

CITY OF DE PERE

335 South Broadway, De Pere, WI 54115 | www.de-pere.org



Congratulations on your new home.

We have provided this booklet for you to help answer questions you may have relating to the Building Inspection Division and permit requirements.

Our office is located at De Pere City Hall, 335 S. Broadway, First Floor. Office hours are Monday through Friday from 8:00 am until 4:30 pm. Summer office hours are Monday through Thursday 7:30 am until 5:00 pm and Friday 7:30 am until 11:30 am.

The information contained in this booklet covers the most common items that a homeowner might inquire about. You will also find more information on our website, <https://www.deperewi.gov>. If you still have questions, please feel free to contact our office at 920-339-4053.

Important City Contacts:

Building Inspection Division:

Dennis T. Jensen, Senior Building Inspector	920-339-4053
Chelsea Myers, Building Inspector	920-339-4053
Steve Mead, Commercial Electrical Inspector	920-660-8860
Al Farvour, Commercial Plumbing Inspector	920-660-9381

Development Services:

Daniel Lindstrom, Development Services Director	920-339-2370
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Planning/Zoning:

Peter Schleinz, Senior Planner/Zoning Administrator	920-339-4043
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GIS:

Bill Boyle, GIS Coordinator	920-339-4043
Kristen Vincent	920-339-4043

Health Department:

Deborah Armbruster, Health Officer/Director	920-339-4054
Trista Groth, Environmental Health Sanitarian	920-339-4054

Public Works/Engineering:

Scott Thoresen, Director of Public Works	920-339-8095
Eric Rakers, City Engineer	920-339-8304
Chase Kuffel, Assistant City Engineer	920-339-4061

Street Department:

Street Superintendent	920-339-4060
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City Forester:

Don Melichar Park Superintendent/Forester	920-339-8362
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Water Department:

Eric Zygarlicke, Water Department Supervisor	920-339-4063
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Fire Department:

Alan Matzke, Fire Chief	920-339-4085
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CITY OF DE PERE

Information for New Homeowners

Building Inspection Division

335 S. Broadway, De Pere, WI 54115

Phone: 920-339-4053

E-Mail: dpbldg@deperewi.gov

Website: www.deperewi.gov

Dennis Jensen – Senior Building Inspector

Chelsea Myers – Building Inspector

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Frequently Asked Questions

Why is a Permit Needed:

The permit and inspection process gives you, your neighbors and the City assurance that specific standards are met when expanding, altering, or repairing your property by complying with State Codes, Local Codes and Zoning Requirements. These standards are based on well-established health, safety and environmental considerations intended to protect the integrity of the building, the safety of its inhabitants, and the welfare of the public. Projects not completed according to code can affect your home's insurability and potential sale. City building records are available from our department upon request. Prospective buyers can use these records to see if permits were obtained and if compliance was achieved for specific projects.

When Do I Need a Permit:

A permit is required prior to beginning any new construction, repairs, additions, alterations, and demolitions, including the installation of new boilers, furnaces, electrical wiring, plumbing fixtures, garages, porches, fences, decks, swimming pools, driveways and sheds. A permit is also needed to change the use of a building or portion thereof. A permit may be needed when replacing or moving walls, doors, columns and beams. Changes to required exits or egress windows and windows require a permit.

Questions about when a permit is needed should be directed to the Building Inspection Division.

Who is Responsible for Obtaining a Permit:

The property owner is responsible for ensuring that a permit is obtained prior to work being started. Contractors can also apply and obtain permits on behalf of the property owner. Under no circumstances can construction or demolition start prior to obtaining the Building Permit and posting the placard in a front window or door visible from the road. A Building Permit is valid for one year from the date of issuance. A building permit for a single or two family dwelling is valid for two years from the date of issuance.

Commencing work without a permit is subject to doubling of the permit fee. When unpermitted work is discovered, a Stop Work Order will be issued and a permit that accurately describes the work must be obtained before any work may resume.

How Do I Apply for a Permit:

The process by which you obtain a permit depends on the type of work you are doing. Generally, simple projects not requiring plan review can be permitted that day provided all the necessary information is complete and accurate. Projects requiring plan review may require up to five (5) business days for a full review, which may include architectural, structural, electrical, fire prevention, accessibility, environmental, plumbing and HVAC refrigeration, heating and ventilation.

Where Can I Find Information:

We have created a number of brochures/handouts to give you basic information on various projects. They can be found on our website www.deperewi.gov and are also located in our office.

How Much Does the Permit Cost:

The permit fee schedules are located on our website for a variety of projects.

Do I Need to Hire a Professional Architect, Engineer or Contractor to do the Work:

Unless otherwise specified by the Building Code, owner-occupants of a single-family dwelling may design their own plans. The exception to this would be for dwellings that are located within a Flood Plain, which may require a registered architect or engineer. All residential work must demonstrate compliance with the Wisconsin Uniform Dwelling Code (UDC) and the City of De Pere Municipal Code (DPMC).

The construction and erosion control permits must be taken out by a state-certified Dwelling Contractor or by the owner who occupies the home currently or after completion. Note that the State UDC Contractor certification verifies general liability insurance only. It does not test the technical competency of the builder. Each Dwelling Contractor must have a state-certified Dwelling Contractor Qualifier on staff.

The plumbing work must be supervised by a master plumber and installed by licensed plumbers. Only after the dwelling is occupied, may an owner install additional plumbing beyond the pre-requisite kitchen sink and full bathroom, unless prohibited by municipal ordinances.

Depending upon the type of work you are doing, you may or may not be required to hire a contractor. An owner-occupant of a single-family dwelling may take responsibility for carpentry; heating, ventilation and air conditioning (HVAC); and masonry work. In addition, an owner-occupant of a single-family residence may take responsibility for electrical work. In most other instances, a licensed contractor is required.

The following is a summary of the requirements for different types of contractors:

Building Contractors:	Dwelling Contractor License, Dwelling Contractor Qualifier from the State of Wisconsin
HVAC Contractors:	HVAC Contractor Registration
Electrical Contractors:	Master Electrician License from the State of Wisconsin, or Electrical Contractor Certification from the State of Wisconsin.
Plumbing Contractors:	Master Plumbing License.

How Can I Verify that my Contractor has a State License:

To verify the status of a State License, you should call the Wisconsin Department of Safety and Professional Services at their website at www.dsps.wi.gov or use this link for [Trades](#) and this link for [Contractors](#). If you have issues with verification please contact the Building Inspectors.

Will I Need Any Permits in Addition to the Building Permit:

Depending on the project, the following permits may be required:

Electrical	HVAC	Plumbing	Water Meter
Moving	Demolition	Curb Cut	Driveway

What Are My Responsibilities after the Permit is Issued:

The permit placard is required to be posted publicly at the construction site at all times. If the placard is misplaced or lost, a replacement can be obtained from our office. As construction commences, it is the responsibility of the applicant to call for the required inspections. Depending on the type of project, a Certificate of Occupancy may be needed prior to occupancy.

What Do I Do If the Scope of the Project Changes after the Permit is Issued:

If the scope of work is being altered during construction, you must contact an Inspector. An additional permit may be required depending on the changes made to the scope of the project.

Are There Avenues to Pursue if I have Concerns Regarding My Contractor:

The Wisconsin Department of Safety and Professional Services (DSPS) [on-line complaint form](#) and resources. You can contact DSPS at (608)266-2112 or 1-877-617-1565, email dsps@wisconsin.gov or by mail at:

Wisconsin Department of Safety and Professional Service
Division of Legal Services and Compliance
P.O. BOX 7190
Madison, WI 53707-7190

If you are concerned about a business or contractor you can also contact the Department of Agriculture, Trade and Consumer Protection at (800) 422-7128 or their website [DATP](#) or via email DATCPHotline@wisconsin.gov.

