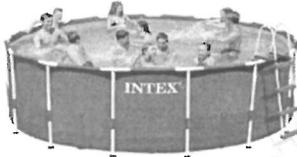




SWIMMING POOLS & HOT TUBS/SPAS

PERMIT REQUIREMENTS

A permit is required for all swimming pools with the following exception from MN Rules, Chapter 1300.0120: “**Prefabricated** swimming pools installed **entirely above ground** accessory to dwelling units constructed to the provisions of the *International Code* or R-3 occupancies constructed to the provisions of the *International Building Code*, which **do not exceed 5,000 gallons** in capacity **AND a 24 inch depth.**”

			
In-ground. A permit is required.	Above ground, 5,500 gallons and 48” high. A permit is required.	Above-ground, 2,500 gallons and 52” high. No permit is required.	Above ground, 76 gallons and 13” high. No permit is required.

- ◆ Although a building permit is not required for hot tubs or spas, plumbing, mechanical and/or electrical permits may be required.
- ◆ Setback requirements are listed in the attached city code excerpts.
- ◆ Separate permits are required for pool decks, electrical, plumbing, mechanical, and enclosures.
- ◆ All materials and installation of all materials must comply with the MN State Building Code and the manufacturers’ installation specifications for each product.

REQUIRED INFORMATION WHEN APPLYING FOR A PERMIT

- 1. A completed building permit application, including valuation of entire project.
- 2. A completed fence permit application
- 3. A site plan or survey of the property indicating the following:
 - Lot dimensions
 - Location of existing structures (house, garage, sheds, etc.)
 - Location of the proposed swimming pool
 - Distance of pool from the all structures and lot lines
 - For lakeshore lots, distance of pool from the Ordinary High Water Level.
- 4. Manufacturer’s specification drawings and information.
- 5. A completed Hardcover Calculation Sheet

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be: POSTED prior to start of work–VISIBLE from street or driveway–ACCESSIBLE to the inspector

INSPECTION REQUIREMENTS

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed. Please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, for a failed inspection, or for failure to show for an inspection.
- MnSpect office hours are Monday – Friday, 8:00 a.m. – 4:30 p.m.
- MnSpect phone number is 952-442-7520 or 888-446-1801

Inspections: See your permit card to determine which of the following inspections are required for your project.

- **Site Inspection:** Prior to excavation for in-ground pools; prior to installation of above-ground pools. Property lines must be clearly marked, and, if excavating, soil and erosion control measures must be in place.
- **Footings:** After pool walls are installed and braced and the hole has been excavated, but prior to pouring concrete (in-ground pools).
- **Final:** After all wiring, heating, plumbing, grading, pool decks, and enclosures have been completed and approved by the appropriate inspectors.

Warning: The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturers' installation requirements. If re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

Note: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit can be issued. To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the MN Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

Note: For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 1-888-446-1801 or e-mail: info@mnspect.com.

PROJECT CHECKLIST

The following is a guideline to assist in compliance with the requirements of the MN State Building Code.

- BEFORE DIGGING, CALL "GOLPHER STATE ONE CALL" AT 811. The person doing the excavation is responsible for verifying that there are no conflicts with utilities, both public and private, prior to digging.
- Heaters shall be equipped with a readily accessible on-off switch that is mounted outside of the heater to allow shutting off the heater without adjusting the thermostat setting.
- Gas-fired heaters shall not be equipped with constant burning pilot lights.
- Heaters shall be installed in accordance with the manufacturers' installation instructions.
- Oil-fired pool and spa heaters shall be tested in accordance with UL 726.
- Electric pool and spa heaters shall be tested in accordance with UL 1261.
- Time switches or other control methods that can automatically turn heaters and pumps on and off according to a preset schedule shall be installed on all heaters and pumps. Heaters, pumps, and motors that have built in timers shall be deemed in compliance with this requirements.
- Heated pools and in-ground permanently installed spas shall be provided with a vapor-retardant cover.
- Pools require a 5-6' tall fence to minimize risk of entry by unattended children. See attached city code section.

Mound City Code Excerpts from Sec. 129-196 (b) – Swimming Pools and Hot Tubs

(b) Swimming pools and hot tubs. Within any residential district, swimming pools and hot tubs shall be permitted subject to the following restrictions:

(1) Swimming pools. Swimming pools having a water depth of two feet or more which are operated for the enjoyment and convenience of the residents of the principal use and their guests are permitted provided that the following conditions are met:

a. Swimming pools shall be subject to the following setbacks:

1. The side yard setback is ten feet.
2. The corner lots, from the side street setback is 15 feet.
3. The rear yard setback is 15 feet.
4. Lakeshore, from the ordinary high-water line setback is 50 feet.
5. From any structure on same lot the setback is ten feet.
6. From principal building on an adjoining lot the setback is 20 feet.

b. Private swimming pools are prohibited in the front portion of residential parcels. The front portion includes the area extending across the entire width of the lot and situated between the front line of the principal building and the front lot line.

c. The swimming pool shall be entirely enclosed by a protective fence or other permanent structure not less than five feet or more than six feet in height. Such protective enclosures shall be maintained by locked gates or entrances when a responsible person is not present outdoors and within 25 feet of the pool.

d. As an alternative to a protective fence or other permanent structure as required by subsection (b)(1)c of this section, an automatic pool cover may be utilized if it meets the American Society of Testing and Materials (ASTM) F1346-91 Standard (2010), as such standards may be modified, superseded or replaced by ASTM. Such pool cover shall be closed when a responsible person is not present outdoors and within 25 feet of the pool.

