



Residential Swimming Pool Permit Information

A permit is **required** for any residential swimming pool containing **more than 24 inches** of water with the intent for use that is accessory to a residential dwelling and is available only to the household and its guests. ([Code 165.02](#))

Permit Requirements

In order for a property owner or tenant to put up or install a swimming pool, the City requires:

- A permit application for the residential swimming pool and any supporting documents related to the build specifications
- Copy of the signed [Homeowner Acknowledgement form](#)
- Supporting documentation for a fence/barrier to surround the residential swimming pool ([169.07 R1](#)) (165.02)
- A permit application for any decks, stairs or accessory structures related to the residential swimming pool
- A site plan indicating the location of the new project on your lot

Process

1. Submit a permit application at [Waukee.org/BuildingPermits](#). Search "pool" and select "Inground & Above Ground Pools" to complete the application.
2. You will be notified within the online system of review questions, approval and fees due.
3. After the permit has been approved and paid for, you may begin your project.
4. Schedule and complete inspections with the City of Waukee **before** using the swimming pool by calling 515-978-9533.
5. A certificate of occupancy will be issued once staff has approved the final inspection and the residential swimming pool is safe for use.

Things to Know Before You Start

- Restrictive covenants are the responsibility of the property owner. Check with your Homeowners Association (HOA) for any requirements before installing your project.
- A residential swimming pool may not be constructed in any front and must be placed outside any easement(s) running through the property. ([165.07](#))
- Ensure site plan compliance shows placement greater than 5 feet from the home, footings for a deck attached to the home, egress windows, and property lines ([165.07](#)).
- Always **contact 811** before digging to locate utilities that may be under your property. It is recommended to put in your request with 811 at least one week before the project to ensure all utility companies have time to mark lines. Find more information at [call811.com](#).
- An inspection is required prior to use. You must have a certificate of occupancy issued by the Community Development Department prior to using your residential swimming pool.

Permit Fees*

- In-ground Residential Swimming Pool: \$150, which includes Electrical and Fence permits
- Above Ground Residential Swimming Pool: \$50

**Requirements and fees are subject to change due to City adopted ordinances. Further charges may be issued upon review of any and all submitted materials.*