Bureau of Consumer Protection
2811 Agriculture Drive
PO Box 8911
Madison, WI 53708-8911

What do I do if I Cannot Comply with Zoning or Building Code Requirements:

A variance can be applied for when a project will not comply with zoning or building codes. The Zoning Board of Appeals meets once a month as needed on the fourth Monday of each month. A variance application may be applied for when the enforcement of any provision or building code may cause unnecessary hardship, when an equally good or better form of construction or repair can be used, or when a building permit cannot be issued based upon the City of De Pere Municipal Codes. All variance applications shall be accompanied by supporting data.

What Is an Unnecessary Hardship:

An unnecessary hardship means that no feasible use can be made of the property without the granting of the variance, that the hardship is something which is unique to this property and not the owner of the property, that the hardship is not self-created, and that the hardship is not economic.

What is the Cost to Apply for a Variance:

When applying for a variance, a fee of \$ 168.00 is required to be submitted along with the [variance application](#) and supporting data.

Safety Information

Lead Hazards: Homes built prior to 1978 may have used lead based paint. Remodeling work can produce dust and paint chips, which can be inhaled or swallowed. Lead paint is poisonous, especially to children and pregnant women. This can be a dangerous and hazardous situation. Information is available from our Health Department at City Hall or by calling 920-339-4054.

Mold Concerns: Information on mold is available from our Health Department at City Hall or by calling 920-339-4054.

Asbestos Concerns: Information on asbestos can be obtained from the WI Department of Natural Resources at 608-266-3658 or 920-492-5800. For home improvement complaints regarding asbestos, call 1-800-422-7182.

Accessory Buildings

No accessory building or structure, including private garages, attached or detached, open sheds, roof covered patios, tool sheds, fences, or any other accessory building or structure, shall be constructed, enlarged, altered or repaired unless a building permit for that work shall first be obtained by the owner or his agent from the building inspector. The plans will be examined by a building inspector to ensure they conform to all relevant building, zoning and right-of-way regulations.

Plan Review

Items the building inspector will look for when reviewing your accessory building plans are as follows:

- Detached accessory building shall not occupy more than forty-five (45%) percent of the area of a required rear yard and in no case exceed a total of seven hundred (700) square feet. On corner lots, the dimension of the shorter of the two (2) property lines having street frontage shall be used in calculation of the allowable square footage.
- No detached accessory building or structure shall exceed the height of the principal building or structure, or fifteen (15) feet, whichever is the most restrictive.
- Detached accessory buildings, structures or uses shall be located no closer than five (5) feet to any other accessory or principal building.
- On reversed corner lots, all accessory buildings shall conform to the existing setback lines on both streets and on the rear lot line it shall conform to the side yard requirements of the appropriate zoning district. No accessory building shall be erected in or encroach neither upon the required side yard of a corner lot which is adjacent to the street nor upon the required side yard of a reversed corner lot which is adjacent to the street.
- Sheds must be located in the rear yard only. The following requirements shall be followed:

Side Yard Setback: Six (6) feet (unless located in rear quarter (25%), back of lot, can then be reduced to four (4) feet.

Rear Yard Setback: Four (4) feet. Six (6) feet if there is a drainage easement or utility easement and ten (10) feet if there is a storm or sanitary sewer easement.

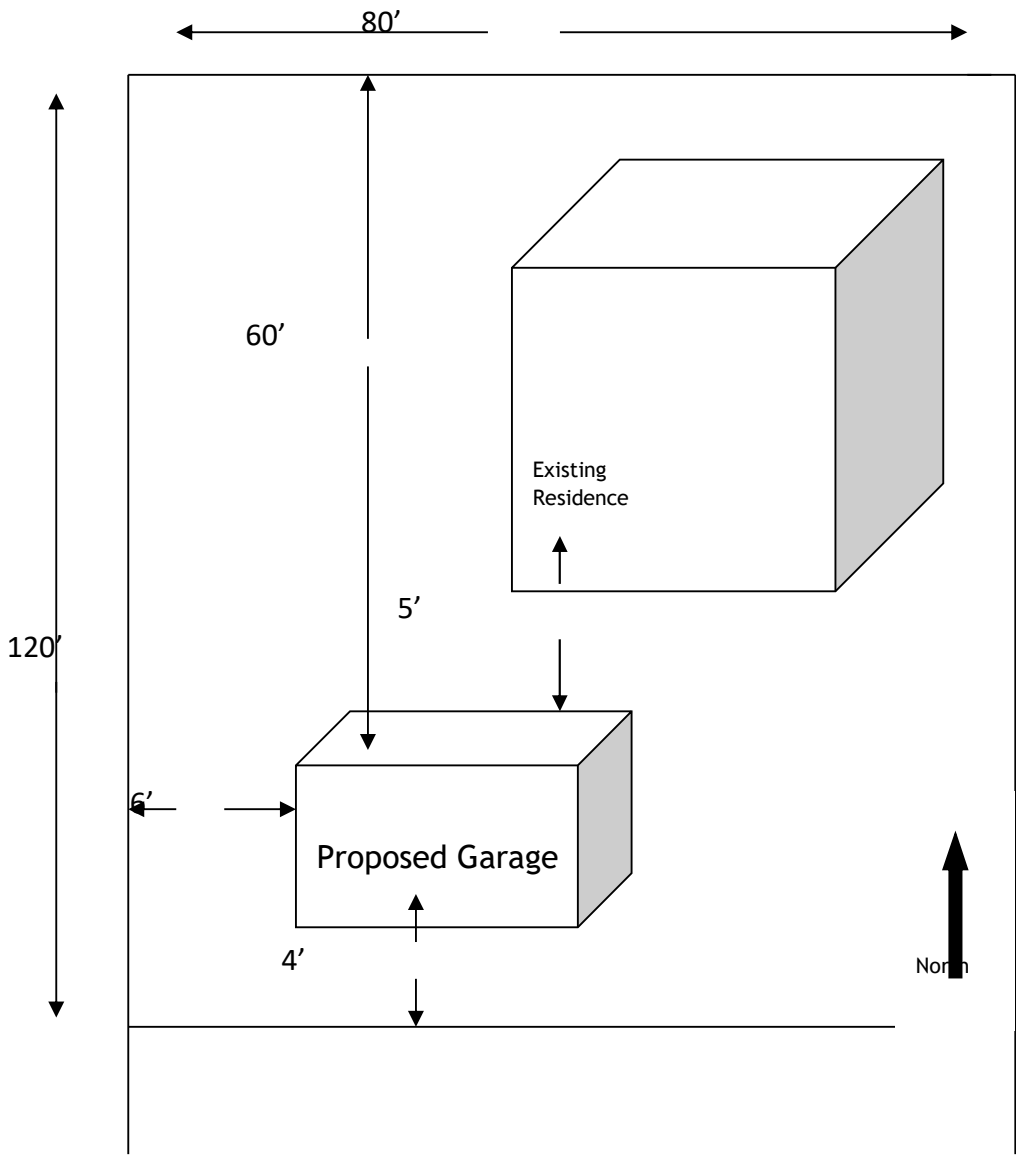
Submitting Plans

1. A permit application worksheet.
2. A certified survey of your property that shows where the garage will be located, OR a plot plan that shows the following:
 - The size and configuration of your lot. All boundary lines must be shown and dimensioned.
 - The location of all buildings and structures on your property, labeled as to use and whether “existing” or “proposed”.
 - The location and names of all abutting streets and alleys.
 - The location of all existing and proposed driveways.
 - The distance of your proposed new building from the street property line, the side and rear property lines and from any other buildings on your property.
3. A building cross section, a fill-in drawing is available for a typical garage.
4. The estimated value of the project. Include the value of labor even if you are doing it yourself.

Associated Permits

- If you need to demolish an old garage, you must complete a separate razing permit application. Please note that municipal code requires a 10 calendar day waiting period before the razing permit can be issued.
- An electrical permit is required if you provide electrical service to the garage.
- If the garage is accessed from a street and requires a new driveway, a driveway and curb cut permit is required.

