



BUILDING AND PLANNING DEPARTMENT
10955 WEST 93RD AVENUE
ST. JOHN, INDIANA 46373-8822
Telephone (219) 365-5301



Above Ground Pool Secondary Building Permit Application

Applicant Name: _____ Telephone: _____

Email Address: _____

- Home Owners Association Approval Received if needed.
- All contractors must be registered at the time of application. The contractors Registration Form can be found on the website. A list of registered contractors is also available on the website.
- A DIG TICKET IS REQUIRED FOR ALL PROJECTS THAT REQUIRE DIGGING OR TRENCHING
Call 811 to get a Dig Ticket Number: _____

Owner Name: _____ Telephone: _____

Project Address: _____ Flood Zone: _____

Subdivision & Phase: _____ Township: Hanover St John Center

General Contractor: _____ Telephone: _____

Electrical Contractor: _____

Plumbing Contractor (If heated): _____ Est. Project Cost: _____

IMPORTANT: Permit holder is responsible to call ALL Inspection Requests into this Office.
POST THIS "NOTICE PLACARD" ON THE JOBSITE WHERE IT IS VISIBLE FROM THE STREET
PLEASE PROVIDE PLAT OF SURVEY WITH DRAWING AND MEASUREMENTS AND ALL
OTHER SUPPORTING DOCUMENTS VIA EMAIL IF POSSIBLE.

You must secure access to the pool when not in use. You must choose one of the three following methods to secure your pool: What is your choice? _____

A. Fencing the yard containing the pool. Note: Separate Fence Permit Required.
The fence must be a minimum of 5' tall above grade but not more than 6' above grade.
The fence must have ALL self-closing gates that latch and have provisions for a lock and must be kept locked when the pool is not in use.
The fence must totally surround the area of the yard containing the pool.

B. Pool perimeter fencing.
This type of fencing must be a minimum of 5' above grade and attached to the pool support posts.
The fencing shall extend all the way to the pools ladder without any gaps.
The ladder must be able to be flipped up and locked with a lock when the pool is not is use.

C. Pool Deck. Note: Separate Deck Permit Required.
The pool deck must have perimeter guards that extend at least 5' above grade.
The deck must have a self-closing gate that latches and has provisions for a lock and must be kept locked when the pool is not in use.
If the deck does not totally surround the entire pool are then you need to have the vinyl pool perimeter fencing installed to meet up with the deck guards. You may also make your own pool fencing to match the guards on the deck.

Whichever method you choose it must be in place within **30 days** of the pool installation.

Applicant Signature: _____ Date: _____

Date Approved: _____ Building Commissioner: _____

You will receive an Email or call when permit is ready. All permits are to be picked up in Clerks Office.
Forms of Payment accepted: Check or Cash. **PERMITS EXPIRE 60 DAYS AFTER ISSUANCE!**

Application can be emailed to: permit2@stjohnin.com along with required information needed for project type as noted on website www.stjohnin.com