



ONE & TWO-FAMILY POOL, POND, AND HOT TUB GUIDE

The information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding approved pool, pond, and hot tub locations and minimum construction requirements.

Page 2:	Permit Application Guide
Page 4:	Building Code Requirements
Page 6:	Building Permit Application
Page 7:	Non-Permitted Erosion Control Form
Page 9:	Licensed Contractor Electrical Permit
Page 10:	Licensed Contractor Heating Permit
Page 11:	Swimming Pools and Spas Discharge Requirements



(08/20)

PERMIT APPLICATION GUIDE

Pool, Pond, and Hot Tub Permit Guide:

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your building permit.

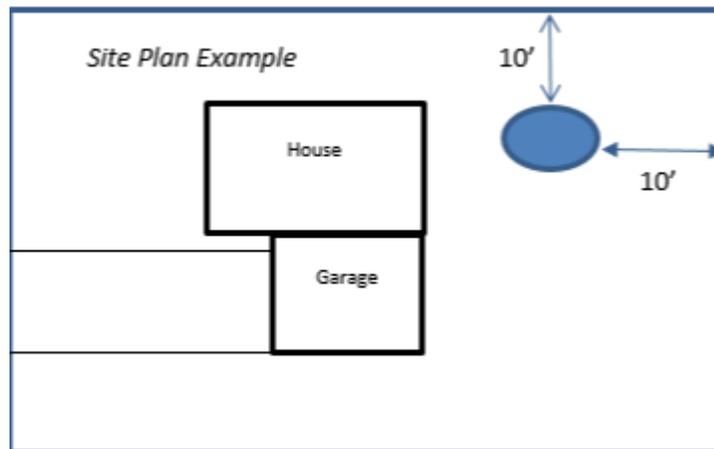
Please note that ALL required information must be submitted together at one time when applying for your permit (see submittal checklist in Step 3).

1. Completely fill out the attached Building Permit Application:

- Provide a detailed description of all proposed work. Property owners or contractors may obtain permits.
 - Fill out Non-Permitted Erosion Control Form.

2. Provide Site Plan:

- Indicate/draw pool/pond/hot tub location with dimensions.
- Indicate all streets, north arrow.
- Exterior boundaries of the property including dimensions of property lines.
- Location of existing and proposed structures.
- Location of proposed pool/pond/hot tub and any associated fencing. Please note the height of the pool walls and/or fencing.
- Dimensions of setbacks from property lines and between structures.
- Parcel maps can be found on the City of Green Bay website under GIS Mapping to use as a Site Plan. <http://greenbaywi.gov/180/GIS-Mapping>



3. Apply for the Permit:

- Please plan ahead and pick one of the following methods to apply for your permit. Make sure all of the required information listed above is included and submit it to the Department of Community and Economic Development using one of the methods listed below:
 - ***In Person with an Inspector at City Hall:***
 - This is the best method to discuss the specifics of your project with an inspector. Typically if all the required information is submitted and found acceptable, the permit can be issued at that time.
 - Inspectors are typically available for consultation and permit issuance from 8:00 a.m. - 4:00 p.m., Monday through Friday, but it is strongly encouraged to call ahead to verify inspector availability due to schedule variations for summer hours, holidays, etc.
 - ***By Email:***
 - Email all the required information (see Submittal Checklist below) to inspmail@greenbaywi.gov.
 - ***By Mail:***
 - City of Green Bay
Department of Community and Economic Development
100 N Jefferson Street, Room 608
Green Bay, WI 54301

Submittal Checklist:

- ✓ Site Plan (location of pool, pond, or hot tub)
 - a. Pool height and dimensions.
 - b. Fencing information and dimensions.
- ✓ Non-Permitted Erosion Control Form
- ✓ Building Permit Application

4. Payment of Permit Fees:

- Once your permit application has been reviewed and you have been notified of a Project Number, you can make payment.
- Pools/ponds/hot tubs will require a \$50 Building Permit. If an Electrical, Plumbing, or HVAC permit is required, it will add an additional \$50 for each trade permit.
 - Make checks payable to City of Green Bay, or
 - Pay online through GovPayNet - <http://www.greenbaywi.gov/DocumentCenter/View/943/Online-Payment-Instructions-PDF>
A Project Number must be assigned by Inspection office staff **before** making a payment online. A service fee will be charged for online payment.

