



SWIMMING POOL HANDOUT

CHECK LIST

Permit Required: A building permit shall be required for any swimming pool that is over twenty-four inches (24") in height or depth, measured from ground level. This includes in-ground swimming pools, aboveground pools, on-ground swimming pools and fixed-in-place wading pools. Any pool that meets or exceeds the definition would require a permit.

1. One (1) completed building permit application form.
2. One (1) copy of a certificate of survey. Survey must be to scale and indicate the lot dimensions, the location and ground coverage of existing structure(s), and the location of the proposed structure indicating the setbacks from the property lines.
3. One (1) copy of plans showing proposed design and materials.

PLANS MUST INDICATE THE FOLLOWING:

1. The surface area, depth and the volume in gallons of pool.
2. The location, size and type of equipment to be used in connection with the pool, including but not limited to filter unit, pump, fencing and pool itself.
3. Fencing and other fixtures on the lot, including utility location and trees.

CITY CODE

1000.5: SWIMMING POOLS AND HOT TUBS:

- A. Permit Required: A building permit shall be required for any swimming pool that is over twenty four inches (24") in height or depth, measured from ground level. This includes inground swimming pools, aboveground pools, on ground swimming pools and fixed in place wading pools.
- B. Application For Permit: An application for the construction of swimming pools shall be on a city application form and accompanied by a fee established in section 3-1-3 of the city code. The permit application shall include:



1. Site Plan: Site plan, illustrating:

- a. Type and size of pool.
- b. Location of the pool on the lot.
- c. Location of other buildings and structures on the lot.
- d. Location of structures on adjoining lots.
- e. Location of filter and heating units.
- f. Location of pumps and wiring.
- g. Location of back flush and drain outlets.
- h. Location of any overhead or underground utilities or utility easements.
- i. Fence locations.

2. Building Plans:

- a. Swimming pool design.
- b. Fencing and gate details.
- c. Deck or surfacing details.

C. Single-Family Or Two-Family Dwelling Pools:

1. Setbacks And Location Standards:

- a. Pools shall not be located in front of the principal building.
- b. Pools shall not be located in the required side yard of any zoning district.
- c. Pools shall not be located closer than ten feet (10') of the rear property line.
- d. The filter unit, pump heating unit, and any noisemaking mechanical equipment shall be located not closer than twenty feet (20') to any lot line or ten feet (10') from any lot line if located within an insulated building to buffer noise.



- e. Pools shall not be located beneath overhead utility lines nor over underground utility lines of any type.
 - f. Pools shall not be located within any private or public utility, walkway, drainage or other easement.
 - g. Pools shall be set back at least six feet (6') from the principal building or frost footing.
2. Lighting: Lighting for the pool shall be designed with a ninety degree (90°) cutoff and hooded to direct lighting toward the pool and not toward adjacent property.
3. Fences Or Enclosures To Restrict Access: All swimming pools for which a building permit is required shall be provided with safeguards to prevent children from gaining uncontrolled access. This can be accomplished with fencing or other enclosure, or any combination thereof, of sufficient density as to be impenetrable.
- a. If fences are employed, they shall be at least five feet (5') in height for inground pools, and at least four feet (4') in height for aboveground pools. The bottoms of the fences shall not be more than four inches (4") from the ground. Fences shall be of a noncorrosive material and shall be constructed as to be not easily climbable (chainlink fences must be vinyl coated with slats for screening). All fence openings or points of entry into the pool enclosure shall be equipped with gates or doors. All gates or doors to swimming pools shall be equipped with self-closing and self-latching devices placed at a height not lower than forty eight inches (48"), so as to be inaccessible to all small children. Prior to filling the pool, the approved fence and/or screen must be completely in place and inspected and approved by the city building official.
 - b. Swimming pool fences shall comply with fence setback standards of section 1000.6 of this chapter.
 - c. Required structure or safety fencing shall be completely installed within three (3) weeks following the installation of the pool, before any water is allowed in the pool, and prior to final inspection.
4. Water Quality/Drainage:
- a. Water in the pool shall be maintained in a suitable manner to avoid health hazard of any type.
 - b. Back flush or pool drainage water shall be directed onto the property on which the swimming pool is located and ultimately to public storm sewer, if available.
 - c. Drainage of pools directly into public streets or other public drainage ways shall require written permission of the zoning administrator and/or public works superintendent. Draining pools into the sanitary sewer is prohibited.



BUILDING PERMIT APPLICATION
 5959 Main Avenue NE
 Albertville, MN 55301
 Phone: 763-497-3384 Fax 763-497-3210

Date Received _____
 Date Notified _____
 Date Paid _____
 Ck, Cash, CC _____
 Permit # _____

Site Address: _____
Business Name: _____
The Applicant is: _____ Owner _____ Contractor _____ Tenant

Legal Description: PID # _____
 Addition _____ Lot _____ Block _____

Owner:
 Name _____ Address _____
 City _____ State _____ Zip _____

E-Mail _____
 Phone (H) _____ (W) _____ (C) _____

Contractor:
 Company Name _____ License # _____
 Address _____ City _____ St _____ Zip _____

Contact Person _____ E-Mail _____
 Phone: (W) _____ (C) _____ (Fax) _____

Architect:
 Name _____ Address _____
 City _____ State _____ Zip _____

Phone (W) _____ (C) _____ (Fax) _____

- Type of Work:**
- | | | | |
|---|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> New Construction Residential | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Finish Bsmt |
| <input type="checkbox"/> New Construction Commercial | <input type="checkbox"/> Garage/Shed | <input type="checkbox"/> Reside/Reroof | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Tenant Finish | <input type="checkbox"/> Plbg | <input type="checkbox"/> Htg | <input type="checkbox"/> Deck |

Description of Work: _____

Size of Structure:	Total Square Footage:
Length _____	First Floor _____
Width _____	Second Floor _____
Height _____	Basement _____
	Garage _____

Estimated Valuation of Work: \$ _____

Separate permits are required for electrical, plumbing, heating or fireplace. I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. It is applicants responsibility to locate and establish the elevations, if needed, of all site improvements. Required adjustments at owners expense. I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible.

Applicants Signature _____ Applicants Printed Name _____ Date _____

Approved by Building Official _____ Value Approved _____ Date _____

Special Conditions or Comments: _____

BUILDING PERMIT FEES	
Permit	_____
Surcharge	_____
Plan Check	_____
Engineering (site)	_____
Mechanical	_____
Fireplace (s)	_____
Plumbing	_____
S & W	_____
Water Meter	_____
City WAC	_____
JP WAC	_____
SAC	_____
Storm Water	_____
License Check	_____
Other	_____
TOTAL	_____

Type of Const.	_____
Use of Bldg	_____
Occupancy Group	_____
Occupancy Load	_____
Zoning	_____
Code Used	_____

Are Fire Sprinklers Required?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Dept.	Date _____	Approved _____
City Engineer	_____	_____
City Planner	_____	_____
Public Works	_____	_____