SWIMMING POOL HANDOUT

CHECK LIST

Permit Required: A building permit shall be required for any swimming pool that is over twenty-four inches (24") in height or depth, measured from ground level. This includes in-ground swimming pools, aboveground pools, on-ground swimming pools and fixed-in-place wading pools. Any pool that meets or exceeds the definition would require a permit.

1. One (1) completed building permit application form.
2. One (1) copy of a certificate of survey. Survey must be to scale and indicate the lot dimensions, the location and ground coverage of existing structure(s), and the location of the proposed structure indicating the setbacks from the property lines.
3. One (1) copy of plans showing proposed design and materials.

PLANS MUST INDICATE THE FOLLOWING:

1. The surface area, depth and the volume in gallons of pool.
2. The location, size and type of equipment to be used in connection with the pool, including but not limited to filter unit, pump, fencing and pool itself.
3. Fencing and other fixtures on the lot, including utility location and trees.

CITY CODE

1000.5: SWIMMING POOLS AND HOT TUBS:

A. Permit Required: A building permit shall be required for any swimming pool that is over twenty-four inches (24") in height or depth, measured from ground level. This includes inground swimming pools, aboveground pools, on ground swimming pools and fixed in place wading pools.

B. Application For Permit: An application for the construction of swimming pools shall be on a city application form and accompanied by a fee established in section 3-1-3 of the city code. The permit application shall include:

1. Site Plan: Site plan, illustrating:
    a. Type and size of pool.
    b. Location of the pool on the lot.
    c. Location of other buildings and structures on the lot.
    d. Location of structures on adjoining lots.

e. Location of filter and heating units.
f. Location of pumps and wiring.
g. Location of back flush and drain outlets.
h. Location of any overhead or underground utilities or utility easements.
i. Fence locations.

2. Building Plans:
   a. Swimming pool design.
   b. Fencing and gate details.
   c. Deck or surfacing details.

C. Single-Family Or Two-Family Dwelling Pools:
1. Setbacks And Location Standards:
   a. Pools shall not be located in front of the principal building.
   b. Pools shall not be located in the required side yard of any zoning district.
   c. Pools shall not be located closer than ten feet (10') of the rear property line.
   d. The filter unit, pump heating unit, and any noisemaking mechanical equipment shall be located not closer than twenty feet (20') to any lot line or ten feet (10') from any lot line if located within an insulated building to buffer noise.
   e. Pools shall not be located beneath overhead utility lines nor over underground utility lines of any type.
   f. Pools shall not be located within any private or public utility, walkway, drainage or other easement.
   g. Pools shall be set back at least six feet (6') from the principal building or frost footing.

2. Lighting: Lighting for the pool shall be designed with a ninety-degree (90°) cutoff and hooded to direct lighting toward the pool and not toward adjacent property.

3. Fences or Enclosures To Restrict Access: All swimming pools for which a building permit is required shall be provided with safeguards to prevent children from gaining uncontrolled access. This can be accomplished with fencing, barrier, or other enclosure, or any combination thereof, of sufficient density as to be impenetrable.

   a. Inground Pools: Inground pools shall require a fence surrounding the pool area measuring at least five feet (5') in height. Fences shall be constructed of a noncorrosive material and shall not be easily climbable (chain link fences must be vinyl coated with slats for screening). Fences should be constructed to have minimal handholds and footholds. The size of openings within the fence should be minimized. The bottom of the fence shall not allow more than four inches (4") clearance from the ground. All fence openings or points of entry into the pool enclosure shall be equipped with gates or doors. All gates or doors to swimming pool areas shall be equipped with self-closing and self-latching devices where the release mechanism of the device is placed at a minimum height of forty-eight inches (48") from the bottom of the gate on a five-foot (5') fence.

b. Above Ground Pools: Above ground pools shall require a fence surrounding the pool area at least four feet (4') in height for above ground pools with sidewalls between twenty- four inches (24") and no more than forty-eight inches (48") in height. The above ground pool structure itself may serve as a barrier if the top of the pool measures at least forty-eight inches (48") above grade and does not require a fence, provided that safeguards are in place with a locking mechanism to be inaccessible to all small children. Safeguards may include a ladder or steps designed to be secured, locked, or removed to prevent access, or the entry point may be surrounded by a barrier such as those described in these guidelines. Fences shall be constructed of a noncorrosive material and shall not be easily climbable (chain link fences must be vinyl coated with slats for screening). Fences should be constructed to have minimal handholds and footholds. The size of openings within the fence should be minimized. The bottom of the fence shall not allow more than four inches (4") clearance from the ground. All fence openings or points of entry into the pool enclosure shall be equipped with gates or doors. All gates or doors to swimming pool areas shall be equipped with self-closing and self-latching devices where the release mechanism of the device is and placed at a minimum height of forty-two inches (42") from the bottom of the gate on a four-foot (4') fence as described above, so as to be inaccessible to all small children. Prior to filling the pool, the approved fence and/or barrier must be completely in place and inspected and approved by the city building official.

c. Swimming pool fences shall comply with fence setback standards of section 1000.6 of this chapter.

d. Required structure or safety fencing shall be completely installed within three (3) weeks following the installation of the pool, before any water is allowed in the pool, and prior to final inspection.

4. Water Quality/Drainage:

a. Water in the pool shall be maintained in a suitable manner to avoid health hazard of any type.

b. Back flush or pool drainage water shall be directed onto the property on which the swimming pool is located and ultimately to public storm sewer, if available.

c. Drainage of pools directly into public streets or other public drainageways shall require written permission of the zoning administrator and/or public works superintendent. Draining pools into the sanitary sewer is prohibited.