THINGS TO CONSIDER

Pool:

Any constructed or prefabricated structure either temporary (installed for a duration of less than seven days) or permanent (installed for a duration of seven days or more), either above ground or in-ground and containing or normally capable of containing water that is primarily for the purpose of wading, swimming, or other recreational use. This definition excludes hot tubs, spas, and ponds.

A one-time permit is required for storable pools provided that the pool is set up in the same location each year.

DIVISION 9 - REGULATION OF POOLS, PONDS, AND SPAS

Sec. 13.529. - Purpose.

Regulation of pools, ponds, and spas are established to ensure that the establishment of pools, ponds, and spas do not affect the safety, health, or welfare of the residents or the community and do not annoy, disturb, injure, or endanger the comfort, repose, health, peace, or safety of others.

Sec. 13.530. - Permit required.

No construction of a pool intended as a permanent installation, a pond, or spa shall begin unless a permit has been obtained and the fee paid in accordance with the fee provisions of this chapter. The application for such permit shall be accompanied by a site plan showing the size, location, and description of the property.

Sec. 13.531. - Requirements.

- (a) *Setback.* Permanent above-ground or in-ground pools, ponds, or spas shall maintain a minimum front yard setback of 25 feet and a rear and side yard setback of ten feet from adjoining property, subject to properly granted variance under subchapter 13.200, Administration. In determining this setback for above-ground pools, ponds, or spas with permanent fencing or decks, any deck or similar structure shall be considered part of the pool, pond, or spa.
- (b) *Fencing.* All pools, ponds, or spas requiring a permit shall be encompassed by fencing as provided under this subsection. A variance to maximum fence height may be granted under the procedures of subchapter 13.200, Administration. However, under no circumstance may the minimum fence height requirements of this subsection be varied.
 - (1) *Structural requirements.* All fences under this subsection shall be constructed in such a manner as to comply with the requirements of subchapter 13.521 or variance and the requirements of this subsection.
 - a. The fence must be able to withstand 200 pounds of force in any direction.
 - b. The fence shall be so constructed and designed so as to prevent penetration of an object greater than six inches in diameter.
 - c. All such fences shall be constructed with a locking door or gate which complies with all other height and structural requirements of this section.
 - (2) *Permanent in-ground pools, ponds, or spas.* Permanent in-ground pools, ponds, or spas, subject to section 13.521, shall be encompassed by a free-standing fence not less than

48 inches nor more than 96 inches from the ground level. Such fence shall be no less than three feet from the pool, pond, or spa at its nearest point. The fence shall comply with subsection (b)(1) above.

- (3) *Above-ground pools.* Above-ground pools, ponds, or spas shall be encompassed by fencing which complies with one or any combination of options listed below and complies with subsection 1 of this section.
 - a. A fence in compliance with subsection 2 of this section.
 - b. A fence within three of the pool, pond, or spa and not less than 48 inches nor more than 96 inches from ground level.
 - c. A fence attached to a deck or walkway, provided such fence is at least 36 inches above the surface of the deck or walkway and complies with this section.
 - d. A pool wall not less than 48 inches from ground level, provided steps, ladders, or other means of pool access are removed when the pool is not in use.
- (4) *Exceptions.* Fencing shall not be required if the following are provided.
 - a. Pools, ponds, or spas with locking and solid structural covers. Such covers shall be in place whenever the pool, pond, or spa is not in use and/or unsupervised by an adult.
 - b. Pools, ponds, or spas completely enclosed within a building.
 - c. As determined by the zoning administrator that the pool, pond, or spa does not affect the safety, health, or welfare of the residents or the community and does not annoy, disturb, injure, or endanger the comfort, repose, health, peace, or safety of others.

Sec. 13.532. - Operation of residential pools.

- (a) Public swimming pools, ponds, or spas prohibited in residential areas. No person shall operate a public pool, pond, or spa on any premises zoned residential. The operation of a public pool, pond, or spa on residential premises is declared to be a public nuisance.
- (b) Interference with enjoyment of property rights prohibited. No pool, pond, or spa shall be so located, designed, operated, or maintained as to interfere unduly with the enjoyment of property rights of owners of property adjoining the pool, pond, or spa or located in the neighborhood.

