



VILLAGE OF JACKSON

"Small Town Living / World Class Technology"

Temporary & Permanent Pool/Spa Permit

The following information is necessary to obtain a building permit for a pool/spa. A **building permit application must be complete with all the applicable required information.** Failure to provide all information, 2 plans and 2 surveys 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.) Survey/Plot Plan. Two surveys or plot plans indicating the location and position of the pool/spa in relation to the existing conditions of the site as well as all existing structures, easements and lot dimensions. Surveys or plot plans shall be drawn on a minimum of an 8 ½ " x 11" sheet of paper and be drawn to scale or have exact dimensions given for distances. The scale used shall be shown on plan.

2.) Construction Plans. Two detailed construction plans on a minimum of an 8 ½" x 11" sheet of paper showing the dimensions, the materials used, the type of pool being installed, and if any, plans for construction of a deck or fence. If the plans are not drawn, then two copies of the brochure which shows the type, style, etc. of the pool to be installed shall be submitted.

3.) 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. All pools and spas shall be located five (5) feet or greater from an under ground electric service and 10'-0" horizontally from an overhead electric service.

4.) 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 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 four (4) inches between the bottom of the fence and the grade of the lot.

5.) Electrical Installations. All electrical wiring associated with swimming pools and spas shall require an electrical permit. All electrical wiring shall comply with the National Electrical Code (NEC). Lights used to illuminate the pool shall direct light only on the pool.

6.) 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.

Village of Jackson
Pool/Spa Permit Requirements
Page 2

7.) 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. 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 storm sewer.

Note: Plat of surveys are recorded at the County Register of Deeds. To acquire a plat of survey 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 Village Hall.)

If you have any questions, please call the Building Inspection Office at 677-9696.



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BUILDING PERMIT APPLICATION FOR VILLAGE OF JACKSON

Please Print Permit # _____

Date _____

Owner _____ Phone _____

Street Address _____

City _____ State _____ Zip _____

Project Address _____

City _____ State _____ Zip _____

Contractor _____

Contractor Address _____

Contractor License No. _____ Qualifier License No. _____ Phone No. _____

****2 sets of plans for residential and 3 sets of plans for commercial****

Type of Project _____

Size of Building (or remodeled area) _____

Cost of Project _____

Building Plat of Survey or Certified Survey Map (C.S.M.)

Air Conditioner – Tons _____ # of Units _____

Furnace – BTU's _____ # of Units _____

******* FOR OFFICE USE ONLY *******

Permit Fee _____