



## Village of Ashwaubenon

2155 Holmgren Way, Ashwaubenon, WI 54304



(920) 492-2309



[build@ashwaubenon.gov](mailto:build@ashwaubenon.gov)



[www.ashwaubenon.gov](http://www.ashwaubenon.gov)

# Pool Permit (Residential)

**Fee:** Above-ground pool or hot tub/spa \$75; In-ground pool \$100

## General Requirements:

1. Setbacks: 10' to side and rear yard measured from the water's edge
2. For safety, a pool over one foot deep shall be drained daily, fenced in, and/or provided with a permanent pool cover
  - a. If utilizing a Fence:
    - i. A swimming pool or hot tub shall be isolated from the adjoining properties by a fence no less than 50 inches in height
    - ii. Any gate leading from the pool or hot tub area to any open, adjoining property shall be constructed so as to be capable of being locked and shall be closed and secured so as to prevent unlatching by persons outside the pool area when the pool is not in use
    - iii. An aboveground pool or hot tub with self-providing fencing is deemed to comply with the provisions of this article, provided that such self-provided fence is a minimum of 50 inches in height and is sufficient to prevent the unguarded entry of small children
  - b. If utilizing a Cover
    - i. Pool covers shall be powered by an electric motor and meet all standards of the American Society for Testing and Materials for automatic pool covers. All automatic pool covers shall be securely fixed in place and covered at all times when the pool is unsupervised or not in use.

## Permit Requirements:

The following must be provided to obtain a building permit for a pool:

1. Site plan showing the location of the pool on the property in relation to the property lines and any other structures on site. Include any concrete/patio that will be installed around the pool.
2. Please include the dimensions of the pool and any concrete on the site plan.
3. Completed pool permit application
4. Include electrical contractor information if applicable
5. Signed waiver form if not hiring a Wisconsin licensed contractor

## Required Inspections:

1. Underground Electrical/Bonding → if applicable, when conduit is in prior to covering
2. Rough Electrical → if applicable, when electrical is roughed in prior to covering
3. Final → when pool is complete and pool equipment is installed

Please email completed application and plans to [build@ashwaubenon.gov](mailto:build@ashwaubenon.gov)



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# Pool Permit (Residential)

PROJECT SITE INFORMATION	
Address:	Total Cost of Project:
City, State, Zip:	
Building Height:	Parcel ID # :
OWNER INFORMATION	
Name:	Telephone:
Address:	Email:
City, State, Zip:	
POOL CONTRACTOR INFORMATION	
Name:	Telephone:
Address:	Email:
City, State, Zip:	
ELECTRICAL CONTRACTOR INFORMATION	
Name:	Telephone:
Address:	Email:
City, State, Zip:	
Master Electrician # :	Electrical Contractor # :

Do you own and occupy the above listed property? Yes      No

Current Land Use:    Single Family              Two-Family

Type of Pool: In-Ground              Above-Ground

The undersigned contractor/owner/owner's agent hereby applies for a permit to do the work herein described, according to the plans and specifications herewith filed, and hereby agrees that such work will be done in accordance with the said description, plans, and specifications and in compliance with building ordinances and other ordinances of the Village of Ashwaubenon and the State Building Codes of Wisconsin.

\_\_\_\_\_  
 Contractor/Owner/Owner's Agent Signature

\_\_\_\_\_  
 Date

**For office use only**

Pool Permit Fee: \$75    \$100

\_\_\_\_\_  
 Building Inspector Signature

\_\_\_\_\_  
 Date Approved

**PERMIT VALID FOR ONE YEAR FROM APPROVAL DATE**

\_\_\_\_\_  
 Date of Payment

\_\_\_\_\_  
 Permit Number

\_\_\_\_\_  
 Receipt Number



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# Notice to Permit Applicants

**Cautionary Statement to Owners Obtaining Building Permits**

101.65(Ir) of Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654(2)(a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence of the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Cautionary Statement to Contractors for Projects Involving Buildings Built Prior to 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608) 261-6876 or visit the DHS website at [dhs.wisconsin.gov/lead](https://dhs.wisconsin.gov/lead) for details of how to be in compliance.

**Wetlands Notice to Permit Applicants**

Per 61.352(2) Wis. Stats:

You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources Wetlands Identification Web Page or contact the Department of Natural Resources Service Center.

Website: <https://dnr.wisconsin.gov/topic/Wetlands/identification.html>

I understand that this project is subject to Ch. NR 151 regarding erosion control and stormwater management and will comply by those standards.

Signature below indicates receipt and acknowledgement of the contents of this document.

Project/Property Address	Parcel ID Number
Applicant/Owner Name (printed)	
Applicant/Owner Signature	Date