VILLAGE OF JACKSON

"Small Town Living / World Class Technology"

Pool/Spa Permit (Temporary & Permanent)

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.

Mailing Address
P.O. Box 637

W194N16660 Eagle Drive
Jackson, Wisconsin 53037

Phone: (262) 677-0707
Fax: (262) 677-8770

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 (262) 677-0707.

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GENERAL PROJECT APPLICATION

APPLICATION DATE ___________________, 20______ **PERMIT #** ________-____________

PROJECT ADDRESS ____**Unit #:** ________ **Jackson, WI**

OWNER INFORMATION

Name(s) ____

Phone (_____) ________-__________Cell/Home Email ____

Mailing Address ____

City ____ State ___________ Zip _____________

CONTRACTOR INFORMATION *(If owner put "SELF")*

Name ____

Mailing Address ____

City ____ State ___________ Zip _____________

Primary Contact ____________________________________ Office Phone (_____) _______-__________

Mobile Phone (_____) _______-________ Email ____

*WI Contractor Lic. #: ____________, Exp: _________ *WI Qualifier Lic. #: ___________, Exp: _________

License Information is required for contractors wanting to obtain a permit for work on a 1 or 2 Family Dwelling ONLY

****SUBMIT 2 sets of plans for residential and 4 sets of plans for commercial****

PROJECT INFORMATION

Project Description ____

Size of Building (or remodeled area) ____

TOTAL Cost of Project ____

Cost of Building, HVAC and Labor ***ONLY*** ____

Do NOT include the cost of plumbing, electrical, landscaping, etc.

By signing below, applicant agrees to comply with the applicable requirements of Village of Jackson Code of Ordinances and to obey any and all lawful orders of the Building Inspector and all state laws regarding the construction, alteration, repair, removal and safety of buildings and other structures.

Applicant Signature: ____ **Date:** _______________

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

Permit Fee: $_______________ Date: ________________ Receipt #: ____________ CH / CA / CC / RCPT