



City of Milwaukee

Department of Neighborhood Services

Private Pool Instruction Sheet

Instructions for obtaining a private pool permit

1. Complete Application Sheet and Information Sheet with sketch diagram of pool placement
2. Submit a check for **\$86.20*** for a new pool or **\$158.40*** for an existing pool (non-refundable) together with the Information Sheet and Application Sheet to:

**Department of Neighborhood Services
Environmental Section
841 N. Broadway, Rm 105
Milwaukee, WI 53202**

3. Hire a licensed electrical contractor to obtain required electrical permits.

NEW POOL PERMITS WILL NOT BE ISSUED UNTIL AN ELECTRICAL PERMIT HAS BEEN OBTAINED.

Existing pools will be referred to the Electrical Inspection section to check for compliance with electrical codes.

Construction of the pool prior to issuance of the permit may result in an increased fee (up to 4 times the permit fee) and possibly issuance of a citation and/or removal of the pool from the premises.

Pool installation must be in accordance with approved plans and all applicable codes. Any changes to the permit application or alterations to the pool installation must be reported to the Department of Neighborhood Services.

Pool deck construction requires a separate permit from the Permit Center prior to deck construction.

ANY POOL THAT IS AT LEAST 15' X 3' IN SIZE OR CONTAINS 3,965 GALLONS REQUIRES A PRIVATE POOL CONTRUCTION PERMIT.

Pools smaller than 15' x 3' do not require a permit but should follow the pool packet guidelines to promote pool safety.

If you have any questions, please contact us at 414-286-3280.

All fees include a 1.6 training and technology surcharge.

General Pool Guidelines

The following guidelines are for your information regarding above-ground pools and in-ground pools.

Above-ground swim pool construction must address the following safety guidelines:

1. Above-ground swim pool walls shall be a minimum of 36 inches in height along all sides of the pool when measured from the outer pool wall top to the ground level. When the 36 inch minimum height is not met, approved alternate safeguarding methods must be provided.
2. Pools must be at least 6 feet from all objects readily climbable by children, such as trees, trellises, porches, barriers, etc. **NOTE:** Pool filtration unit shall be placed in such a manner so that it is not a readily climbable object.
3. Pool must be at least 6 feet from fences when climbable. **(It is strongly recommended that the pool be installed at a distance of 6 feet from the property line).**
4. All ladders must be removed, flipped up, or properly secured when pool is not supervised.
5. Pool decks/gates should be secured with non-climbable fencing with openings no larger than 4 inches. Pool decks must be secured with self-closing and self-latching gates, with the latch mechanism positioned near the top inside of the gate so that it is not readily accessible by young children. Gates must open out from the pool area. Separate permits may be required for construction of decks and fences.
6. Provide approved backflow prevention devices on all exterior faucets.
7. All overhead electric wires must be at least **10 feet horizontally** from the pool wall or at least **22.5 feet vertically** from the water and deck surface. All underground electrical wires must be at least **5 feet** horizontally from the pool wall.
8. Communication, radio and television coaxial cables shall be permitted at a height of not less than 10 ft above the pool water or deck surface.

In-ground swim pools must comply with paragraphs **4, 5, 6, 7 & 8 above** in addition to the following:

- The pool shall be enclosed by an approved barrier at least 48 inches in height.
- All gates which provide access to the pool area shall be self-closing and self-latching with latch mechanisms positioned so that they are not readily accessible by young children.
- It is recommended that a deck at least 3 feet wide, including width of coping, completely surround the pool.
- The pool shall be located at least 6 feet from the lot line.

For further information, please call the following phone numbers:

Electrical information – 286-2532. Decks and/or Fences – 286-8211. Pool installation 286-3280.



Private Swim Pool Information Sheet

Name (print) _____ Date _____

Address _____ Zip _____ Day phone # _____

- 1. Pool type: Above ground _____ In-ground _____
- 2. Dimensions: Length _____ Width _____ Depth _____ Diameter _____
- 3. Distance from pool wall to overhead electrical wires _____
- 4. Distance from pool wall to underground electrical wires _____
- 5. Height of outer pool wall at shortest distance from ground _____
- 6. Do you have a dog or a locked fence in your yard? _____

Use the area below to sketch pool location and pool deck. Include distances from overhead and underground electrical wires, lot line, house, garage, fences, trees and other readily climbable objects.