D. Multiple-Family Dwellings, Clubs And Organizations: For private swimming pools which are intended for and used by the occupants of a multiple- family dwelling and the guests of the occupants, or for private and public clubs and organizations, the following regulations shall be met in addition to those listed for single- and two-family dwellings provided in subsection C of this section:

1. No part of the water surface of the swimming pool shall be less than fifty feet (50') from any lot line.

2. No pumps, filter or other apparatus used in connection with or to service a swimming pool shall be located less than fifty feet (50') from any lot line and must be contained within an insulated building.

3. The pool area shall be adequately fenced to prevent uncontrolled access from the street or adjacent property. Fences shall be at least five feet (5') in height for inground pools, and at least four feet (4') in height for aboveground pools. The bottoms of the fences shall not be more than four inches (4") from the ground. Fences shall be of a noncorrosive material and shall be constructed as to be not easily climbable (chainlink fences must be vinyl coated with slats for screening). All fence openings or points of entry into the pool enclosure shall be equipped with gates or doors. All gates or doors to swimming pools shall be equipped with self-closing and self-latching devices placed at a height not lower than forty eight inches (48") so as to be inaccessible to all small children. Prior to filling the pool, the approved fence or enclosure must be completely in place and inspected and approved by the city building official. Adequate screening, including, but not limited to, landscaping, shall be placed between the pool area and adjacent lot lines.

4. All deck areas, adjacent patios, or other similar areas used in conjunction with the swimming pool shall be located at least thirty feet (30') from any lot line.

5. To the extent possible, back flush water or water from pool drainage shall be directed onto the owner's property and to the nearest public storm sewer or drainage easement. Draining pools into the sanitary sewer is prohibited.

E. Hot Tubs:

1. Hot tubs accessory to multiple-family residential uses and commercial uses shall comply with swimming pool performance standards of subsection D of this section.
2. Hot tubs accessory to single- and two-family residential units may be allowed by administrative permit and exempt from the swimming pool performance standards of this section but shall meet the following standards:
    a. Hot tubs shall not be located in front of the principal building.
    b. Hot tubs shall not be located within the required side yard of any zoning district.
    c. Hot tubs shall not be located any closer than ten feet (10') from any rear property line.
    d. All filter units, heat units, pumps, and any noise generating equipment shall be enclosed within the cabinet of the hot tub and insulated to buffer noise.
    e. All outdoor in ground hot tubs shall be enclosed within a protective fence with a self-locking gate or shall be secured with a locked cover when not in use. Outdoor above ground hot tubs with means to secure access to the hot tub are exempt from the required fence and gate requirements. (Ord. 1988-12, 12-19-1988; amd. Ord. 2003-18, 9-18-2003; 2005 Code; Ord. 2010-003, 7-6-2010; Ord. 2013-07, 8-5-2013; Ord. 2017-01, 1-3-2017; Ord. 2019-10, 12- 16-2019; Ord. 2022-06, 6-20-2022; Ord. 2024-01, 2-20-2024)

Email building application to maeghanb@albertvillemn.gov

BUILDING PERMIT APPLICATION

5959 Main Avenue NE
Albertville, MN 55301
Phone: 763.497.3384 Fax 763.497.3210

Date Received _____
Date Notified _____
Date Paid _____
Ck, Cash, CC _____
Permit # _____

Site Address: _____
Business Name: _____
The Applicant is: _____ Owner _____ Contractor _____ Tenant

Legal Description: PID #_____
Addition _____ Lot _____ Block _____

Owner:
Name _____ Address _____
City _____ State_____ Zip_____
Email_____
Phone (H) _____(W)_____(C) _____

Contractor:
Company Name _____License # _____
Address _____City _____ St_____ Zip_____
Contact Person _____ Email_____
Phone: (W) _____(C) _____(Fax) _____

Architect:
Name _____Address _____
City _____State_____ Zip_____
E-Mail_____
Phone (W) _____(C) _____(Fax) _____

Type of Work:

☐ New Construction Residential	☐ Addition	☐ Alteration	☐ Finish Bsmt
☐ New Construction Commercial	☐ Garage/Shed	☐ Reside/Reroof	☐ Fireplace
☐ Tenant Finish	☐ Plbg	☐ Htg	☐ Deck

Description of Work: _____
_____

Size of Structure:
Length _____
Width _____
Height _____

Total Square Footage:
First Floor _____
Second Floor _____
Basement _____
Garage _____

Estimated Valuation of Work: $_____

Separate permits are required for electrical, plumbing, heating or fireplace. I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. It is applicants responsibility to locate and establish the elevations, if needed, of all site improvements. Required adjustments at owners expense. I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible.

_____ _____ _____
Applicants Signature Applicants Printed Name Date

_____ _____ _____
Approved by Building Official Value Approved Date

Special Conditions or Comments: _____

BUILDING PERMIT FEES

Permit	_____
Surcharge	_____
Plan Check	_____
Engineering (site)	_____
Mechanical	_____
Fireplace (s)	_____
Plumbing	_____
Sewer	_____
Water	_____
Water Meter	_____
City WAC	_____
JP WAC	_____
SAC	_____
Storm Water	_____
License Check	_____
Other	_____
TOTAL	_____

Type of Const.	_____
Use of Bldg	_____
Occupancy Group	_____
Occupancy Load	_____
Zoning	_____
Code Used	_____

Are Fire Sprinklers Required?
☐ Yes ☐ No

	Date	Approved
Fire Dept.	_____	_____
City Engineer	_____	_____
Notify of Assoc & Covenant	_____	_____
Public Works	_____	_____
City Planner	_____	_____

REVISED 10/09/2024

GOVERNMENT DATA PRACTICES – TENNESSEN WARNING:
The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license/permit without it. The data will constitute a public record if and when the license/permit is granted as such will be available to the general public upon written request. (MN Law M.S.13.41)