(2) Hot tubs. Outdoor hot tubs shall comply with subsections (b)(1)a and b of this section with the exception that the setback from any structure on the same lot shall not apply. Furthermore, all outdoor hot tubs shall be required to either contain surrounding decking with appropriate guardrails or shall be secured by a locked cover when not in use.



HARDCOVER CALCULATIONS

(IMPERVIOUS SURFACE COVERAGE)

PROPERTY ADDRESS: _____

OWNER'S NAME: _____

LOT AREA _____ SQ. FT. X **30%** = (for all lots)

LOT AREA _____ SQ. FT. X **40%** = (for Lots of Record)

* Existing Lots of Record may have 40 percent coverage provided that techniques are utilized, as outlined in Zoning Ordinance Section 129-385 (see back). A plan must be submitted and approved by the Building Official.

	LENGTH		WIDTH		SQ FT	
HOUSE	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL HOUSE						_____
DETACHED BUILDINGS (GARAGE/SHED)	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL DETACHED BUILDINGS.....						_____
DRIVEWAY, PARKING AREAS, SIDEWALKS, ETC.	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL DRIVEWAY, ETC						_____
DECKS Open decks (1/4" min. Opening between boards) with a pervious surface under are not counted as hardcover.	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL DECK						_____
	_____	X	_____	=	_____	
	_____	X	_____	=	_____	
TOTAL OTHER						_____

TOTAL HARDCOVER / IMPERVIOUS SURFACE.....

UNDER / OVER (indicate difference)

PREPARED BY _____ DATE _____

SUMMARY OF HARDCOVER RULES
Excerpts from the Mound Zoning Ordinance

Section 129-2 Definitions

Impervious cover means any surface impervious or resistant to the free flow of water or surface moisture. The term "impervious cover" shall include, but not be limited to, all driveways and parking areas whether paved or not, tennis courts, sidewalks, patios and swimming pools. Open decks (one-quarter-inch minimum opening between boards) shall not be counted in impervious cover calculations.

Lot area, minimum, means the area of a lot in a horizontal plane bounded by the lot lines, but not including any area below the ordinary high-water level as determined by the city or department of natural resources. (The ordinary high-water level for major lakes in the city: Lake Minnetonka = 929.4; Dutch Lake = 939.2; Lake Langdon = 932.1.)

Section 129-196 Requirements applicable to all residential districts

(a) Lot coverage. Impervious surface coverage of lots in residential zones shall not exceed 30 percent of the lot area. On existing lots of record, impervious coverage may be permitted to up to a maximum of 40 percent consistent with the provisions identified in section 129-385(g)(2)a.

Section 129-385 Zoning - Shoreland Management

(2) Specific standards.

- a. Impervious surface coverage of lots in residential zones shall not exceed 30 percent of the lot area. On existing lots of record, impervious coverage may be permitted by a maximum of 40 percent providing that the following techniques are utilized as applicable:
 1. Impervious areas should be drained to vegetated areas or grass filter strips through the use of crowns on driveways, direction of downspouts on gutters collecting water from roof areas, etc.
 2. Dividing or separating impervious areas into smaller areas through the use of grass or vegetated filter strips such as the use of paving blocks separated by grass or sand allowing infiltration.
 3. Use grading and construction techniques which encourage rapid infiltration such as the installation of sand or gravel sump areas to collect and percolate stormwater.
 4. Install berms to temporarily detain stormwater thereby increasing soil absorption.
- b. Impervious surface coverage in lots in the business and industrial zones shall not exceed 30 percent of the lot area. In business and industrial zones that are included within areas covered by an approved stormwater management plan, impervious surface coverage shall not exceed 75 percent of the total lot area.



Fence Permit Application
City of Mound, 2415 Wilshire Boulevard, Mound, MN 55364
Phone: (952) 472-0607 Fax: (952) 472-0620

Note: Any information supplied on this form will be considered public according to the Minnesota Government Data Practices Act.

