



Preserving Yesterday's Heritage for Tomorrow.

1293 Washington Avenue
Cedarburg, Wisconsin 53012-9304

REQUIRED INFORMATION FOR A POOL OR SPA 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.
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. In-ground pools or spas shall be completely fenced, before filling, with a fence of at least 4 feet in height, but not more than 6 feet in height. Access to the pool or spa shall be through a gate or gates in the fence equipped with a lock or self-latching device at the top of the gate or gates. There shall be not more than 4 inches between the bottom of the fence and finished grade. Above-ground pools and spas, which have a height of less than 48 inches above finished grade at the pool or spa side, shall be fenced in accordance with the above paragraph. Pools higher than 48" shall be equipped with a ladder capable of being locked in the up position when not in use.
4. Electrical Installations. All electrical wiring associated with swimming pools and spas shall require an electrical permit. (See electric permit fees)

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. All electrical wiring for swimming pools and spas shall comply with Article 608 of the National Electrical Code (N.E.C.).

A receptacle that provides power for a recirculating pump motor for a permanently installed pool or spa, as permitted in 680-7 N.E.C., 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/spa 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 Department of Environmental Health for assistance. If the property falls within County Shoreland/Wetland Zoning, it is the owner's responsibility to have the County review the request for the pool/spa location and compliance with County Shoreland/Wetland Zoning. Most newer survey maps already have this information shown and recorded with the County.
6. 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.
7. The drainage of any pool or spa may not be discharged onto adjoining property or into a sanitary disposal system. The pool or spa 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 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 the 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.

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