



# 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. 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. The planning office is open 8:00am-4:30pm Monday through Friday.

Step 2: After you've obtained site plan approval apply for your permit at the Inspection Services Division. Typically if all the required information is submitted, and the information is found acceptable, the permit can be issued at that time. Inspectors are available for consultation and permit issuance 7:30am-4:30pm Monday through Friday.

### **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. You will need the permit number or address to request inspections.

## **Online:**

When applying for a permit online please follow this link: <http://www.ci.oshkosh.wi.us/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.

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

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're applying as the owner you can also add the building contractor for your project. Only building contractors that have pulled permits in the past are capable of being added.

Step 6: Upload the site plan for review.

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 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 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.

Permit fees will need to be payable to the "City of Oshkosh".

### **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.

### **Electrical Requirements:**

The following conditions apply:

- 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.

### **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 following definition of a storable pool. The following requirements apply to permanent pools:

- Cord lengths shall not be longer than 3 ft. in length.
- A disconnecting means shall be provided and be accessible (located within sight from all pools and hot tub equipment) and shall not be located within 6 ft. from the inside wall of the pool or hot tub.  
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 located within 5 ft. 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' 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 ft. 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 ft. of a pool.
- An intentional pool water bond (via a min 9 in<sup>2</sup> conductive surface) shall be installed in contact with the water.

### **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.