



1 & 2 Family Pool/Hot Tub Permits

City of Oshkosh Inspection Services Division

This handout will help guide you through the permit application process. Following the steps below will help to expedite the issuance of your building permit. Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. Permits can be applied for by using the following methods below:

In Person:

This is the best method to discuss the specifics of your project with a planner and inspector. Typically if all the required information is submitted, and the information is found acceptable, the permit can be issued at that time.

How to Apply

Step 1: Obtain site plan approval from Planning Services (see sample page 2). They are located in RM 204 on the 2nd floor of City Hall. A scaled site plan will need to be submitted for their review. If you have questions about your project contact their office at (920) 236-5059 or see zoning requirements on page 5. The planning office is open 8:00am-4:30pm Monday through Friday.

Step 2: After you've obtained site plan approval you may apply for your permit at the Inspection Services Division RM 205 on the second floor of City Hall.

Information needed:

- Type of pool
- Diameter of the pool
- Pool sidewall height (42 inches minimum without fencing). For inflatable pools the inflatable ring may not be included in the sidewall height.
- Ladder: Removable/storable

Payment

The City of Oshkosh accepts cash, check or credit/debit cards for payment (a service fee applies when using cards). If you have questions on permit fees please see page 2.

Inspection Requests

After the permit is obtained inspections can be requested by calling the Inspection Request Line at (920) 236-5128. This is an automated line, and you will need the permit number or address and inspection type you are requesting.

Things to Consider:

- Pools must be installed so that any overhead electrical wires are either offset 10 ft. horizontally from the edge of the pool, or at least 22.5 ft. above the water line of the pool.
- Pools must be offset at least 5 ft. from any underground electrical wires.
- Hot tubs are required to have covers capable of supporting 100 pounds per square ft. of area. The cover is to be secured in place at all times when the hot tub is not in use.
- A one time permit is required for storable pools provided that the pool is set up in the same location each year. Storable pool wall heights shall be measured from grade to the bottom of the inflatable ring. The inflatable ring **shall not** be included when measuring the wall height to determine if fencing is required. A minimum height of 42 inches is required to avoid fencing requirements. See page 5 for fencing.

Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig! 1-800-242-8511

Online:

When applying for a permit online please follow this link: <http://www.oshkoshwi.gov/EvolvePublic/>

How to Apply

- Step 1: Click on “*New Account*” or “*Login*” located on the upper black bar and enter your contact information. If you have an existing account with our department you may need to contact our office at (920) 236-5050 to set up a password.
- Step 2: Click on “*Permit Application*” on the left side of the screen. Select “*Residential Building*” for the category and “*Other*” for the type, click Next.
- Step 3: Enter the address of the project, click next. If the address does not show up enter it in the lower box, click next.
- Step 4: Enter the description of your project and the cost. It also needs to include the fair market value (labor and material costs). Only the highlighted fields need to be filled in, click next.
- Step 5: If you are applying as the owner, you may also if you choose, add any contractors you may have hired for your project. This is not required. Only contractors that have obtained permits in the past with the City of Oshkosh may be added, as they will have an existing account.
- Step 6: Upload the site plan for review and pool information. See page 1 for *information needed, and things to consider*.
- Step 7: Read the Esignature statement and check the “I agree to conditions” box, hit finish.
- Step 8: You will see a message that your application has been submitted for review. Someone from the City will contact you if additional information is required and/or when the permit is ready to be issued.
- Please check your junk/spam folder if you do not receive contact from the City.**
- * Please note that no construction can commence until after the permit is approved and obtained.
 - * When the permit is ready to be issued you’ll be able to make payments.
 - * Inspections will be able to be scheduled after the permit has been obtained.