SAMPLE PLOT PLAN



Decks, Pergolas, and Gazebos

Permit Required

The City of De Pere requires a building permit for the construction of decks and porches. **Prior to obtaining a permit application for a deck, please check with your subdivision covenant to see if there are any restrictions you will need to adhere to.**

Definition

Deck – Any structure which serves as a raised horizontal platform on a floor constructed of wood or other materials; without enclosing walls or roof.

General Requirements

- a. An accurately drawn site plan must be presented for review, which shows us the location of property lines, buildings, driveways, and the proposed location of the deck or porch on your property.
- b. Decks must meet the same setback requirements as the principal structure. Therefore, the deck must be at least thirty (30) feet from the front and rear lot lines and at least ten (10) feet from the side lot lines. If the principal structure is already closer to any of these setbacks, please contact the Building Inspection Department for more information.
- c. These rules also apply to decks that connect the house to a swimming pool. Please refer to the Swimming Pools, Hot Tubs, and Spas handout for additional zoning and protective enclosure requirements.
- d. SPS 321.225, appendix B & C – Decks attached to dwellings and detached decks which serve as an exit shall be constructed in accordance with the Wisconsin Uniform Dwelling Code.

Permit Requirements

Applicants must provide the following minimum information to obtain a building permit:

Legible site plan, drawn to scale which shows the following:

1. Property lines and lot dimensions
2. Location of all buildings on the lot and distances to lot lines
3. Location of public streets, sidewalks, and alleys
4. Location and size of proposed deck or porch and distance to lot lines and structures
5. Estimated value – materials and labor (if you are doing the work yourself, a fair market value for all labor may be used)

Please use this checklist to ensure you are providing the basic information needed to obtain your building permit. Additional information may be required after review of your site plan depending on site conditions.

Section I: Soil & Excavation Requirements for Deck Piers or Foundations

1. Footings shall be placed on solid ground below the frost penetration level or at least 48 inches below finished grade, whichever is deeper. The bearing capacity of the soil shall be at least and not less than 2,000 pounds per square foot unless the footing is designed through structural analysis.
2. All organic materials (roots, etc.) shall be cut off at the side walls of the borings or trench. All organic and loose material must be removed from the cavity area prior to pouring concrete.
3. For footings, concrete must be used and have a minimum compressive strength of 3,000 pounds per square inch.

Fences

How to Locate My Lot Lines

How do I find my property lines?

The City of De Pere Interactive Mapping Engine ([DIME](#)) is a good tool that will show the dimensions of your lot and where survey pins may be found. Surveying pins are located at the corners of your property. The front corner pins may be found adjacent to and on the interior property setback, six inches from the sidewalk or a similar distance from the road edge where no sidewalk exists. Property stakes are typically 1-inch diameter pipe, sometimes buried into the ground so you may not find them on the surface.

Will the City locate my property stakes for me?

The City does not locate property boundaries. While fences, power poles and public walks may give you a general idea of where your property lines are located, they are not always accurate indicators. Per the City's fence ordinance, fences may be located up to property lines, but the previous owner may have erected them well inside the line. Moreover, lots are not always uniform in size, and it should not be assumed that your property lines will line up with the lot lines of adjoining properties. If you cannot locate the original survey pins, the only accurate way to find or replace them is to hire a land surveyor.

Why is it important to know your property line?

When buying a property, part of the process involves receiving survey information about the boundary lines of the property. However, over time, changes to the landscape often can present less clear visions of property lines. Knowing the boundary lines of your property could help you avoid:

- Being forced to alter or remove structures that extend over the property line.
- Being forced to remove or move landscaping that encroach or extend over the property line.
- Neighbor disputes.
- Fines.
- Lawsuits.

Properties that border parks, designated green space, conservancies or government lands can also present situations that are not correctly interpreted by homeowners. Some homeowners assume that since the adjacent land will not be developed, it is okay to extend fences, or erect sheds, on that land. This assumption could lead to serious consequences for homeowners.

Examples of situations when it is important to know property line locations:

- If you plan to build a new structure.
 - If you plan to construct an addition to an existing structure.
 - If you plan to erect a fence, pool or deck.
 - If you disagree with your neighbor on the property line location.
 - If you plan to plant, trim or remove a tree or bush near your property line.
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FENCES & HEDGES

1. Definition.

For the purposes of this ordinance, a fence is herein defined as an enclosing barrier constituting of vegetation, wood, stone, metal, or other material. The term “fence” shall be construed to include plantings, such as hedges. Please visit [DPMC 54-7](#) for more information.

2. Lot Lines and Boundaries.

The City of De Pere does not locate the property survey pins, which is the responsibility of the homeowner.

- a. Property line disputes are not the City’s responsibility, which would result in a possible civil matter.
- b. Contact a licensed surveyor for professional services in locating your property lines and/or an attorney for legal advice regarding your rights as a property owner. The City Building Inspection Department will not and cannot offer any legal advice regarding property line disputes or any other civil matter.
- c. Contact [Diggers Hotline](#) or **811** to find all underground utilities to the property to avoid any potential problems and dangers during post placement.
- d. Easements: fences, walls or shrubbery installed or constructed in a drainage easement cannot impede normal water drainage and if installed or constructed in a utility easement may be removed by the utility company for service work at the owner’s cost.

3. General Regulations.

No fence shall have sharp or pointed pickets dangerous to life or limb. Permanent chicken wire fences, barbed wire, electrical fences, single, double or triple strand, snow fences are **prohibited**. Hedges and other plantings shall be continuously trimmed and all parts thereof confined to the property on which planted.

4. Residential Fences.

- a. No fence exceeding (3) three feet in height shall be allowed within the front yard or corner side yard building setback limits.
- a. Fences may be constructed to a height of (4) four feet in corner side yards and front yards of lots rather than corner or through lots provided the same is a see-through design (60% plus visibility: chain-link or small diameter picket style).
- b. The maximum height of fences on any other boundary line shall not be more than (6) six feet.

5. Fence Construction and Design Regulations.

- a. The attractive side of the fence shall face the adjoining property, meaning the posts shall be located on the property side and the panels facing the adjoining property.
- b. The height of the fence shall be determined from the finished grade to the top of the highest portion of the fence panel. Where the fence is separated by a grade difference with a neighboring property, such as a retaining wall or berm, the fence height shall be determined based on the average of the highest and lowest grade.
- c. The building code does not establish minimum depth requirements for installing fence posts. A general rule of thumb is to place the posts into the ground a minimum of half the height of the fence. Please note that the minimum frost depth for this area is 48”.
- d. Fences are allowed to be placed up to the property lines but in no case can the fencing extend over the property line. It is recommended that the fence be constructed off the lot line if maintenance will need to be done to the fencing without going onto the neighboring property.

6. Hedges and Other Plantings.

Hedges and other plantings may be permitted to grow to their natural height provided that such growth within the setback limits of street right-of-way does not create a traffic or safety hazard. The Chief of Police shall be primarily responsible for determining the safety and traffic factors of such growth and shall report any hazardous situations to the Building Inspector who shall notify the property owner and direct that such hedge be trimmed to a height consistent with safe use of a public right-of-way, or removed if necessary.