Indicate Direction

Pool Maintenance Recommendations

What safety equipment is recommended for the home pool?

Life-saving equipment should include a 10-foot long life pole or a Coast Guard-approved ring buoy with a minimum outside diameter of 20 inches. Attached to the buoy should be a 3/16 inch thick rope at least equal in length to the greatest dimension of the swimming pool. Provide a first aid kit.

What pH and chlorine levels should be maintained in the home pool?

A pH and chlorine test kit should be used to test the pool water daily to ensure safety for the pool occupants. The pH level should be maintained between 7.2 and 7.8. Water which is too acidic or alkaline can cause eye and mucous membrane irritations. A high pH level in the pool water destroys the germ killing action of the chlorine.

When used in the correct amount, chlorine kills most germs on contact. The pool water should have a minimum of 1.0 ppm of free available chlorine.

When pool water is not disinfected, there is a risk of contracting eye, ear, nose and throat infections, skin and intestinal disorders. Most of these conditions can be prevented by using a filter and disinfectants. The pool filter removes some disease-producing organisms plus soil particles. Dirt in the pool increases the amount of disinfectant needed in the water.

What should be done with water that is drained from the pool?

When backwashing or draining the pool, direct all water to an alley catch-basin or a side driveway leading to a storm sewer. It is unlawful to discharge water from a swimming pool onto a neighbor's property.



Consumer Product Safety Alert

From the US Consumer Product Safety Commission, Washington, DC 20207

Always Supervise Children, Safety Commission Warns

According to the US Consumer Product Safety Commission (CPSC) an estimated 260 children under five years of age drown each year in residential swimming pools and spas. The Commission estimates that another 3,000 children under age five are treated in hospital emergency rooms following submersion accidents each year. Some of these submersion accidents result in permanent brain damage.

Nationally, drowning is the fourth leading cause of death to children under five. In some states such as California, Florida and Arizona, drowning is the leading cause of accidental death to children under five.

CPSC offers the following tips for pool owners:

- Never leave a child unsupervised near a pool.
- Instruct babysitters about potential hazards to young children in and around swimming pools and the need for constant supervision.
- Completely fence the pool. Install self-closing and self-latching gates. Position latches out of reach of young children. Keep all doors and windows leading to the pool area secure to prevent small children from getting to the pool. Effective barriers and locks are necessary preventive measures, but there is no substitute for supervision.
- Do not consider young children “drown proof” because they have had swimming lessons; young children should always be watched carefully while swimming.
- Do not use flotation devices as a substitute for supervision.
- Never use a pool with its pool cover partially in place, since children may become entrapped under it. Remove the cover completely.
- Place tables and chairs well away from the pool fence to prevent children from climbing into the pool area.
- Keep toys away from the pool area because a young child playing with the toys could accidentally fall in the water.

- Remove steps to above ground pools when not in use.
- Have a telephone at poolside to avoid having to leave children unattended in or near the pool to answer a telephone elsewhere. Keep emergency numbers at the poolside telephone.
- Learn CPR (cardiopulmonary resuscitation).
- Keep rescue equipment by the pool.

Parents and guardians: Only you can prevent a drowning. Watch your child closely at all times. Make sure doors leading to the pool area are closed and locked. Young children can quickly slip away and into the pool.

CPSC requests that consumers report incidents of drowning or “near drowning” by calling the Commission toll-free at 1-800-638-2272.

The Consumer Product Safety Commission cautions divers about improper diving practices.

Diving injuries can result in quadriplegia, paralysis below the neck, to divers who hit the bottom or side of a swimming pool, according to CPSC. Divers should observe the following precautions:

- **Never dive** into above-ground pools. They are too shallow.
- **Don’t dive** from the side of an in-ground pool. Enter the water feet first.
- Dive **only** from the end of the diving board and not from the sides.
- Dive with your hands in front of you and always **steer up immediately** upon entering the water to avoid hitting the bottom or sides of the pool.
- Don’t dive if you have been using alcohol or drugs because your reaction time may be too slow.

Improper use of pool slides presents the same danger as improper diving techniques. Never slide down head first; slide down feet first only.