



Inspection & Zoning Department

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POOL & SPA PERMIT SUBMITTAL REQUIREMENTS

(For Permanent and Temporary Installations)

The following information is necessary to obtain a building permit for a pool or spa. Failure to provide all information will delay the permit issuance process. The Building Inspector may request additional information as required.

Processing of permits is usually five (5) working days, but at peak construction times processing may take longer.

1.) GENERAL PROJECT PERMIT APPLICATION: *(Complete all information on form.)*

2.) DETAILED BUILDING PLANS: **TWO (2) COPIES** of Construction Plans - (**MAXIMUM SIZE 11" x 17"**)

Construction plans shall include the pool or spa location respective of property lines and existing buildings, private/public easements, etc.

- a. Minimum setback of six (6) feet from all property lines, utility boxes, drainage inlets, etc. *(Where applicable)*
- b. Minimum setback of five (5) feet from underground electric lines *(unless serving the pool/spa directly and in conduit)* and ten (10) feet horizontally from all overhead utility lines.
- c. Pools/spas may not be placed upon any drainage or utility easement.

3.) PLAT OF SURVEY, CERTIFIED SURVEY MAP, OR PLOT PLAN - **TWO (2) COPIES** indicating the following:

- a. All existing buildings and lot dimensions.
- b. Pool/Spa dimensions from all property lines and adjacent structures including fences.
- c. Easements (public & private) including all existing site utilities such as underground gas, electric, stormwater, sewer lines. (Call Diggers Hotline: 1-800-242-8511)
- d. Setbacks from lot lines and existing buildings *(see note below)*

NOTE: Plats of Surveys are recorded at the County Register of Deeds. You may check the County GIS system or contact the Register of Deeds office directly. (Taxkey or Parcel numbers are required prior to calling or searching.)

4.) FENCING REQUIREMENTS: All in-ground pools or spas and all above-ground pools with a sidewall of 42-inches or less, 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 self-closing gate or gates equipped with self-latching device(s) installed not less than 36-inches above the adjacent surface. Gaps in fencing members and between the bottom of the fence and the ground shall not exceed four (4) inches.

5.) ELECTRICAL REQUIREMENTS: All electrical wiring associated with swimming pools and spas will require a permit and shall be installed by a licensed electrician. All electrical wiring shall comply with the National Electrical Code (NEC). **NOTE:** The Village of Jackson does not permit homeowners to obtain electrical permits or install electrical wiring associated with pools or spas.

6.) EQUIPMENT LOCATION: Circulating pumps and filters shall be located a minimum of three (3) feet from the edge of a pool 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.

7.) PERMIT FEE: \$100.00 (\$60.00 plus a \$40.00 Plan Review Fee)