7. Commercial, Industrial Fences.

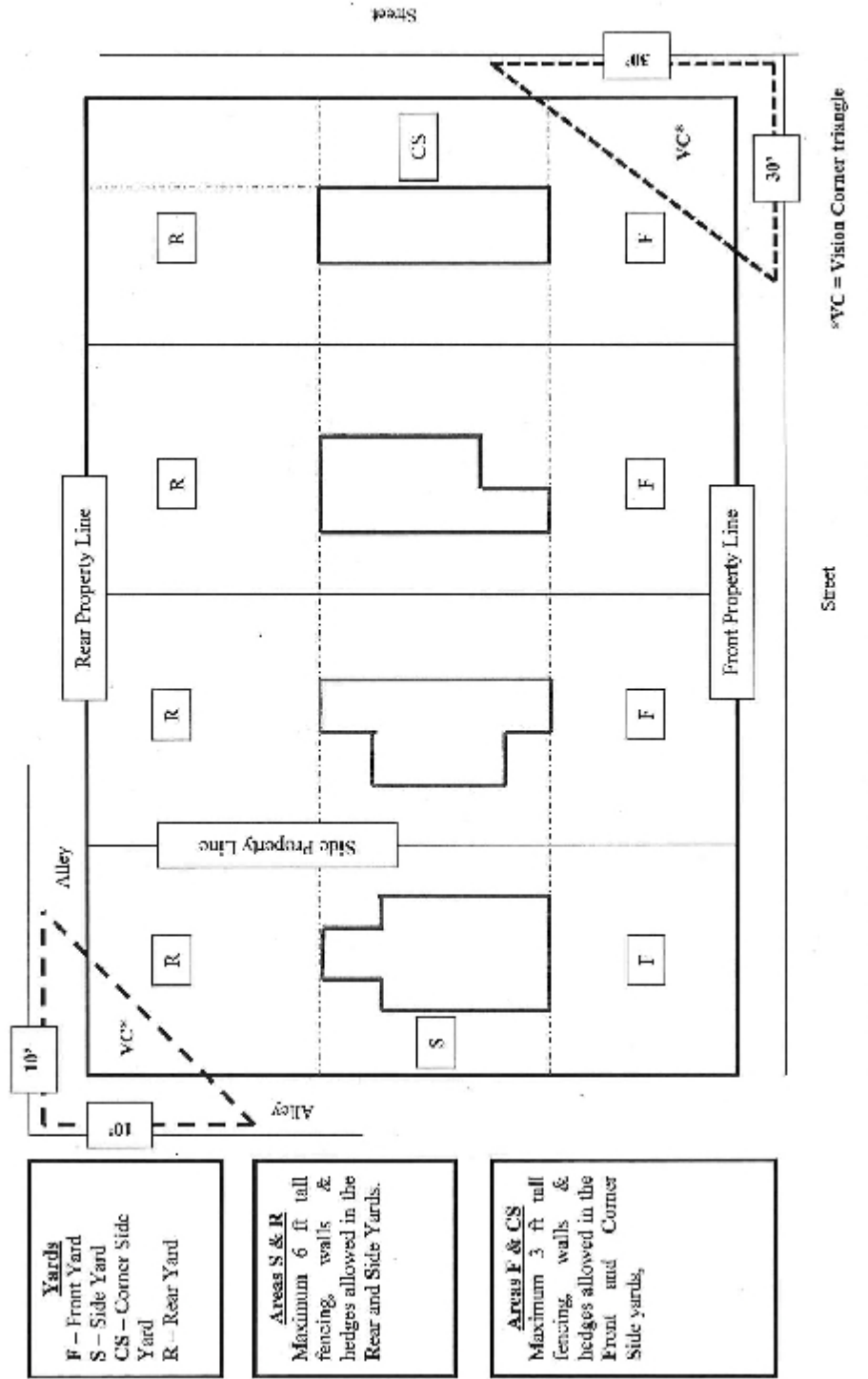
Fences used for industrial or commercial purposes shall have a maximum height of (8) eight feet. Arms or extensions which project from the fence must project into the lot proper. No fence or other structure consisting in whole or in part of barbed wire, rods, or bands or other material dangerous to life and limb, shall be erected along or within four feet of any public streets, sidewalks, or alleys in the City.

8. Enforcement and Penalties.

Any person who violates the foregoing provisions shall be subject to a forfeiture of not less than \$5.00 and not more than \$200.00 for each offense plus court fees. Upon notification of violation by the Building Inspector, each day a violation is allowed to continue to exist shall constitute a separate violation.

<p>Prior to obtaining a permit application for a fence, please check with your subdivision covenant to see if there are any restrictions you will need to adhere to.</p>
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Illustrations
Fences, Walls & Hedges Height Limits
Vision Corner Triangle



Residential Basement Alteration

Residential Basement Remodeling

Building plans and permit applications shall be submitted for any alteration project that finishes an area in the basement or creates rooms. The plans will be reviewed to ensure they conform to both the State of Wisconsin and City of De Pere building Codes.

A. Plan Review

Items that will be reviewed are:

If the alteration involves a bedroom, the plan must show two legal exits. A window exit must be sized in proportion to the size of the room and provide adequate natural light and ventilation. See the State of Wisconsin building code SPS 321.03(5)(b) & 321.03(6) for more specifics.

If the alteration involves a bathroom, an exhaust fan vented to the outside is required.

B. Plan Submittal

A layout of the area involved drawn to scale or dimensioned.

Indicate location, size and use of room(s).

Indicate size and location of all doors, windows and ceiling heights.

Indicate location of all major appliances (furnace, water heater, electrical panel and fireplace).

Is the furnace direct vent?

Is the water heater direct vent?

Indicate location of all smoke detectors.

C. Estimated Project Cost

The building permit fee is based on the estimated construction cost (excluding HVAC, Plumbing and Electrical).

D. Associated Permits

Separate permits are required for electrical, heating and plumbing work.

Electrical Permit: Single family owner occupied homes may apply for a permit and complete the electrical work within their home. Homeowner shall sign a "Homeowner Acknowledgment Form". All others are required to have a licensed electrician apply and complete any work within the residence.

A licensed electrical contractor is required when working on the main electrical service. The

Clearances for Electrical Services: The electrical panel may not be located in either a closet or a bathroom per NEC 240.24(D) & (E). Sufficient access and working space shall be provided. A minimum of 36" perpendicular to the front edge of the electrical panel and a minimum width of 30" or the width of the equipment, whichever is greater, NEC 110.26 and NEC 110.26(A)(1).

Plumbing Permit: Single family owner occupied homes may apply for a permit and complete the plumbing work within their home. Homeowner shall sign a “Homeowner Acknowledgment Form”. All others are required to have a licensed plumber apply and complete any work within the residence.

HVAC Permit: If providing heat supplies and/or cold air returns alter a forced air HVAC system, a permit shall be obtained. Single family owner occupied homes may apply for a permit and complete the HVAC work within their home. Homeowner shall sign a “Homeowner Acknowledgment Form”.

Inspections

All building control valves, (i.e. plumbing shut-offs, hammer arrestors, gas valves, cleanouts), heat supply volume duct dampers, and electrical junction boxes shall be accessible when covering the ceiling or walls. Before any phase of construction is covered or concealed by a subsequent phase of construction, please call 920-339-4053 a minimum of 24 hours in advance to schedule the following inspections:

Rough-In: Framing is complete, mechanical work is roughed in and prior to insulation being installed.

Insulation: Insulation is installed, prior to walls and ceilings being covered with drywall or other material.

Final: Shall be scheduled prior to occupancy.

Code Reference

For municipal code information, please visit our website at www.deperewi.gov or for UDC code information, please visit the Wisconsin Department of Safety and Professional Services [website](#).

Safe Pools, Spas and Hot Tubs Save Lives

Pools and spas are great for play, exercise and therapy. However, an alarming number of water related deaths and injuries occur in and around pools each year. Properly following building safety codes can help prevent such tragedies and ensure family and friends have a safer, more enjoyable experience when using pools, spas and hot tubs.

Statistics

Every year, more than 250 children under the age of five drown in swimming pools and more than 2,700 children seek medical treatment for pool-related accidents—mostly in backyard pools, according to the U.S. Consumer Product Safety Commission. More than 75 percent of swimming pool accident victims were missing for five minutes or less when they were found drowned or in serious trouble. One or both parents were supervising victims when the swimming pool accident occurred.