Electrical:

- Pools must be installed so that any overhead electrical wires are either offset 10 feet horizontally from the edge of the pool or at least 22.5 feet above the water line of the pool.
- Pools must also be offset at least 5 feet from any underground electrical wires.

Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig!

1-800-242-8511



www.greenbaywi.gov

PROJECT PERMITS APPLICATION

All fields must be completed before permit will be processed.

Department of Community and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
inspmail@greenbaywi.gov

Project Address		Parcel #		Project # (assigned by City)	
Property Owner			Contractor		
Name			Name		
Company (if applies)			Company		
Address			Address		
City, State, Zip			City, State, Zip		
Phone #			Phone #		
Email			Email		
Current Land Use, Flood Plain & Zoning (check which applies)					
Land Use: Vacant Lot I-Family 2-Family Multi-Family # of units _____ Commercial (describe) _____					
Zoning: R-1 R-2 R-3 RR OR NC D C-1 C-2 C-3 LI GI BP PI CON TND					
Flood Plain: Yes Base Flood Elevation (BFE) _____ No					
Project Scope: New Addition Alteration Repair Move Raze (demolish) Change-of-use					
(check all that apply) Height Area: Finished Unfinished Total Bldg:					
Description of Project ↓:			Estimated Cost of Construction \$		
Plan Approvals					
PLBG Plan # _____		City SBD \$ _____		<input type="checkbox"/> Erosion Control # _____ City <input type="checkbox"/> SBD \$ _____	
SVWR Plan # _____		City SBD \$ _____		<input type="checkbox"/> Building Plan # _____ <input type="checkbox"/> City <input type="checkbox"/> SBD \$ _____	
Foot & Found Only # _____		City SBD \$ _____		<input type="checkbox"/> HVAC Plan # _____ <input type="checkbox"/> City <input type="checkbox"/> SBD \$ _____	
				<input type="checkbox"/> Site Plan # _____ \$ _____	
Contractors (UDC Numbers Required): DCC #			DCQ #		
<input type="checkbox"/> BLDG -			Bldg Fee \$ _____		
<input type="checkbox"/> ELEC -			Elec Fee \$ _____		
<input type="checkbox"/> HVAC -			Hvac Fee \$ _____		
<input type="checkbox"/> PLBG - _____ # of Fixtures			Plbg Fee \$ _____		
<input type="checkbox"/> SWRS -			<input type="checkbox"/> Water Fee \$ _____		Swrs Fee \$ _____
			<input type="checkbox"/> Storm Fee \$ _____		
			<input type="checkbox"/> Sanitary Fee \$ _____		
			Assessment \$ _____		
<input type="checkbox"/> CERTIFICATE OF OCCUPANCY			C.O. \$ _____		
<input type="checkbox"/> EROSION CONTROL			Erosion Ctrl \$ _____		
<input type="checkbox"/> ADDITIONAL PERMITS (Sprinklers # _____, Curb Cut, Flood Plain, Temp. Occupancy, Etc.) (Please List)			Addl. Fee \$ _____		
<input type="checkbox"/> DOUBLE FEE PERMIT [s.15.07(b)] If application for a building permit has not been obtained prior to commencement of the job, applicable permit fee shall be doubled.			Double Fee \$ _____		
Application Signature The applicant certifies that information submitted herein is accurate; agrees to comply with the Wisconsin Administrative Code, Municipal Ordinance, and with the conditions of this permit; and understands that permit issuance creates no legal liability, expressed or implied, on the Department or Municipality.					
_____ Signature of Applicant			_____ Date		
For Office Use Only					
Reviewed By _____		Credential # _____		Total Fee _____	
		Class Code _____		Receipt No. _____	
		Census _____			

To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

**EROSION AND SEDIMENT
CONTROL NON-PERMITTED
CONDITIONS**

Per 34.08 PERFORMANCE STANDARDS FOR CONSTRUCTION SITES NOT REQUIRED TO BE PERMITTED.

