

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

POOL/SPA/FENCE PERMIT APPLICATION

Applicant is: Architect/Engineer Contractor Owner

Project Address _____ PID# _____
Property Owner: _____ Phone # _____
Address _____ Lot: _____ Block: _____
Subdivision _____ Email Address: _____

General Contractor: _____
Address: _____
License #: _____ Phone # _____
Email Address: _____

Architect/Engineer: _____
Address: _____
License #: _____ Phone # _____
Email Address: _____

Class of Work: (check one) New _____ Addition _____ Alteration/Remodel _____ Maintenance/repair/replace _____ Other _____
Description of Project: _____
Job Valuation\$ _____ Estimated Completion Date: _____

****Please complete attached Pool/Spa Application Checklist and submit with this application.****

I hereby apply for a pool/spa permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Lake Elmo and with the Minnesota Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

Signature: _____ Date: _____

City Use Only

Planning: Zoning _____ Setbacks (R=Required/P=Proposed) Side: R__ P__ Rear: R__ P__ Total impervious % R__ P__
In easement? Y__ N__ W/in 20' of septic tank/drainfield/6' of any principal structure? Y__ N__ Equipment >50' of residence &
>10' to lot line? Y__ N__ Fence: Permitted material? Y__ N__ Self-latching/closing gate? Y__ N__ Opening <4"? Y__ N__
Reviewed by: _____ Date: _____
Subject to the following conditions: _____

Building Dept. Reviewed by: _____ Date: _____
Subject to the following conditions: _____

Engineering: Reviewed by: _____ Date: _____
Subject to the following conditions: _____



City of Lake Elmo
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POOL/SPA APPLICATION CHECKLIST:

1. Site Plan which includes impervious surface coverage, equipment location, setbacks to property line, fence location, drainage pattern, well, septic, house and accessory buildings.
2. Fence information submittal – Yes____ No____
Fence Material: Wood Metal Chain Link Other Describe _____
Fence Height: _____ (if over 6 feet in height, requires a building permit)
If fence is located in drainage utility easement, encroachment agreement is required.
Encroachment agreement - Yes____ No____
3. Installation instructions – submitted Yes____ No____
4. ICC ES evaluation report – submitted Yes____ No____ If yes, plumbing permit required
5. Gas Line Yes____ No____
6. Subcontractor list – Electrical____ Plumbing____ Fence____
7. Completed deck permit application if connected to a deck – Yes____ No____
See deck handout under Building Department informational handouts.
8. Subcontractor List

HVAC Contractor _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____
Bond Number _____
Contact Name _____

Electrical Contractor _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____
License Number _____
Contact Name _____

Fence Contractor _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____
Contact Name _____



POOL/SPA/FENCE REQUIREMENTS INFORMATION SHEET

To make the permit process easier, please consult the list below when submitting pool/spa permit applications.

Required permits

Pool, plumbing (if a gas heater is installed) fence & electrical are required. Building permits are required for decks attached to a structure or those more than 30 inches above grade. HVAC permits are required for indoor pools. No work is to start prior to issuance of all permits. Contractors will be charged a penalty fee if work begins without proper permits.

Residential pool/spa/fence

Two sets of plans to include the following:

- 1) Survey/Site Plan showing:
 - Proper setbacks.
 - Well & Septic.
 - Easements.
 - Pool/spa placement.
 - Equipment placement (filter, pump, heater, etc).
 - Fence location.
 - Deck location.
 - Concrete pool decking location and dimensions must be continuous deck attached to pool.
 - Impervious surface coverage of lot. See below for requirements and definition.
 - Location of overhead electrical wires
 - All structures on lot & structures nearest to pool on adjacent lot
- 2) Catalog specification sheets (NSF-approval required)
 - Anti-vortex main drain.
 - Skimmer wells .
 - Pump.
 - Filter.
 - Lights-UL approved.
 - Heater.
 - Diving board/slide.
 - Spa/whirlpool.
 - Any other applicable equipment.
- 3) Calculate turnover rate
Note: Ideal turnover rate is six hours or less for pools; 30 minutes or less for spas.
- 4) Pool/spa permit application
- 5) Fence information (What type of fence, material, height, gate, location, dimensions, etc.)

- 6) Deck permit application (If connected to a swimming pool or if a spa is placed on a deck or 30" above grade.)
- 7) Footing plan for pool per manufacturer's specifications: A-brace beams (Provide concrete depth requirement surrounding braces, must be a continuous base of concrete. Braces must be staked in.)
- 8) Retaining walls: (If greater than four feet in height, it must be designed by a professional engineer, attach design.)

Commercial pool/spa

Three sets of plans to include the following: Items 1 - 8 of Residential pool/spa/fence above.

- 9) Stamped engineering plans from a professional engineer/surveyor.
- 10) MDH stamp approval.
- 11) Soil boring analysis to a depth of at least 25 feet.