SITE	Property Address _____
OWNER	Name _____ Address _____ City/State/Zip _____ Home Ph _____ Work _____ Cell _____ Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor
CONTRACTOR	Company Name _____ License# _____ Contact Person _____ Address _____ City _____ State _____ Zip _____ Office _____ Cell _____ Fax _____

TYPE OF FENCE:

- Board or Picket Wrought Iron
 Chain Link Split Rail
 Other _____

THE FENCE IS Solid Open

FENCE HEIGHT (including posts):

- Front Yard _____
 Side Yard _____
 Rear Yard _____
 Lakeshore _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

_____ **X** _____

PRINT APPLICANT'S NAME APPLICANT'S SIGNATURE DATE

(OFFICE USE ONLY) SPECIAL CONDITIONS & COMMENTS: _____

RECEIVED BY & DATE		COPIED	APPROVED
PLANS CHECKED BY	ZONING		
APPROVED BY & DATE	PUBLIC WORKS		

CHECKLIST

Top 10 Questions to Answer Before Applying for a Fence Permit

Please Circle Y or N

- Y N 1. Do you have your property stakes located and exposed?
- Y N 2. Is your fence permit application complete?
(Application is attached to back of packet)
- Y N 3. Do you have two copies of a Certificate of Survey of the property or an **accurate, scaled** drawing of the property?
- Y N 4. Will the fence be built in the front yard? (If yes, the maximum height of the fence shall not exceed 4 feet in height)
- Y N 5. Will the fence be built in the rear or side yard?
(If yes, the maximum height of the fence shall not exceed 6 feet in height)
- Y N 6. Is this property a corner lot?
(If yes, no fence shall be built within the Sight Distance Triangle)
- Y N 7. Does this property abut lakeshore or commons property?
(If yes, the maximum height of the fence within the 50 foot lake setback area, shall not exceed 3 feet in height)
- Y N 8. Is the property located in a commercial or industrial area?
- Y N 9. Does the fence enclose a pool or spa?
(If yes, see pool ordinance in Section 129-196.)
- Y N 10. Is the fence being constructed on a retaining wall?

* All heights are measured from the ground level.



2415 Wilshire Blvd
 Mound, MN 55364
 Phone 952-472-0607
 Fax 952-472-0620

BUILDING PERMIT

Handout Given

Lead Handout Given

SITE ADDRESS: _____ PID: _____

- 1) Was the home constructed before 1978? (YES , continue with line 2, NO continue without completing EPA Section)
- 2) Will the work disturb ≥6 sq ft of interior painted surfaces or ≥20 sq ft of exterior painted surfaces? (YES go to line 4, NO line 3)
- 3) Are there any windows being replaced? (YES , go to line 4, NO continue without completing EPA Section)
- 4) Has this home been Certified Lead Free? (YES , you MUST Attach Certification Information, NO complete line 5)
- 5) EPA Contractor Certification Number: NAT - _____

PROPERTY OWNER: _____ Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Contact Name: _____ Phone: _____

CONTRACTOR: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Contractor License No: _____ Contact Name: _____ Phone: _____

Email: _____

ARCHITECT: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____ Contact Name: _____ Phone: _____

TYPE OF WORK: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential	<input type="checkbox"/> New Construction	<input type="checkbox"/> Deck	<input type="checkbox"/> Re-Roof
	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Pool	<input type="checkbox"/> Re-Side
EST. VALUATION OF WORK \$ _____	<input type="checkbox"/> Finish Basement	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Shed _____
Square feet: _____	<input type="checkbox"/> Remodel	<input type="checkbox"/> Porch	<input type="checkbox"/> Window/Door Replacement
Detailed Description of Work: _____	<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition	# being replaced _____
	<input type="checkbox"/> Garage-Attached/Detach	<input type="checkbox"/> Misc Other	<input type="checkbox"/> Misc Other
	<input type="checkbox"/> Accessory Structure		

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. I agree to pay all plan review fees even if I choose not to proceed with the work. Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINTED NAME: _____ Owner Contractor Owner's Representative

OCCUP. TYPE: _____ CONST. TYPE: _____ CODE: _____ BLDG SPRINKLED Yes / No

OFFICE USE ONLY	VALUATION: \$ _____	COPIED			APPROVED		
	Permit Fee: \$ _____						
	Plan Review Fee: \$ _____						
	State Surcharge: \$ _____						
	Site Inspection Fee: \$ _____						
	S.E.C. Fee: \$ _____						
	Investigation fee / Other Fee: \$ _____				UTIL	TAX	OTHER
	Copy Charge (\$0.25 per 8.5 x11 page) \$ _____	ASSESSING/UTIL BILL					
	License Check (\$5) / Lead Check (\$5) \$ _____	BUILDING OFFICAL					
	Sub Total \$ _____						

Special Conditions/Required Setbacks: _____

Building Approval By: _____ DATE: _____

Printed Building Approval By: _____ License Verification Lead Verification - Checked By: _____

City Approval By: _____ DATE: _____

Information supplied on this form will be considered public according to the MN Government Data Practices Act.
 See reverse side for an important statement regarding Indian Mounds.

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

Supplemental Information for Building Permits Indian Mounds and Earthwork Sites

Historic Indian burial mounds and/or earthwork sites have been discovered in and around the City of Mound. While many of the sites have been severely impacted by development over the years, they do receive protection under state law. **Penalties are imposed for unauthorized disturbance of Indian burial mounds.** Additional information may be obtained through the Minnesota State Archeologist.

Any formal investigation of a site, including a determination of whether a mound or burial area exists on a subject site, is the responsibility of the property owner or developer. The issuance of permits by the City to do work on a site **does not** relieve the owner or developer of that responsibility.