- (1) **RESPONSIBLE PARTY.** The landowner of the construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain construction site BMPs is the responsible party and shall comply with this section.
- (2) **EROSION AND SEDIMENT CONTROL PRACTICES.** Erosion and sediment control practices at each site where land disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
 - (a) The deposition of soil from being tracked onto streets by vehicles.
 - (b) The discharge of sediment from disturbed areas into on-site storm water inlets.
 - (c) The discharge of sediment from disturbed areas into adjacent waters of the state.
 - (d) The discharge of sediment from drainage ways that flow off the site.
 - (e) The discharge of sediment by dewatering activities.
 - (f) The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
 - (g) The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
- (3) **LOCATION.** The BMPs shall be located so that treatment occurs before runoff enters waters of the state.
- (4) **IMPLEMENTATION.** The BMPs used to comply with this section shall be implemented as follows:
 - (a) Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
 - (b) Erosion and sediment control practices shall be maintained until final stabilization.
 - (c) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.

- (d) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
- (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

City Representative who reviewed the above requirements with the Project Representative:

(Signature)

(Date)

(Print Name and Title Here)

City Project ID: _____

Site Name: _____

Address / Location: _____

Land Owner: _____

Land Owner's Contact Representative: _____

I have reviewed the City of Green Bay Permit Conditions for the Erosion and Sediment Control Standards for the Non-Permitted referenced project above. I agree to comply with these conditions and will notify the City of Green Bay of any changes to the plan or project schedule.

(Signature)

(Date)

(Print Name and Title Here)

(1 Copy Permittee, 1 Copy Inspection Files, 1 Copy Engineering Files)



LICENSED CONTRACTOR ELECTRICAL PERMIT APPLICATION

Department of Community
and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
inspmail@greenbaywi.gov

All fields must be completed before permit will be processed.

Project Address: _____
Owner's Name: _____
Owner's Email: _____ Phone #: _____
Electrical Contractor: _____
Contractor's Address: _____
Contractor's Email: _____
Contractor's Phone #: _____ Cell #: _____
Value of work: _____

This section for City use only	
Project #:	_____
Permit Code:	_____
Permit Fee:	_____
Parcel #:	_____
Receipt #:	_____
Date:	_____

OCCUPANCY (check appropriate box):

Single-Family Commercial Educational Multi-Family Number of Units _____
Two-Family Manufacturing Other _____

NATURE OF WORK (check all that apply):

Alteration Repairs Addition Hot tub/spa Swimming Pool
 Remodeling Sign Detached Garage Other _____

JOB DESCRIPTION:

To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.

CONTRACTOR STATEMENT: I hereby certify that the above wiring upon completion will be in compliance with the applicable federal, state, and local electrical codes and utility service rules.

“ENERGIZING THE DESCRIBED WIRING WILL IN NO WAY CREATE A HAZARD”

State of WI Electrical Contractor Certification # _____ and WI Master Certification # _____
(REQUIRED) (REQUIRED)

Signature (Master Electrician Responsible For Work) _____ Date _____

INSPECTOR STATEMENT: I hereby certify the work completed as of date signed complies with applicable codes.

Inspector Signature _____ Date _____

Check box for Online Payment

The information below must be provided for notification of project number and permit fee. This information is required to make payment on-line.

Phone _____ Fax _____ Email _____



LICENSED CONTRACTOR HEATING PERMIT APPLICATION

Department of Community and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
inspmail@greenbaywi.gov

All fields must be completed before permit will be processed.

Project Address: _____

Owner's Name: _____

Owner's Email: _____ Phone #: _____

Heating Contractor: _____

Contractor's Address: _____

Contractor's Email: _____

Contractor's Phone #: _____ Unit Price: _____ Value of Work: _____

This section for City use only	
Project #:	_____
Permit Code:	_____
Permit Fee:	_____
Parcel #:	_____
Receipt #:	_____
Date:	_____

I hereby make application for a permit for the following described heating work at the above location.

Check all that apply:

FURNACE: Gas _____ Electric _____ Oil _____ Forced Air _____

AIR CONDITIONER: Forced Air _____ Central Air _____

BOILER: Steam _____ Hot Water _____ Res _____ Industrial _____ Commercial _____

SPACE HEATER: Type _____ Unit _____ Class _____

To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.