What We Can Do

Building safety codes are life savers

Fences

- Install a fence at least four-feet-high around the pool area.
- Install a self-latching gate or door in the fence to make pool areas inaccessible to children and unauthorized swimmers.
- Spas and hot tubs also should have a similar fence or an approved, lockable safety cover.

Door Alarms

Install a door alarm. When the door or gate is opened, the alarm sounds and acts as an early warning device.

Pool Alarms

Install a pool alarm to detect accidental or unauthorized entrance into the water. While the alarm provides an immediate warning, it does not substitute for the fences, door alarms and safety covers required by the code.

Other Safety Tips

Building safety codes protect children and adults in pools, hot tubs and spas. Other safety measures include:

- Alert adult supervision of children is essential in pools, hot tubs and spas at all times. There is no substitute for adult supervision to ensure child safety in the water.
 - Assign an adult to watch the pool at all times when children are present, making sure there are no distractions such as talking with friends or cooking on a grill.
 - The assigned adult must be watching the children at all times.
 - Don't assume guests or their children can swim. Ask and observe.
 - Don't leave toys in or around the pool area.
 - Toddlers and infants should have physical contact with an adult at all times while in the pool area.
 - Infants and small children should have constant supervision.
 - Make sure all doors and gates leading to the pool or spa area are securely closed when the pool is not in use.
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- Do not allow anyone impaired by alcohol or drugs to use the pool.

Safety Gear

Keep a phone within easy reach of the pool area for emergency calls. Post local emergency numbers in the pool area. Always keep basic lifesaving equipment by the pool and know how to use it. A pole, rope and personal flotation devices are recommended.

Education

Make sure at least one adult supervising activities around the pool has cardiopulmonary resuscitation

(CPR) training.

- Teach your children to swim.
- Post CPR instructions in the pool area.
- Post basic Rules for Pool Safety in a visible spot near the pool.

Water Quality

Clean and clear water is essential for safe pool, spa and hot tub use. If you cannot see the bottom of the pool at its deepest point, the pool should not be used and you should contact your pool professional.

Electricity

There should be no electrical devices in the pool, spa and hot tub area unless they are installed, maintained and inspected by qualified professionals. Electrical devices also need to be protected by a ground fault circuit interrupter (GFCI).

Kid Connections

Sonny, the friendly fish, and Bubbles, the safe hot tub and pool buddy, teach children about pool, spa and hot tub safety through fun coloring and activity books at www.Splashzoneusa.com.

The City of De Pere requires that a building permit be issued prior to installing any pools, spas or hot tubs.

The above information is provided as an educational tool for your use in planning your project and all items may not be required by our building code. Please reference our website (www.de-pere.org) for more specific information or contact our office at (920) 339-4053.

Swimming Pools, Hot Tubs, Spas & Backyard Ponds

Prior to obtaining a permit application for a swimming pool, hot tub, spa or pond, check with your subdivision covenant to see if there are any restrictions you will need to adhere to.

Purpose.

The purpose of this regulation is to provide for the health, safety and welfare of all individuals and to provide land use controls in the City of De Pere.

Application.

This regulation shall apply to all new, remodeled, altered and relocated private swimming pools, hot tubs and spas and ponds.

Definitions.

The following words, terms and phases, when used in this section, shall have the meanings, ascribed to them in this subsection, except where the contest clearly indicates a different meaning.

1. "Portable pool" means a container of water less than eighteen (18) inches in depth that can readily be disassembled for storage and reassembled to its original integrity.
2. "Spa or Hot Tub" means a hydro massage pool or tub for recreational or therapeutic use, designed for immersion of users, which may or may not have a filter, heater and motor driven blower.
3. "Swimming Pool" means any depression in the ground, either temporary (installed for a period of less than seven days) or permanent (installed for a duration of more than seven days), or an above ground or below ground container of water, either temporary or permanent, which is eighteen (18) inches or greater in depth used primarily for the purpose of wading or swimming, excluding portable pools.
4. "Backyard Ponds or Landscape Pond" means any naturally occurring or manmade depression in the ground containing or detaining water, either temporary or permanent which is eighteen (18) inches or greater in depth and is used for the purpose of a fish pond or landscape water garden. The definition does not include retention or detention ponds used for a storm water management plan required by the city as a requirement under Chapter 28 of this Code.

Permit Required.

Before commencing the construction and installation of a private swimming pool over eighteen (18) inches in depth, a hot tub or spa, or pond, a permit authorizing such construction must be obtained from the Building Inspector. Permit applications shall be accompanied by fully dimensioned plans showing the following information:

1. Location of swimming pool, hot tub, spa or pond on lot showing the distance from property lines, easements and structures.
2. Location of overhead and/or underground electrical wiring in relation to swimming pool, hot tub, spa or pond.
3. Dimensions and depth of swimming pool, hot tub, spa or pond.
4. Type, location and height of fence either if existing or proposed.
5. Type, dimensions and location of deck if proposed.

General Requirements.

1. Swimming pools, hot tubs, spas or ponds shall not be allowed in the front yard and interior side yard building setbacks of interior lots.
2. Swimming pools, hot tubs, spas or ponds shall not be allowed in the front yard, corner side yard and interior building setbacks of corner lots.
3. Interior side yard and rear yard setbacks for swimming pools, hot tubs, spas and ponds shall be a minimum of ten (10) feet measured from the property line.
4. Swimming pools shall not be located closer than five (5) feet to any structure other than a deck.
5. Swimming pools, hot tubs, spas and ponds shall not be located in utility or drainage easements and shall not be located in a conservancy.
6. All plumbing shall meet the requirements of the State of Wisconsin Plumbing Code Comm 81-85.
7. All electrical work shall meet the requirements of the State of Wisconsin Electrical Code Comm 16 and the National Electrical Code.

Fence Requirements.

1. A fence of not less than four (4) feet in height, measured from grade, shall completely enclose all swimming pools, hot tubs, spas and ponds with the following exceptions:
 - a) Hot tubs and spas do not need fence protection as long as their covers can be fastened and key locked when unattended and shall be able to withstand 150 pounds.
 - b) Where decks surround or adjoin above ground swimming pools, hot tubs, spas or pond, a three (3) foot minimum height guard rail mounted to and measured from the deck surface to the top of the guard rail will be considered as meeting the fencing requirements as long as the design and construction regulations of this section are complied with and the overall vertical measurement from grade (ground) level to the top of the guard rail is a minimum height of four (4) feet. Sides of stairs and gates leading to a deck shall also comply with the requirements of this section. Interior side yard and rear yard setbacks for a detached deck surrounding a swimming pool, hot tub or spa shall be measured ten (10) feet from the property line.
 - c) Ponds may be exempt from the fence requirements if an approved wire screen, mesh or grate is placed and maintained three to four inches below the waterline of sufficient strength to withstand a weight of 100 pounds.
2. Fences shall be located a minimum of four (4) feet beyond the outside perimeter of a swimming pool, hot tub, spa or pond.
3. Fences shall be constructed and designed so as to prevent penetration of an object greater than four (4) inches in diameter either through or under the fence.
4. Fences shall be able to withstand two hundred (200) pounds force in any direction and shall be properly maintained in a good state of repair and appearance.
5. Fences with horizontal boards spaced more than one (1) inch apart are prohibited.
6. All gates or doors opening through a fence enclosure shall be kept securely closed at all times while unattended and shall be equipped with a self-closing and self-latching device designed to keep such gate or door securely closed. All gates or doors shall comply with all other height and structural requirements of this section.
7. Portable pools do not need fence protection but must be drained or covered in such a manner as to provide public safety when left unattended.
8. To ensure public safety, variances for lesser fence heights than specified in this section shall not be granted.

Shielding Lights.

Lights used to illuminate any residential swimming pool, hot tub or spa shall be so arranged and shaded as to reflect light away from adjoining premises.

Drainage.

