



# Swimming Pool, Spa & Hot Tub and Required Barrier\Fence Permit Application

Email application to: [bi@wdm.iowa.gov](mailto:bi@wdm.iowa.gov)  
(Effective 7-1-20 through 6-30-21)

ADDRESS: \_\_\_\_\_

Project(s):  In-Ground Pool  On-Ground Pool or Spa  Barrier (Fence) for Pool or Spa

Fence Type:  Wood  Chain link  Metal  PVC\plastic  Other \_\_\_\_\_

Fence Height:  4'  6'  Other: \_\_\_\_\_

Property Type:  Single Family  Multi-Family  Townhome  Commercial

## Required Items

- 1) This **Permit Checklist** form completed and signed.
- 2) A completed **Building Permit** form
- 3) A **Site Plan** showing all buildings, lot lines, new & existing fence locations, new pool location (an aerial view of the property may be utilized for the siteplan if details showing the fence and setback are added).
- 4) Signed form: “**BARRIER\FENCE CRITERIA FOR A SWIMMING POOLS, SPAS & HOT TUBS**”
- 5) **PERMIT FEE (In-ground): \$50** OR  6) **PERMIT FEE (On-ground- no fence or deck): \$30**

Please refer to the **FENCE PERMIT APPLICATION** if you are unfamiliar with allowed fence materials, height restrictions, setback, and vision triangle provisions.

### Typical Inspections for In-Ground Swimming Pools:

1. **Electrical Bonding/Grounding** - before backfill (per National Electric Code)
2. **Barrier (Fence)** - after all required fences and gates are installed and property owner has completed sign-off form for barrier.
3. **Final**- After complete installation of pool, pumps, lights, barrier (fence), etc.

State Law requires that you notify **Iowa One Call** before digging:  
**1-800-292-8989** or **811** or go to [www.iowaonecall.com](http://www.iowaonecall.com)

- Refer to attached **Fence Design Handout** for questions about location on property and within easements.
- Confirming property lines, buried utilities, easements, restrictive covenants, or homeowner association requirements are strictly the responsibility of the owner and/or contractor.
- It is advised that the affected neighbor(s) be consulted if the fence will be placed right on the property line or if two or more fences will be joined structurally.

\*I agree to the above listed provisions and this project will be constructed to meet all other applicable codes and ordinances.

Applicant Name and Description (contractor or owner)

Date





## BARRIER (FENCE) CRITERIA FOR SWIMMING POOLS, SPAS AND HOT TUBS

- IN-GROUND** SWIMMING POOLS AND SPAS CONTAINING WATER MORE THAN 24 INCHES IN DEPTH SHALL BE COMPLETELY SURROUNDED BY A BARRIER (FENCE) 6 FEET IN HEIGHT.  
Exception: Swimming pools with a powered safety cover may utilize a barrier (fence) 4 feet in height.
- NEW FENCES SHOULD NOT CREATE A LADDER EFFECT THAT WOULD ENABLE ACCESS TO THE POOL (Provide a detail and description). EXISTING FENCES WILL BE REVIEWED ON A CASE BY CASE BASIS (Please provide photos to enable review).
- PEDESTRIAN ACCESS GATES SHALL BE EQUIPPED TO ACCOMODATE A LOCKING DEVICE, THEY SHALL OPEN OUTWARDS AWAY FROM THE POOL, AND SHALL BE SELF-CLOSING AND HAVE A SELF-LATCHING DEVICE. UTILITY OR SERVICE GATES SHALL REMAIN LOCKED.
- THE RELEASE MECHANISM OF THE SELF-LATCHING DEVICE SHALL BE LOCATED AT LEAST 54 INCHES ABOVE GRADE OR LOCATED ON THE POOL SIDE OF THE FENCE.
- WHERE A WALL OF THE DWELLING UNIT SERVES AS PART OF THE BARRIER, DOORS WITH DIRECT ACCESS TO THE POOL SHALL BE EQUIPPED WITH AN ALARM WHICH PRODUCES AN AUDIBLE WARNING WHEN THE DOOR IS OPENED. IN LIEU OF THE ALARM, ALL DWELLING UNIT DOORS WHICH PROVIDE ACCESS TO THE POOL AREA SHALL BE EQUIPPED WITH SELF-CLOSING AND SELF-LATCHING FEATURES.
- ON-GROUND** RESIDENTIAL SWIMMING POOLS AND SPAS CONTAINING WATER MORE THAN 24 INCHES IN DEPTH SHALL BE SURROUNDED BY A BARRIER (FENCE) AT LEAST 4 FEET IN HEIGHT LOCATED AT LEAST FOUR FEET FROM THE WATER'S EDGE.  
Exception: Spas and Hot Tubs with a lockable safety cover.
- NEW FENCES SHOULD NOT CREATE A LADDER EFFECT THAT WOULD ENABLE ACCESS TO THE POOL (Provide a detail and description). EXISTING FENCES WILL BE REVIEWED ON A CASE BY CASE BASIS (Please provide photos to enable review).

AS THE OWNER OF THE PROPERTY, I HAVE READ AND UNDERSTAND THE ABOVE CRITERIA, AND I AGREE TO MAINTAIN ALL SAFETY FEATURES OF THE BARRIER (FENCE) TO THE POOL OR SPA (HOT TUB) IN A SAFE, AND WORKING CONDITION.

PROPERTY OWNER: SIGNATURE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

The City of  
West Des Moines

Website  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

Development Services

4200 Mills Civic Parkway  
Suite 1D  
P.O. Box 65320  
West Des Moines, IA 50265

Building Division  
515-222-3630

Planning Division  
515-222-3620

FAX 515-273-0602

TDD/TTY 515-222-3334

E-mail Permit Applications to:  
[BuildingInspection@wdm.iowa.gov](mailto:BuildingInspection@wdm.iowa.gov)  
or  
[bi@wdm.iowa.gov](mailto:bi@wdm.iowa.gov)

# Site Plan – Required

An aerial view from the County or on-line website works well for showing proposed project locations and is acceptable in lieu of a drawn site plan.

## You must show these items:

- ❖ the proposed alteration *i.e.: addition, deck, porch, pool, fence.*
- ❖ Address including streets and street names.
- ❖ Property Lines and dimensions of the property.
- ❖ Setbacks: the distance to the property lines (front, rear, sideyards) of the proposed alteration or existing buildings.
- ❖ North directional arrow.

Address: \_\_\_\_\_