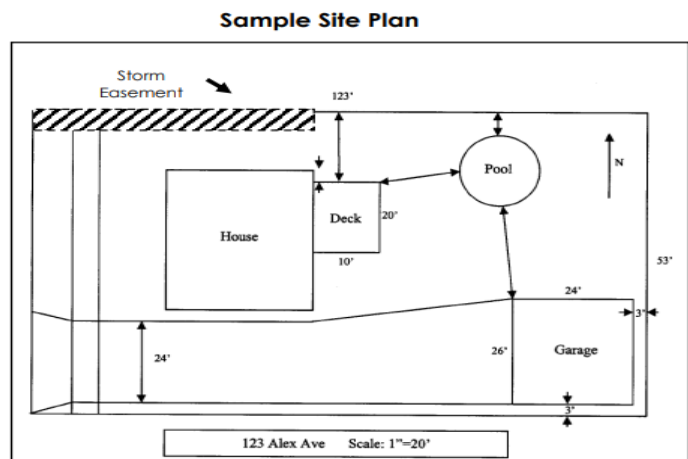
Permit Fees:

See the following link to view permit fees: <https://www.oshkoshwi.gov/InspectionServices/PermitFeeSchedule.pdf>

See the following fee schedules to determine the permit fees:

- Inspection Services fee schedule for **building fees**. Questions please contact (920) 236-5050.
- Assessors fee schedule for **property record maintenance fees**. Questions please contact (920) 236-5070.
- Planning Services fee schedule for **zoning fees**. Questions please contact (920) 236-5059.

- All existing structures on site.
- Property lot lines.
- Location of proposed structure(s).
- Dimensions of proposed structure(s).
- Distance (setbacks) proposed structure(s) are from property lines and other structures.
- Location, dimension and purpose (i.e. water, sewer, etc.) of all known easements.



Electrical Requirements:

- Any person may perform electrical work in their own single family residence if it is owned and occupied or to be occupied as their home.
- Any such residence cannot be used for rental purposes or for resale to present or prospective purchasers.
- The homeowner applying for the Electrical Permit must be capable of and shall perform the installation themselves with no other help, except from an immediate family member.
- The electrical requirements of NEC 680 must be met and will vary depending on the pool type and equipment. A separate electrical permit may be required.

General Hot Tub Requirements:

- All hot tubs shall be protected by a ground fault circuit interrupter (GFCI).
- A disconnecting means shall be provided and be accessible. This disconnect shall be located within sight and be at least 5 ft. from the inside walls of the tub.

Outdoor Requirements:

- A cord and plug is permitted to feed the hot tub but it cannot be longer than 15 ft. in length and must be GFCI protected.
- A convenience 125-volt GFCI protected receptacle is required a minimum of 6 feet and a maximum of 20 ft. away from the inside walls of the hot tub.
- NOTE: No equipotential bonding grid is required for hot tubs with nonconductive shells, but the perimeter surfaces shall still be bonded.

Indoor Requirements:

- A cord and plug connection is permitted if the unit is rated 20 amperes or less and GFCI protected unless the unit has integral (built-in) GFCI protection.
- Receptacles, wall switches, and electrical devices and controls not associated with a hot tub are required to be at least 6 ft. away. Receptacles within 10 ft. are required to be GFCI protected.
- Lighting fixtures, etc. located over the hot tub shall be a minimum of 7 ft. 6 inches above the maximum water level and be GFCI protected. GFCI protection is not required if they are located more than 12 ft. above the maximum water level. Fixtures less than 7 ft. 6 inches over the hot tub shall be GFCI protected and meet the following requirements:
 - Recessed fixture with a non-metallic lens (or electrically isolated) and suitable for a damp or wet location.
 - Surface-mounted fixture with a glass or plastic globe and a non-metallic body or a metallic body isolated from contact. Such fixtures shall be suitable for a damp or wet location.

Definitions of your type of pool for permitting:

Storable Pool:

A storable pool is a pool with a depth of 42 inches or less; a pool with nonmetallic, molded polymeric walls or inflatable fabric walls regardless of dimension.