In no case shall any swimming pool, hot tub, spa be drained on to properties other than that of the owner of the swimming pool, hot tub or spa.

Sanitation.

Filtration systems shall be maintained in proper working order. The swimming pool, hot tub or spa shall be kept clean and in sanitary condition at all times.

Unnecessary Noise.

No person shall make, continue or cause to be made or continued, at any swimming pool, hot tub or spa any loud, unnecessary, or unusual noise or any noise which annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others. In the operation of the pool, hot tub or spa, the use or permitting the use or operation of any radio, receiving set, musical instrument, phonograph or other machine or device for the producing or reproducing of sound in such a manner as to disturb the peace, quiet, and comfort of the neighboring inhabitants, or at any time with louder volume than is necessary for convenient hearing of the person or persons who are in the residential swimming pool, hot tub or spa premises, shall be unlawful.

Interference with Enjoyment of Property Rights Prohibited.

No residential swimming pool, hot tub or spa, shall be so located, designed, operated, or maintained so as to interfere unduly with the enjoyment of the property rights of owners of property adjoining such residential swimming pool, hot tub or spa or located in the neighborhood of such residential swimming pool, hot tub or spa.

Miscellaneous Information

Driveway Additions

Chapter 14-55 (8) of the De Pere Municipal Zoning Code states that certain requirements must be met when extended the width of a driveway. Driveways and parking pads must be constructed from concrete, asphalt or brick pavers. No stone or similar materials are allowed. The maximum width of a driveway at the property line is limited to twenty-five (25) feet. From that point on, you may extend the driveway only to the interior side yard of the property. No encroachment in the front yard is permissible. The outside edge of the driveway or parking pad of the widened surface is required to be a minimum of two (2) feet from the adjacent interior property line. You will need a permit from the Building Inspection Department for any alteration to your driveway that meets the above requirements.

If you will be altering the driveway at the curb, a curb cut permit is required. This can be applied for at the Building Inspection Department located at 335 South Broadway Street. The maximum width of a driveway at the curb line is thirty-five (35) feet.

Solid Waste Storage

Chapter 82-3 of the De Pere Municipal Zoning Code states that the owner and/or occupant of a residential source shall be responsible for the proper and sanitary storage of all collectable solid waste accumulated at the premises until collection.

No owner and/or occupant of any building shall place or store any solid waste or polycart in front or alongside of any building or on any corner lot along the side of a building facing the abutting street except when done for the lawful collection in compliance with this chapter.

Exterior storage of solid waste or polycart shall be at least three sided and constructed of opaque materials sufficient to ensure the waste is impervious to view from the exterior of the three sides. The walls of the structure shall be of a height equal to one foot taller than the garbage or polycart, but in no event in excess of six feet in height, and shall be painted and maintained in a neat and orderly manner.

Residential sources. Effective January 1, 2018, polycart(s) from residential sources shall be stored in a garage or other permitted enclosure or outbuilding on the parcel when available. When such garage or other permitted enclosure or outbuilding is not available, the polycart(s) shall be screened from view of any observer located at the property line or any public right-of-way. Acceptable screening devices include bushes, fences and other screening device that visually blocks the view of the polycart(s). All screening shall be properly maintained and in a good state of repair.

Polycart(s) may be stored in the backyard, garage, or any other convenient discreet location, provided they are screened as provided herein

Polycart(s) must be stored with the lids completely closed.

Do not store polycart(s) near a furnace, grill or any other heat source.

Wisconsin Home Improvement Laws

Wisconsin's home improvement laws protect consumers contracting for improvements including:

Basements	Driveways	Landscaping
Home Alarm Systems	Water Softeners	Heating/Air Conditioning
Garages	Sidewalks	Floor Coverings
Terraces	Patios/Decks/Porches	Swimming Pools

TIPS ON HIRING CONTRACTORS

Most contractors involved in home improvements are honest, reliable and skilled, but some are not. Here are suggestions on how to find good contractors:

- Decide in advance what the job will involve. Draw sketches and clip pictures to show to prospective contractors.
- Get more than one estimate. Make sure all contractors are bidding on exactly the same work. Make sure the contractor comes to the job site rather than giving a telephone estimate. Be leery of an extremely low estimate.
- Ask for the names of the contractor's recent customers and call to see if they are satisfied. Did the contractor show up on time, clean up afterward, and perform follow-up service on warranties? Would they hire the contractor again?
- Contact Consumer Protection, 1-800-422-7128, and the Better Business Bureau, 1-800-273-1002, to find out if complaints have been filed against the contractor.

CONTRACTOR REQUIREMENTS

A contractor must inform you, before you enter into a home improvement contract, of all required building or construction permits. To get a building permit for one or two family homes built after 1980 (in many municipalities, homes of any age), contractors must be registered with the Division of Safety and Buildings, 1-608-266-3151, showing proof they have paid for worker's compensation, unemployment insurance, and minimum levels of liability or a bond. The liability insurance covers worker and public injuries and damage to property.

If contractors can't show you a registration card, it may mean trouble if you hire them. Some contracts are written to put the responsibility for building permits and insurance on the homeowner. By taking out the building permit, the homeowner has no assurance that the contractor has proper insurance.

Consumers may ask any contractor for a certificate of insurance with the homeowner's name and address listed as a certificate holder. This certificate shows that the contractor has an active policy. As a certificate holder, the homeowner will then be informed if the contractor's insurance policy expires.

CONTRACTS

Don't rely on oral agreements. For the protection of both you and the contractors, it's wise to request a written contract in all situations. The contract serves as a statement that the contractor knows exactly what services you want performed. Don't sign anything until you know the meaning of it all. Consult an attorney if you have any questions.

Make sure the contract contains:

- The name and address of the salesperson, as well as the company name and address (not just a post office box number).
 - A full description of the job. Again, don't rely on oral agreements.
 - A detailed list of materials to be used including the name, brand, size, models, performance capacity of the items, and the quantity of materials to be used.
 - The total price, plus finance charges.
 - A starting and completion date, to prevent the job from going on indefinitely.
-

- A statement explaining any warranties on materials, labor or services. Be sure you understand any exceptions or limitations.

If any payment is required before the work is done, law requires a written contract. The consumer should demand one if the contractor doesn't offer it. Get all guarantees in writing. Never sign a completion certificate or make final payment until you are satisfied and all work is done as specified.

LIEN WAIVERS

When any payment is made, especially final payment get lien waivers from the contractor. This will prevent a subcontractor or material supplier from putting a lien on your home if the contractor doesn't pay the bills.

Wisconsin law requires that consumers receive a lien waiver from a contractor whenever they make partial or final payments. Consumers, however, should know in advance to ask for a lien waiver if one is not offered. The following case history explains why lien waivers are so important to consumers:

CASE HISTORY:

Mr. Jones signed a contract with ABC Contractors for the construction of an addition to his home. When the work was done, Jones paid the contracted price and started enjoying his new addition.

A month later, he received a "Notice of Intent to File Claim for Lien" in the mail from the lumberyard where ABC Contractors obtained building materials.

What happened? Although Mr. Jones had paid his bill, ABC Contractors did not pay the lumberyard. The law allows a subcontractor or supplier of materials to place a lien on the property where the work was done, if the contractor doesn't pay his bills. This can happen even if the homeowner has paid the contract in full. To protect against this, insist on being given completed "waiver of lien" forms from the contractor and each subcontractor anytime payment is made. The contractor and any other person supplying materials or labor covered by the payment should sign these forms.

RIGHT TO CANCEL

If you were solicited and signed a contract for more than \$25.00 at your home (or away from the contractor's regular place of business), Wisconsin law allows you three business days to cancel. The contractor is required to provide you with two copies of the notice of your right to cancel at the time the contract are signed.

To cancel the sale, consumers must sign and date a notice of cancellation and mail it to the contractor before midnight of the third business day. Sending cancellation notices by certified mail, return receipt requested, lets you know your notice was delivered.

