, lot lines and electrical power service laterals. Fences and decks built in conjunction with the pool or spa shall also be shown on the plans. Details of the fence and/or deck shall be submitted to the Building Inspector. (See deck & fence handout.)
7. **Equipment.** Circulating pumps and filters shall be located and operated so as not to create a nuisance or noise problem. If necessary, the equipment shall be shielded or contained behind a protective barrier.
8. **Nuisance.** All pools and spas 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.
9. **Drainage.** The drainage of any pool or spa may not be discharged onto adjoining property. The pool or spa may, however, be drained into Village streets or gutters which empty into the Village's storm sewer.
10. **Permit Fees.** Permit fee for a pool is \$35.00.
11. **Electrical Permit.** Fees as per the electrical permit application.
12. **Plumbing Permit.** Fees as per the plumbing permit application. (If required.)