



## Requirements for Pool and Hot Tub Permits

Permits will be issued after submittal of the permit application, site plan, and payment of all fees.  
Please e-mail or call with additional questions.

### Site Plan Requirements

- Indicate/draw the location, height, and dimensions of the fence
- Include exterior boundaries and dimensions of the property
- Indicate/draw location of the pool/hot tub with dimensions to structures and property lines
- Include name, address, date and surrounding streets
- Include easements or other restrictions on the property
- Pool/Hot tub must have a 3' minimum setback from the side or rear lot line and all other structures
- GIS maps and aerial photos can be found at [www.outagamie.org](http://www.outagamie.org)

### Fencing Requirements

- All pools must be enclosed with an adequate and secure fence at least 48" high
- 6" sphere must not fit between any fencing members
- Fencing is required 2' on either side of the pool equipment
- Gates must be provided with self-closing, self-latching, self-locking hardware
- Pool Ladders must retract and automatically lock 30" above grade
- Pools with self-supporting sides 46" above grade are exempt from fencing requirements

### Additional permit requirements

- Fence permit is required
- Electrical permit is required if an additional outlets/circuits are installed

### Items for consideration

- Pools that have a maximum wall height of 24" do not require a permit.
- Water from the pool cannot be drained into the sanitary sewer or onto adjacent properties
- Pools cannot be located over or under utility lines
- Pool lighting must be shielded to prevent lighting onto adjacent properties
- Pools cannot be set in an easement
- Pools cannot be filled with water until all fencing requirements are met
- A 3' wide level area shall surround and separate an unfenced pool from any retaining wall or raised landscaping
- Pools must have a filtration system to ensure proper circulation
- Dirt or sand is not permitted. Pools must have a smooth surface on the sides and bottom

### **Contact Information:**

**Village of Little Chute - Inspections Department**  
108 W Main St.  
Little Chute, WI 54140

**Phone- 920-423-3871**  
**Email- [buildinginspector@littlechutewi.org](mailto:buildinginspector@littlechutewi.org)**

**Village of Little Chute Code of Ordinances**  
**Sec. 44-395. Swimming pools.**

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Swimming pool* means an outdoor basin, chamber, tank, or structure containing a body of water in a receptacle or other container having a depth for water at any point greater than two feet located above or below the surface of ground elevation, used or intended to be used solely by the owner, operator or lessee thereof and his family, and by friends invited to use it, and includes all structural facilities, appliances and appurtenances, equipment and other items used and intended to be used for the operation and maintenance of a private of residential swimming pool.

- (b) *Exempt pools.* Storable children's swimming or wading pools, with a maximum wall height of 24 inches and which are so constructed that it may be readily disassembled for storage and reassembled to its original integrity are exempt from the provisions of this section.
- (c) *Permit required.* Before work is commenced on the construction or erection of private or residential swimming pools or on any alterations, additions, remodeling or other improvements, an application for a swimming pool building permit to construct, erect, alter, remodel or add must be submitted in writing to the building inspector. Plans and specifications and pertinent explanatory data should be submitted to the building inspector at the time of application. No work or any part of work shall be commenced until a written permit for such work is obtained by the applicant. The minimum building permit fee pursuant to the village building code shall accompany such application.
- (d) *Construction requirements.* In addition to such other requirements as may be reasonably imposed by the building inspector, the building inspector shall not issue a permit for construction as provided for in subsection (b) of this section, unless the following construction requirements are observed.
- (1) All materials and methods of construction in the construction, alteration, addition, remodeling or other improvements and pool installation shall be in accord with all state regulations and codes and with any and all ordinances of the village now in effect or hereafter enacted.
  - (2) All plumbing work shall be in accordance with all applicable ordinances of the village and all state codes. Every private or residential swimming pool shall be provided with a suitable draining method and, in no case, shall waters from any pool be drained into the sanitary system, onto lands of other property owners adjacent to that on which the pool is located on in the general vicinity.
  - (3) All electrical installations, including lighting and heating but not limited thereto, which are provided for, installed and used in conjunction with a private swimming pool shall be in conformance with the state laws, Wis. Admin. Code ch. COMM 16, Wisconsin Electrical Code Volume 2, The National Electrical Code (NEC) and village ordinances regulating electrical installations.
- (e) *Setbacks and other requirements.* No part of the swimming pool, accessory building, structure, or equipment shall be closer than three feet to any side or rear lot line or closer to the street than the front set back line of the main building except that if the pool is located in a side yard closer to the street property line than the rear wall of the main building it shall not be closer than seven feet from the side lot line. The pool shall be so located that no line or wire shall extend over or under the pool.

(f) *Fence.* Fence enclosure requirements for swimming pools are as follows:

- (1) All swimming pools shall be enclosed with an adequate and secure fence at least 48 inches high above the adjoining grade and so constructed as to prohibit the passage of a six-inch sphere between fence members, and fence and grade bottom. Pools with self-supporting sides not less than 46 inches above grade or which could afford unauthorized access to the pool are exempt from the fence requirement; provided, however, that fencing is required in the area of any filtering equipment connected to and adjacent to the immediate outside of the pool. Such fencing shall be constructed so as to extend two feet to either side of the equipment and to prevent access to the pool area from the filtering equipment. A pool dome attached to the pool shall be considered an acceptable substitute for fencing as a pool top provided the height requirements are met.
- (2) Pool gates or ladders shall be provided with self-closing and self-latching devices which manually require a release to be brought down to the grade position and, when retracting, automatically lock in the above grade position at least 30 inches above grade.
- (3) Any pool lighting shall be shielded to prevent the lighting of adjacent residential properties.
- (4) A 36-inch-wide level area/space shall surround and separate unfenced pool from any retaining wall or raised landscaping.

(g) *Compliance.* All swimming pools existing at the time of passage of this Code of Ordinances not satisfactorily fenced shall comply with the fencing requirements of this section or when water is placed in the pool.

(h) *Draining and approval thereof.* No private swimming pool shall be constructed so as to allow water therefrom to drain into any sanitary sewer or septic tank or to overflow upon or cause damage to any adjoining property. Provisions may be made for draining the contents of any swimming pool into a storm sewer, but such installation shall be subject to prior approval by the plumbing inspector.

(i) *Filter system required.* All private swimming pools within the meaning of this chapter must have, in connection therewith, some filtration system to ensure proper circulation of the water therein and maintenance of the proper bacterial quality thereof.

(j) *Dirt bottom prohibited.* All swimming pools of a permanent nature shall have the sides and bottom of a smooth finish, and no sand or dirt bottom shall be permitted.

(Code 2006, § 13-1-204)