What do you do after three business days? Here's how to cancel home improvement contracts if you pay for but don't get materials and services:

- Give a written notice cancelling the contract.
- Demand return of all money the contractor has not yet spent on the project. (The contractor must return this amount to you within 15 days.)
- Demand delivery of all materials, which the contractor has purchased with your money. (The contractor must deliver the materials within 15 days or within 5 days after the contractor receives materials from the supplier, whichever is later.)
- Criminal violations of home improvement laws can result in maximum fines of \$ 5,000 and imprisonment for up to one (1) year. Civil violations can result in maximum fines of \$ 10,000.
- Consumers may sue for twice the amount of any damages, together with court costs and reasonable attorney's fees.
- For help and information, call the toll free hotline of the Department of Agriculture, Trade and Consumer Protection, 1-800-422-7128.

BEWARE OF TRANSIENTS

As sure as the summer brings tourists to Wisconsin, it also brings transient home improvement workers and scams. These rip-off artists will probably hit your town.

Transient contractors specialize in blacktopping driveways, installing lightning rods, painting, and yard work. Their work and materials are usually inferior and they are likely to steal from you.

A consumer who pays for what he thinks is a bargain price for blacktopping may soon have dandelions growing through his driveway. Homes may need repainting after the next rainfall. Also, the cost of the job may rise considerably after the work is performed, and the consumer may be intimidated into paying the increase.

Transients hit an area, take the money, and run. Frequently, they know the quickest route to the banks in your area to cash checks. If transients come to your door:

- Don't give into high-pressure tactics.
- Don't let them in your home. They are experts at finding and taking valuables.
- Determine the make and model of their vehicles; get license plate numbers, and alert local law enforcement.
- Call the police immediately if they begin to do a job without authorization.

For more information contact the Division of Consumer Protection at 1-800-422-7128 or file a complaint.

Storm water Drainage Easements & Restrictive Covenants

Please be aware of any storm water drainage easements and restrictive covenants that may affect your property. Easements for utilities can run across lots or be centered on rear or side yard lot lines and shall be at least ten (10) feet wide.

A drainage easement is centered on rear lot lines within all subdivisions of the City. Such easement shall, at a minimum, contain the following restrictions:

- Any obstruction to the flow of water, by any means, shall be prohibited.
- No structure, earthen berm, dam, erection of other improvements, tree, or landscaping shall be permitted.
- The erection of a fence or annual plantings may be allowed, provided that same do not obstruct the flow of water.
- The property owner is prohibited from changing the grade elevation of the drainage easement from that established by the City.
- The City shall have full rights of ingress and egress to carry on and all work in connection with the maintenance and operation in, over, under and across the lands of the property owner.
- The property covered by said easement shall not be used in any way or manner that will impair the rights of the City.
- The easement shall run with the land, and shall be binding upon the City.
- The easement shall be assignable.

Storm Water and Rain Gardens

The awareness and importance of protecting the waters of the state and replenishing the underground aquifers have become more prevalent in the last decade. According to the 2000 EPA National Water Quality Inventory, urban storm water runoff and discharges from storm sewers are a major contributor to a reduced level of water quality in the United States. Wisconsin averages 31 inches of rainfall annually and 45 inches of snowfall generating billions of gallons of storm water runoff, which can cause flooding, erosion, destroy natural habitat, and cause storm sewers to become inundated.

The Rain Garden is a simple way to manage storm water and one of the most popular new perennial garden designs that can be constructed at a minimal cost. Rain Gardens are shallow depressions planted with perennial deep-rooted plants (typically native wildflowers and prairie grasses) that receive storm water runoff from impervious surfaces (rooftops, sidewalks, driveways, parking lots).

- Rain Gardens capture and detain rainwater runoff, thus allowing water to infiltrate back into the soil and replenish the underground aquifers.
- Rain Gardens protect communities from flooding and drainage problems.
- Rain Gardens are planted with native wetland and prairie wildflowers and grasses. These perennial plants naturally grow in this area and many of them are hardy, requiring very little maintenance. The aesthetic quality is the most rewarding aspect of this storm water system.
- Rain Gardens provide food and shelter for a myriad of butterflies and birds, and can attract mosquito-eating insects like dragonflies.

Rain Gardens require little work and know-how – it's not complicated by any measure of the word. All you need is a shovel and a sound back. A rain garden can be an attractive method to prevent runoff on to the neighbor's property from roof downspouts and sump pump discharge. It can add aesthetics to the yard and offer a natural habitat for butterflies and birds.

Sizing the Rain Garden

The surface area of the Rain Garden will be up to the individual and their budget. An average 70 to 150 square foot garden will provide some storm water runoff control. A typical residential rain garden can range from 100 to 400 square feet. Rain Gardens may be smaller than this, but they will limit the number of plants and varieties of plants in the garden. The size of the Rain Garden will depend on how deep the garden will be, soil type, and the amount of impervious area.

Cost of the Rain Garden

The cost of a Rain Garden will vary depending on the size, who does the work, and where the plants are purchased. If a person does their own work on the rain garden and buys the plants, the average cost could be approximately \$3 to \$5 per square foot. For more information, you can go to the DNR website and find the Rain Garden How-to Manual at <http://www.dnr.state.wi.us/runoff/pdf/rg/rgmanual.pdf> or the Building Inspection website at www.de-pere.org.

Frequently asked questions

Does a rain garden form a pond?

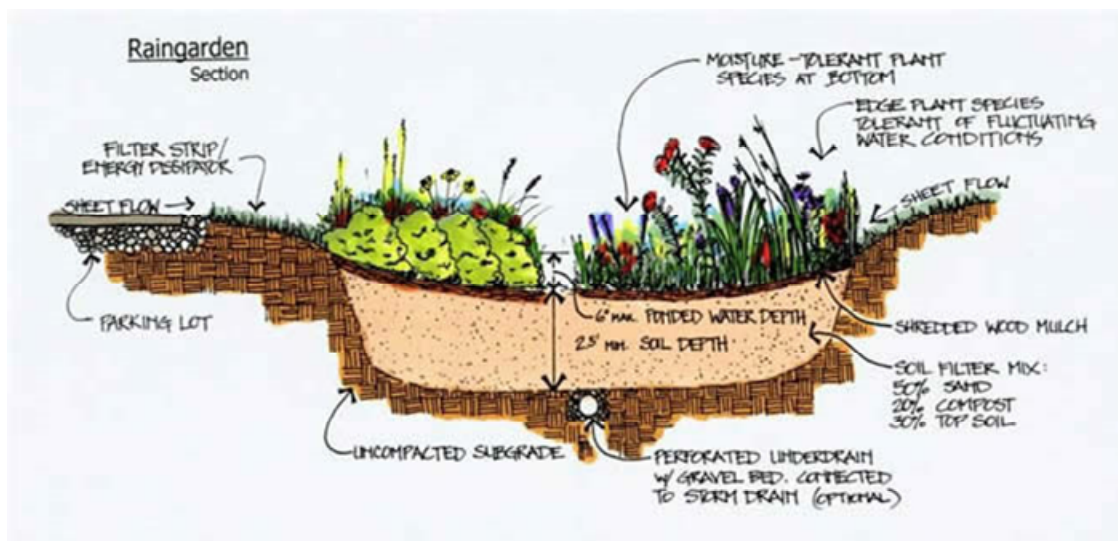
- **No.** The rain water will soak in so the rain garden is dry between rainfalls.

Are they a breeding ground for mosquitoes?

- **No.** Mosquitoes need 7 to 12 days to lay and hatch eggs, and standing water in the rain garden will last for a few hours after most storms. Mosquitoes are more likely to lay eggs in bird baths, storm sewers, and lawns than in a sunny rain garden. Also rain gardens attract dragonflies, which eat mosquitoes!

Do they require a lot of maintenance?