The following requirements apply to storable pools:

- A receptacle shall be provided for the pump motor. The receptacle is required to be GFCI protected and is required to be a minimum of 6 feet from the outside edge of the pool.
- The flexible power cord for the pump/filter assembly must be plugged directly to a GFCI protected receptacle and the use of an extension cord is prohibited by the National Electric Code.
- A 125 volt GFCI protected convenience receptacle is required to be installed within 20 ft. but not closer than 6 ft. to the inside wall of a pool or hot tub.

Permanent Pool:

All pools must be wired per the requirements of a permanent pool unless it meets the above definition of a storable pool.

The following requirements apply to permanent pools:

- Cord lengths shall not be longer than 3 feet in length.
- A disconnecting means shall be provided and be accessible, within sight from all pool equipment and shall not be located within 6 feet from the inside wall of the pool.
Equipotential bonding to reduce voltage gradients in the pool area, shall incorporate all metal parts of a pool and its associated metallic equipment. Metal piping, raceways, fixed metal ladders, towers, platforms, diving structures, door frames, etc. that are not separated from the pool by a permanent barrier and are located within 5 feet of the pool, must be bonded with a #8 solid copper conductor. This conductor is not required to be extended or attached to any remote panel board, service equipment or electrode (ground rod). It is only intended to bond these metallic pieces together. A 3 foot wide perimeter bonding grid shall be established around the pool walls. ****Contact Inspections to ensure establishing a proper equipotential plane****
- Electrical installations over the top of a pool or hot tub, or over the area extending 5 feet from the edge of the pool or hot tub including utilities shall be reviewed with an electrical inspector prior to issuance of the permit. Electrical installations (including underground) are not allowed within 5 feet of a pool or hot tub.
- An intentional pool water bond (via a min 9 in² conductive surface) shall be installed in contact with the water.



Zoning Requirements:

Pool Definition:

Definition: A swimming pool is any structure, basin, chamber or tank containing or capable of containing an artificial body of water for swimming, diving, or recreational bathing, having a depth greater than 2' at any point.

Fencing Requirements:

Protective Enclosures Required.

1) All private residential swimming pools, whether in ground or above ground types, shall be enclosed with an adequate and secure fence at least 42" high above adjoining grade to prevent straying into pool area. Required fences shall be constructed to prohibit the passage of a 6" sphere between fence members, and the bottom of said fence shall be no more than 2" above the existing ground elevation. All gates or doors opening through such enclosure shall be kept securely closed at all times when not in use and shall be equipped with a self-closing and self-latching device designed to keep such door or gate securely closed at all times when not in use.

2) Exception. A pool dome or pool top fencing, attached to the pool to extend at least 42" above the ground, or a pool cover capable of supporting 100 pounds per square foot of area are acceptable substitutes for fencing above ground pools. Pool covers shall be fixed securely in City of Oshkosh Chapter 17— Page 18 Municipal Codes City of Oshkosh Municipal Code Revised 04/ 09/ 19 place at all times when the pool is not in use. Above grade pool with walls that are at least 42" inches high at all points around said pool or having platforms and railings that are 42" or more in height above grade are also not required to be enclosed as provided in paragraph (13)(1), but the ladders and stairways providing access to said pools shall be removed, raised or gated and secured to prevent entry whenever the pool is not in use.

Pool & Hot tub Locations:

See Article IV, Section 30-114 (F)(2) of the Oshkosh Zoning Ordinance. Pools and hot tubs are considered recreational accessory structures and subject to these Bulk Regulations. All pools/hot tubs are required to be located in the side or rear yard.

Pools/hot tubs must meet the following setbacks:

Separation from the Principal Structure (House): 5 feet The "separation" distance between a dwelling unit and accessory structure (pool) is determined by measuring the perpendicular distance from wall to wall of the structures.

Side Setback: 5 feet

Rear Setback: 5 feet

If pools are included as part of a deck attached to the principal structure (house), the pool must meet the principal structure setback requirements for the zoning district in which it is located.