

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



Building Department
3880 Laverne Avenue North, Lake Elmo, MN 55042 www.lakeelmo.org
Tel: 651-747-3900

POOL PERMIT APPLICATION

Project Address: _____

Property Owner: _____ Phone: _____

Address: _____

Email Address: _____

The Applicant is: Owner: _____ Contractor: _____

Pool Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address: _____ Contact Name _____

Type of Pool: _____

Gas Pool Heater: Yes: _____ No: _____

Type of Fence: (Material) _____ Height of Fence: _____

Fence Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

If fence is located in a drainage/utility easement, an encroachment agreement is required: Yes: _____ No: _____

Estimated Completion Date: _____ Value of Proposed Work: _____

Applicant Name (Please Print) _____

Applicant Signature: _____ Date: _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of the laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction.

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: _____

Encroachment Agreement provided: Yes: _____ None Required: _____

Building Plan Reviewed by: _____ Date: _____



City of Lake Elmo
651-747-3900
3880 Laverne Avenue North
Lake Elmo, MN 55042

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 _____