

2024 Public Swimming Pool Plan Review

All pools located within Hennepin County Environmental Health Department's jurisdiction must conform to MN Rule 4717 and Hennepin County Ordinance 4.

MN Rule 4717 requires all pools constructed, installed, or materially altered in MN to undergo plan review and inspection. Any pool constructed or physically altered without prior plan approval must be closed immediately.

Hennepin County Ordinance 4 states:

All persons who construct or remodel a public swimming pool must first submit their plans and specifications to the Pool Engineer at the Office of the Minnesota Department of Health. If the Minnesota Department of Health does not require a plan review, its owner shall submit the plans to the Office of the Health Authority. The statutory or home rule charter city shall not issue a building permit for the facility or remodeling or alteration permit for the facility until such plans have the appropriate approvals. The swimming pool shall be constructed and finished in conformance with the approved plans. Inspections of the swimming pool will occur as frequently as the appropriate agency deems necessary during the construction or remodeling activities. They shall conduct a final inspection prior to the start of operations and issuance of an approved license.

ALTERATIONS THAT REQUIRE PLAN REVIEW

**The following list is not all-inclusive; plan review/inspection may be required for actions not listed.*

Actions Handled by Hennepin County

- **Alteration or replacement of pool fence**
- **Alteration or replacement of gates/doors**
- **Alteration or replacement of pool deck or coping**
- **Addition of pool cover (such as an electric pool cover)**
- **Alteration of pool restrooms and locker rooms**

Actions Handled by MN Dept. of Health (MDH)

- Contact MDH directly for plan approval process
- ❖ Brand new build or addition of pool/spa
 - ❖ Addition of second main drain
 - ❖ Pool shell removal/replacement or filling in of deep end
 - ❖ Disinfection system change
 - ❖ Addition of slides, play features, diving boards, climbing walls & inflatables
 - ❖ Spa pool shell replacement
 - ❖ Gutter system replacement
 - ❖ Filter replacement
 - ❖ Re-piping of recirculation system

PUBLIC SWIMMING POOL PLAN REVIEW FEES

There is a minimum fee of \$102.00 to start the plan review process. Once the health authority reviews the plans the remaining plan fee will be invoiced, if applicable.

Minor Remodel (e.g., one or two areas remodeled)	\$102.00
Basic Remodel (e.g., two or more areas remodeled, less complex)	\$207.00
Extensive Remodel (e.g., multiple areas remodeled, more complex)	\$416.00



2024 Public Swimming Pool Remodel Application

Return to:
Hennepin County Public Health Department
Epidemiology and Environmental Health
479 Prairie Center Dr, Eden Prairie, MN 55344

Make out the \$102 check to start the plan review process payable to Hennepin County Treasurer
OR
Pay over the phone - make a note stating which number our office staff should call for payment

Establishment Information			
Establishment Name:		Phone:	
Address:	City:	State: MN	Zip Code:
Pool Information (if different than above)			
Pool Address:			
Owner Information			
Owner Name:		Phone:	
Address*:	City:	State:	Zip Code:
Responsible Agent (if other than owner)			
Name:		Phone:	
Address:	City:	State:	Zip Code:
<input type="checkbox"/> Operator	<input type="checkbox"/> Management Company	<input type="checkbox"/> Contractor	<input type="checkbox"/> Designer <input type="checkbox"/> Other:
Details of Remodel			
<input type="checkbox"/> Pool or <input type="checkbox"/> Spa	<input type="checkbox"/> Indoor or <input type="checkbox"/> Outdoor	Pool Volume:	
Anticipated Start Date:		Anticipated Finish Date:	
Scope of Work (provide a brief description of work being done) and attach any supporting documents (layout, spec sheets, etc.):			
Applicant/Contact Information			
Signature:		Date:	
If filling out by hand, please PRINT the following information:			
Name:		Phone:	
Email Address:			

**All Correspondence Will Be Sent To This Address*

