

Pool License Application

Submit Application with Fee to:
City of Madison Clerk's Office
210 Martin Luther King Jr. Blvd., Room 103, Madison, WI 53703

OFFICE USE ONLY: Record ID: LICFDD-_____

Make checks payable to: City of Madison Treasurer. License fees are non-refundable.

For questions, to get help completing this application in another language, or to contact a sanitarian, call Environmental Health at 608-242-6515 or LEAdmin@publichealthmdc.com.

Complete one application for each pool basin. All information is required.

A. PLAN REVIEW	
New pool construction and alteration of existing pools is reviewed by the Wisconsin Department of Safety and Professional Services (DSPS). Final approval letter from DSPS must be provided to sanitarian before the pre-opening inspection may be conducted. Choose one:	
<input type="checkbox"/> DSPS plan review required – new construction or alteration Submit final approval letter to LEAdmin@publichealthmdc.com	<input type="checkbox"/> No plan review – existing pool, no alteration

B. ESTABLISHMENT INFORMATION:	
TRADE NAME (DOING BUSINESS AS):	
STREET ADDRESS:	CITY, STATE, ZIP:
MUNICIPALITY (VILLAGE/TOWN/CITY):	A non-stormwater discharge permit is required for swimming pools located within the City of Madison per Madison General Ordinance 7.47 . A representative from Public Health will contact you to discuss the permitting process.
WATER SUPPLY (CHECK ONE): <input type="checkbox"/> Public <input type="checkbox"/> Private	SEWAGE DISPOSAL (CHECK ONE): <input type="checkbox"/> Public <input type="checkbox"/> Private
LOCAL CONTACT PERSON:	LOCAL CONTACT PHONE NUMBER: () -
LOCAL CONTACT EMAIL:	

C. LICENSE HOLDER INFORMATION	
ORGANIZATION LEGAL NAME (such as name of sole proprietor, partnership, LLC, LLP, or Inc.):	
MAILING ADDRESS:	CITY, STATE, ZIP:
ORGANIZATION CONTACT PERSON:	ORGANIZATION CONTACT PHONE NUMBER: () -
ORGANIZATION CONTACT EMAIL:	

D. GENERAL INFORMATION

WI SELLER'S PERMIT NUMBER:

Copy of current seller's permit must accompany application at time of submission.

ESTIMATED OPENING DATE:

Health Department approval is required prior to opening.

E. POOL BASIN INFORMATION

Check all that apply:

Basin types are defined in [ATCP 76](#). If you are unsure of your pool basin type, please contact us at LEAdmin@publichealthmdc.com.

These pool basin types are not considered Water Attractions unless a feature is present.			These pool basin types are considered Water Attractions.		
<input type="checkbox"/> Cold Soak	<input type="checkbox"/> Current	<input type="checkbox"/> Exercise	<input type="checkbox"/> Activity	<input type="checkbox"/> Interactive Play Attraction (i.e. splash/spray pad)	<input type="checkbox"/> Leisure River
<input type="checkbox"/> Reverse Flow	<input type="checkbox"/> Swimming	<input type="checkbox"/> Therapy	<input type="checkbox"/> Plunge	<input type="checkbox"/> Vanishing Edge	<input type="checkbox"/> Vortex
<input type="checkbox"/> Wading	<input type="checkbox"/> Whirlpool		<input type="checkbox"/> Wave	<input type="checkbox"/> Zero-depth Entry	

Pool location – check one: ☐ Indoor ☐ Outdoor

F. COMPLEXITY AND FEES

Pool licenses are placed into complexity categories, which combined with if a feature is present, determines the license type and license fee. Complete the pool complexity assessment on page 3 to determine your pool's license complexity category. Use the complexity category to determine the fee on page 4.

G. ATTESTATION AND SIGNATURE

All information requested on this application must be provided to obtain a license. Operating without a license is a violation of Wisconsin Law. If you have been operating without a license, you will be required to pay an operating without a license fee in addition to the new license fee. Licenses are not transferable between persons or locations. Licenses expire annually on June 30; unless issued on or after April 1, which will expire on June 30th of the following year. The license fee is not prorated for partial license years.

1. I, the undersigned, hereby make application for license for the establishment described herein and certify the accuracy of that information. I further certify I am the owner of the described establishment, or a duly authorized representative, and may sign this license application on behalf of the owner(s) of the establishment, and I have read and understand all of the requirements of this license and will operate the establishment in compliance with those requirements. I understand that failure to provide accurate information or to comply with any provisions of the license may render it null and void and may result in enforcement action.
2. I, the undersigned, hereby consent to entry on the premises of the establishment by employees of Public Health Madison & Dane County at any reasonable time to inspect for compliance with applicable rules and regulations associated with the license. This consent is valid for the term of the license.