Contractor's Signature: _____ Credential # _____

Check box for Online Payment

The information below must be provided for notification of project number and permit fee. This information is required to make payment on-line.

Phone _____ Fax _____ Email _____

(Rev 6/20)



To protect the environment, the following “Best Management Practices” apply to water discharged from swimming pools and hot tubs:

Discharging chlorinated pool/spa water into the storm sewers or directly into surface water is harmful to fish and other aquatic life. Just as the chlorine is so effective at killing the bacteria and algae in your pool or spa, it can also kill the natural biota in the surface water in and around Green Bay. This is why discharging chlorinated water is deemed an illicit discharge.

How to drain your pool or spa:

❑ Prior to irrigating or disposing of the water, shut off the chlorination system, if you have one, or stop adding chlorine

❑ Let the water in the pool or spa “sit” for at least one week to reduce the chlorine or bromine level until it is undetectable and temperature is at air temperature.

❑ Bubbling, cascading or other forms of aeration will help to remove chlorine from the water.

❑ pH should be within a normal range (6 to 9).

❑ Measure the pH. It should fall within a range of 6.5-8.5 prior to discharge. Discharge water should not be cloudy or discolored – this typically indicates a pH imbalance.

❑ It is recommended that discharge water be directed to grass and/or landscaping.

❑ If irrigation on site is not possible, water may be discharged off the owner’s property – provided it is directed through a grassed surface prior to entering a curblin gutter or a paved street.

❑ Discharges **may not** run onto a neighbor’s property.

❑ **Do not fertilize** prior to discharging pool water





- ❑ As the water is discharging, it **must be monitored to ensure that it does not cause any erosion or flooding**. Erosion is most likely to occur at houses on a bluff that discharge to the rear yard, down the steep slope.
- ❑ Discharge the water in a manner that will prevent nuisance conditions (such as creation of odors, and fly and mosquito breeding conditions) due to ponding of water for a prolonged period.
- ❑ If a pool or spa has been acid washed, the water may **not** be discharged off the pool/spa owner's property.
- ❑ Water from backflushing pool filters should **not** be discharged to a stream, ditch, or storm sewer. Backflush from pool filters must be discharged to the sanitary sewer. Or on-site septic tank and drainfield system

Reminders for Owners:

- ❑ All pools of 67,000 gallons or larger must be monitored for the parameter, frequency, and type of ground and surface water discharges to satisfy the WPDES Permit No. WI-0046523-4 which covers swimming pool and spa regulations. To obtain this permit, contact the local WDNR office located at 2984 Shawano Ave, Green Bay.
 - ❖ A 67,000 gallon pool would be a 40'x45' rectangle or a 48' diameter circle with an average depth of 5'.
 - ❖ The City of Green Bay requires that all new pools and spas be permitted. Permits can be obtained in the building inspection department of City Hall, 100 N. Jefferson, Green Bay.
- ❑ All pools, ponds, or spas must be enclosed by a fence with a locking door or gate.
- ❑ Fences are not required only if your pool, pond, or spa:
 - ❖ Has a locking, solid structural cover in place when not in use.
 - ❖ Is completely enclosed within a building.
 - ❖ Is determined safe without a fence by a City Zoning Administrator.



1 NOTIFY

Notify your local one-call center by calling 811 or making an online request 2-3 days before work begins. [Click here](#) for information about your local one-call center and online service availability. The one-call center will transmit information to affected utility operators.



2 WAIT

Wait 2-3 days (varies by state; please [click here](#) for state law information) for affected utility operators to respond to your request. On average, between 7-8 utility operators are notified for each request.

3 CONFIRM

Confirm that all affected utility operators have responded to your request by comparing the marks to the list of utilities the one-call center notified. State laws vary on the process for confirmation; please check with your local one-call center for more information.



4 RESPECT

Respect the marks. The marks provided by the affected utility operators are your guide for the duration of your project. If you are unable to maintain the marks during your project, or the project will continue past your request's expiration date (varies by state), please call 811 to ask for a re-mark.

5 DIG CAREFULLY

Dig carefully. If you can't avoid digging near the marks (within 18-24 inches on all sides, depending on state law), consider moving your project to another part of your yard. If you must dig near the marks or use machinery of any kind, please [click here](#) to read "The 811 Process for Contractors."