- **Rain gardens can be maintained with little effort after the plants are established.** Some weeding and watering will be needed in the first two years and perhaps some thinning in later years as the plants mature.



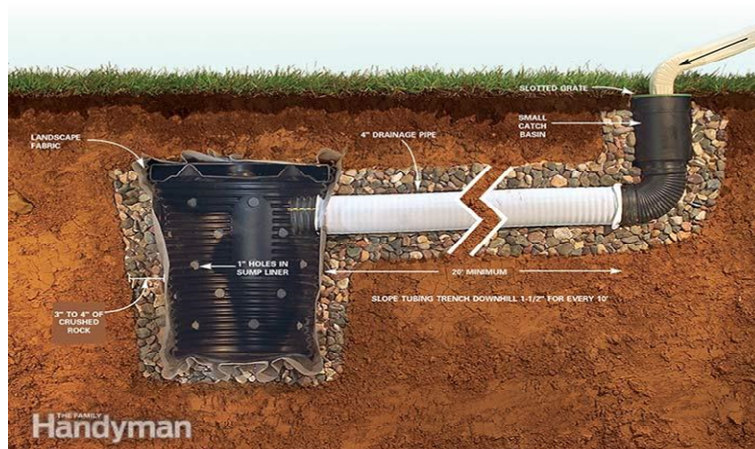


Where should the rain garden go?

Home rain gardens can be in one of two places – near the house to catch only roof runoff or farther out on the lawn to collect water from the lawn and roof. To help decide where to put a rain garden, consider these points:

- The rain garden should be at least 10 feet from the house so infiltrating water doesn't seep into the foundation.
- Do not place the rain garden directly over a septic system.
- It may be tempting to put the rain garden in a part of the yard where water already ponds. Don't! The goal of a rain garden is to encourage infiltration, and your yard's wet patches show where infiltration is slow.
- It is better to build the rain garden in full or partial sun, not directly under a big tree.
- Putting the rain garden in a flatter part of the yard will make digging much easier. For example, a rain garden 10 feet wide on a 10% slope must be 12 inches deep to be level, unless you import topsoil or use cut and fill.

YARD CATCH BASINS & FRENCH DRAINS



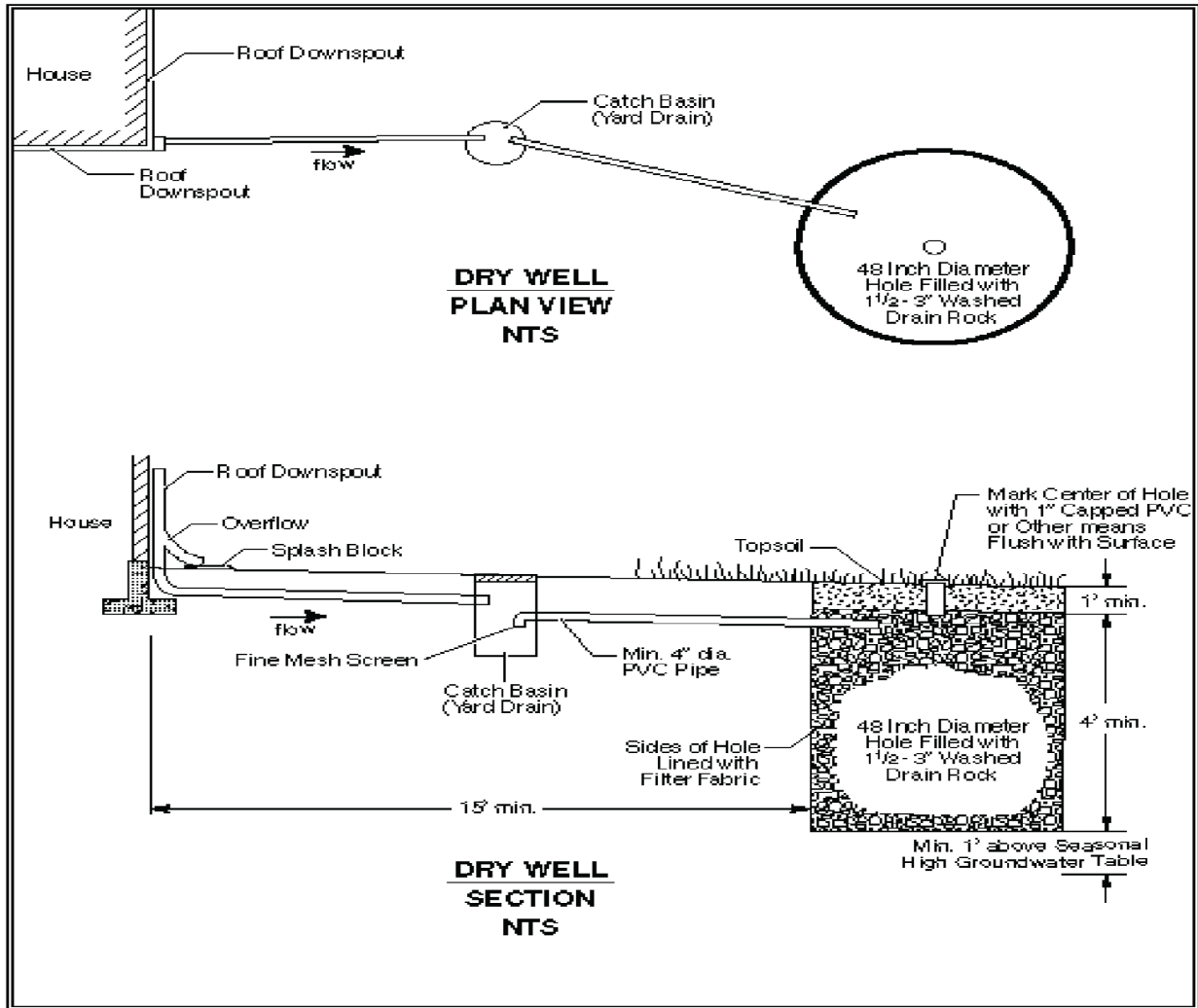


Figure 3.4 – Typical Downspout Infiltration Drywell

Source: King County

Exterior Grade Maintenance Instructions:

The importance of exterior grade slope away from your residence basement walls cannot be overstated. When properly done as described below two key potentially problematic issues can be greatly reduced. Every residence should have the following measures incorporated in when built but fewer than 3% do!

- 1) Water seepage into the basement or crawl space
- 2) Wall pressure (hydro-static pressure)

These issues can be a problem even if the residence is on top of a hill.

The best way to accomplish a good grade is to follow the instructions below:

- A) Add dirt (screened topsoil) to develop a slope of 3-4 inches downward from the house the first 4 feet away from the basement walls. Install window wells if necessary to raise the grade and then cover all window wells with a window well cover designed for window wells.
- B) Thoroughly tamp the soil either with a hand tamper or a rented gas-powered tamper which is faster and more efficient. You'll notice the soil will compress with tamping immediately. Add more dirt and repeat until the downward slope is accomplished.
- C) Cover the tamped soil with 10 mil+ plastic sheeting up to the basement walls and up on the walls 1-2 inches. Secure the plastic sheeting with plastic spikes (staples) from a hardware store every two feet along the wall or walls in question to keep the plastic sheeting from slipping.
- D) Then cover the plastic sheeting with decorative stone to your liking. Remember the stone only has to cover the plastic so it looks good, it doesn't need to be several inches thick.
- E) General items: Replace or level all concrete that slopes toward a foundation wall. If you do the work yourself it costs much less or hire a local handyman the cost is more but still much less than a landscape company. If a decorative border is used at the lower end of the grade don't make it a dam. Have occasional breaks like you would have with paver blocks to let water escape during rain or snow melt so it continues away from the structure and can evaporate or follow the path of least resistance away from your home. If there is a crown that sends water back to the graded area it should be cut down or a swale put in to move water away from the area.