Required inspections (residential and commercial)

Pool: Setback, footing, air test (15 p.s.i. for 5 min. for relevant underground plumbing), and final. Pool Contractor must call to set up footing, air test and final inspections.

Spa: Setback, final.

Deck: Footing, framing, final.

Plumbing and electrical: Rough-in and final (bonding and grounding of all metals is required.)

HVAC: Rough-in and final (indoor pools only.)

Gas line 25# air test.

Impervious surface requirements

The amount of allowed impervious surface depends on the zoning of the property. RS(R1) is 25%, OP is 20% (up to 25% with mitigation), LDR is 40%. RE is 15%, MDR is 50% and HDR is 75%. All contractors are required to calculate what the impervious surface of the lot will be after the pool, concrete decking, additional landscaping, concrete pad, etc. are added. Square footage of lots may be obtained from surveys located in the Building and Inspection Division. Impervious surfaces include building footprints, driveways, sidewalks, pools, tennis courts, gazebos, patios, sheds, plastic landscaping material, or any other material which prevents the absorption of storm water into the soil. [Section 19.03, 19.27(e)]

Fencing – City Code 154.205

Pool excavation must be protected during construction with approved fencing. Temporary approved fencing must be in place and secured at all times until approved permanent fencing is in place and pool use begins. Silt fence is required during construction.

Below ground pool/spa

Fence/gate height: minimum four feet; six foot maximum. Must have self-closing, self-latching gate with latch at four foot height. Fence must be of an unclimbable design. Chain link, if used, must be a minimum of 11-gauge woven wire mesh with 2-3/8 inch maximum opening in weave.

Openings from ground to bottom of fence must be two inches or less and openings between boards are not to exceed four inches. No encroachments in to public easements unless approved by City with an executed fence easement encroachment agreement.

Above ground pool/spa:

1. Pool/spa greater than or equal to 48 inches deep
Access area where ladder attaches and/or access area to the spa must be properly fenced with self-closing, self-latching gates with the latch located at four foot height. Pool equipment may need to be fenced if placed adjacent to pool. Fence/gate height: minimum four feet; six foot maximum. Fence must be of an unclimbable design.
2. Pool/spa less than 48 inches deep
Entire perimeter must be fenced. Fence/gate height: minimum four feet; six foot maximum. Fence must be of an unclimbable design and must have self-closing, self-latching gates with the latch at four foot height. No openings greater than four inches between boards and no openings greater than two inches below fence.
3. Temporary inflatable pool
Greater than 75 square feet in area or over 24 inches in depth are considered above ground pools and must be treated as such. Therefore, the perimeter of the pool must be fenced according to Code. See requirements above.
4. Commercial (public) pool
Fencing must be a minimum five feet in height with a four foot non-climbable section located in the design. Self-closing, self-latching gates must be capable of being locked with the latch located four feet above the ground. No openings can be greater than four inches between the boards and no opening greater than two inches below the fence. Chainlink, if used, must not exceed 1- 1/2 inch mesh.

Concrete pool deck width

Three foot minimum on private pool: 1/4 to 3/8 inch per lineal foot slope away from pool.

Five foot minimum on public pool: 1/4 to 3/8 inch per lineal foot slope away from pool.

Setback requirements

- Pool must be located at least 6 feet from water's edge to house foundation or another structure with frost footings. This does not pertain to spas.
- Where side or rear yards abut a public street, the required setback to the pool/spa and any appurtenant equipment shall be no less than the required setback for the principal structure in the zoning district.
- In side and rear yards not abutting a public street, setbacks of not less than 18 feet to the water's edge of the pool/spa shall be maintained.
- Overhead electrical lines must be located at least 10 feet horizontally from water's edge of the pool/spa.
- Appurtenant pool equipment (filter, pump, heater, etc.) must be located at least 10 feet from the side and rear property lines and 50 feet from adjacent structure.
- No pools/spas are allowed in the front yard.
- No encroachments into public easements of record are allowed.

Miscellaneous

- A backflow prevention device (e.g. Watts SA hosebib) must be provided on the water faucet used for filling the pool/spa. No pump, filter, or equipment shall exceed 50 decibels at the property line of the pool owner.
- A ground fault circuit interrupter is required for all underground pool lights, above ground plug-in motor and spa connections. The spa electrical connection must be a minimum of five feet away from the spa.
- A ground fault receptacle is required between 10 and 20 feet from all pools.
- Grounding of all metals is required.
- Provide an anti-vortex main drain for pools.
- Equipment must bear the NSF-approved seal.
- Backflow discharge from the pool filter must remain on the owner's property.
- Spas must be placed on a concrete pad with a minimum thickness of four inches or on an approved deck. See Building Inspector.
Tempered glass is required when the pool/spa is located within five feet of glass and the glass is 60 inches or less in height from the ground .
- Pool plans cannot be altered or changed in any way unless approved by the inspector.

Questions?

Call 651-747-3900 8 a.m. to 4:30 p.m.