SIGNATURE – APPLICANT:

DATE SIGNED:

Pool Complexity Assessment

Complete this form to determine your pool's complexity category, which determines the license type and license fees.
Please see [ATCP 76](#) for specific rule language regarding complexity category assignment.

Check all that apply:

Basin "Basin" means any vessel constructed of manmade materials designed to hold or receive water, including the splash zone of an interactive play attraction or a run-out slide.	<input type="checkbox"/>	1
The pool type is a whirlpool or therapy pool "Whirlpool" means a small pool, sometimes called a "spa," which uses higher temperature water than other pools and may include a water agitation system. "Therapy pool" means a pool used for professionally administered physical therapy.	<input type="checkbox"/>	1
The basin is greater than 1,999 square feet in area	<input type="checkbox"/>	1
The pool is defined as a water attraction "Water attraction" means a pool with design and operational features that provide a patron recreational activity other than conventional swimming that involves partial or total immersion of the body, including an activity pool, interactive play attraction, leisure river, plunge pool, vortex pool, vanishing edge pool, waterslide, run-out slide, drop slide, pool slide, wave pool, zero-depth entry pool, and any public pool with features except wading pools.	<input type="checkbox"/>	1
Recirculation system serves only a single pool basin.	<input type="checkbox"/>	1
Recirculation system is shared with another pool basin.	<input type="checkbox"/>	.5
Total Points		

Check the box that matches your point total to determine complexity:

<input type="checkbox"/> 0 – 2 = Simple	<input type="checkbox"/> 2.5 – 3 = Moderate	<input type="checkbox"/> 3.5 or more = Complex
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Does your pool have a feature? Check yes if any of the below features are present.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Feature type - Check all that apply:		
<input type="checkbox"/> Pool depth is greater than 16 feet	<input type="checkbox"/> Climbing wall	<input type="checkbox"/> Current
<input type="checkbox"/> Pool surface area is greater than 20,000 sq. ft.	<input type="checkbox"/> Diving board(s)	<input type="checkbox"/> Pad walk
<input type="checkbox"/> Permanently installed basketball hoop	<input type="checkbox"/> Spray feature	<input type="checkbox"/> Swim-up bar
<input type="checkbox"/> Tethered or non-tethered floatable	<input type="checkbox"/> Underwater treadmill	<input type="checkbox"/> Vortex
<input type="checkbox"/> Other permanently installed physical object in pool. Describe:	<input type="checkbox"/> Waterslide(s) Number of waterslides:	<input type="checkbox"/> Wave generator

Check the box that matches your pool's total points and if there is a feature.

This is your pool's license complexity category:

<input type="checkbox"/> 0 – 2: Simple, no Feature	<input type="checkbox"/> 2.5 – 3: Moderate, no Feature	<input type="checkbox"/> 3.5 or Greater: Complex, no Feature
<input type="checkbox"/> 0 – 2: Simple with Feature	<input type="checkbox"/> 2.5 – 3: Moderate with Feature	<input type="checkbox"/> 3.5 or Greater: Complex with Feature

Continue to page 4 to determine license fee.

Pool License Fees

License fees effective May 1, 2025. License fees are non-refundable.

Use the license complexity category from page 3 to determine your new license fee.

Check the box next to your appropriate new license fee.

Pool Complexity	Our Annual Fee	State Annual Fee	Pre-inspection/Plan Review Fee	New License Fee	
				(Our fee + State fee + Pre-Inspection fee)	
Simple, no Feature	\$572.00	\$27.00	\$562.50	\$1,161.50	<input type="checkbox"/>
Simple with Feature	\$948.75	\$45.00	\$562.50	\$1,556.25	<input type="checkbox"/>
Moderate, no Feature	\$780.00	\$40.50	\$562.50	\$1,383.00	<input type="checkbox"/>
Moderate with Feature	\$1,125.00	\$58.50	\$562.50	\$1,746.00	<input type="checkbox"/>
Complex, no Feature	\$877.50	\$50.50	\$562.50	\$1,490.50	<input type="checkbox"/>
Complex with Feature	\$1,185.75	\$68.50	\$562.50	\$1,816.75	<input type="checkbox"/>