

Project Address \_\_\_\_\_

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.***



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**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: _____
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**Comments:**

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**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:  
dps.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** \_\_\_\_\_

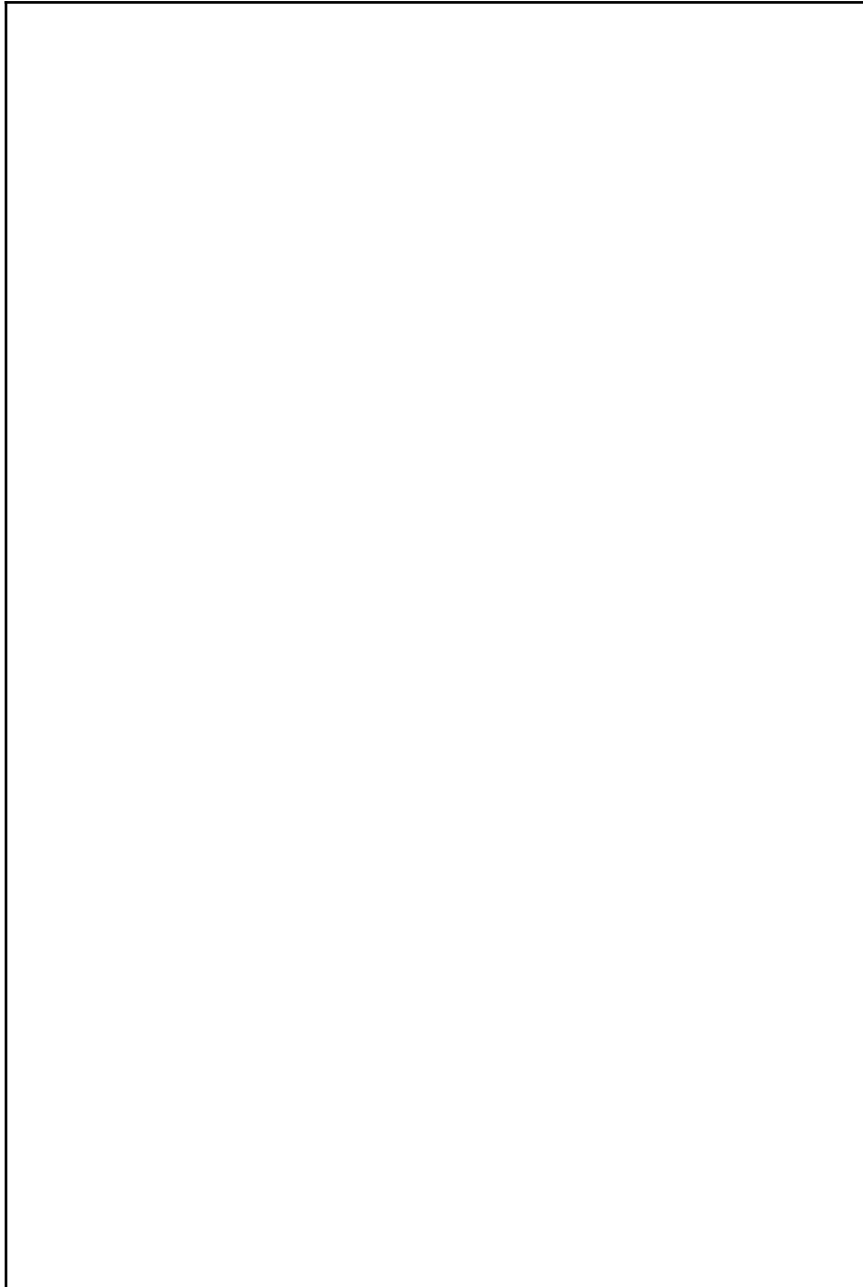
**IT IS THE ELECTRICIAN'S RESPONSIBILITY TO CALL FOR THE FINAL INSPECTION.**

# SITE PLAN

Check one:

Neighbor

Street



Check one:

Neighbor

Street

Check one:

Neighbor

Street

Street Name \_\_\_\_\_

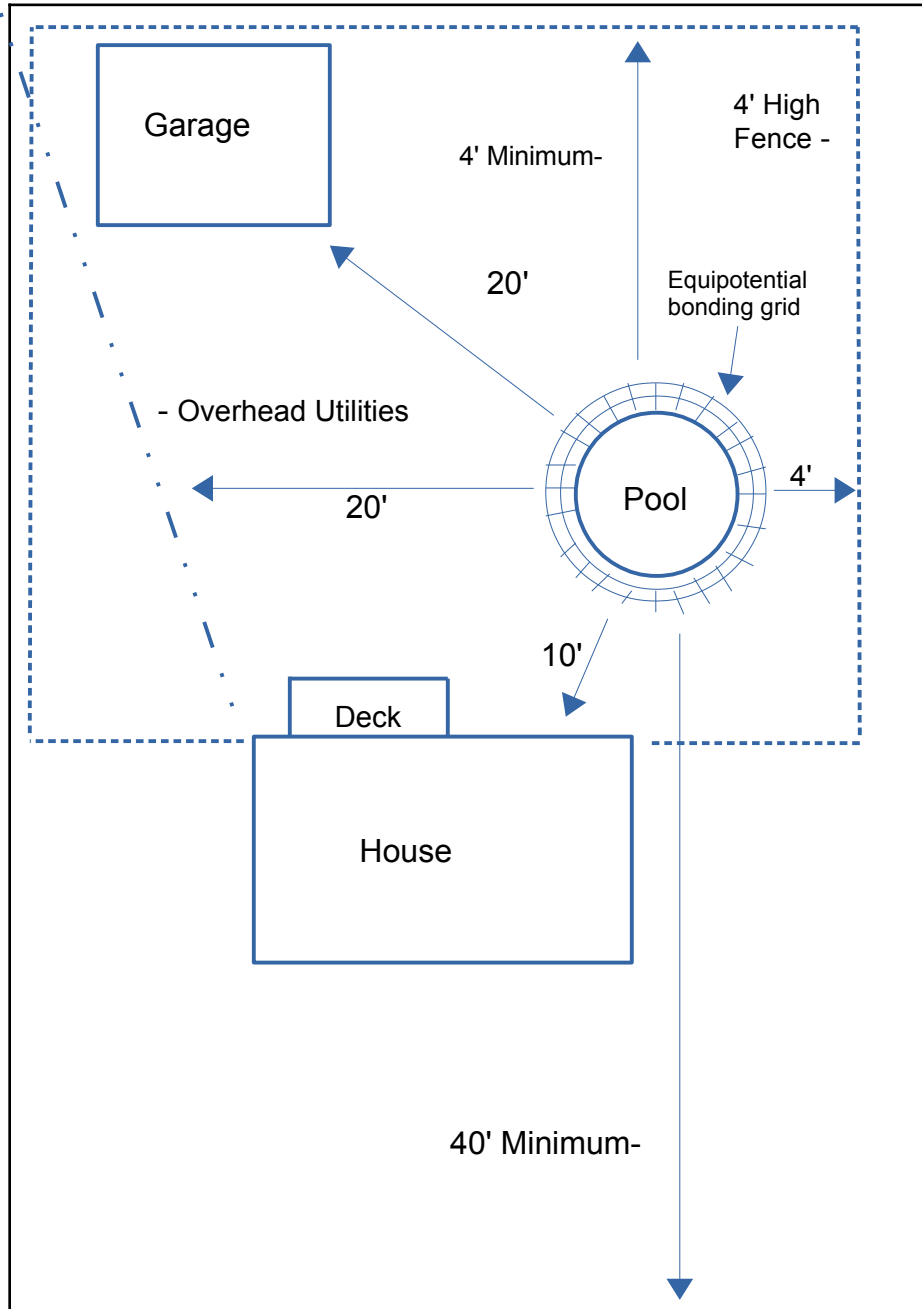
***IMPORTANT: The narrowest width of the property which abuts a street is considered the front yard.***

# SAMPLE SITE PLAN

**Check one:**  
 Neighbor   
 Street

**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.**