

# HENNEPIN COUNTY

## PUBLIC HEALTH

### 2025 Public Swimming Pool Plan Review

All pools located within Hennepin County Environmental Health Department's jurisdiction must conform to [MN Rule 4717](#), [MN Statutes 2024, section 144.1222](#), and [Hennepin County Ordinance 4](#).

Hennepin County Ordinance 4, Section VII 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." Any pool constructed or physically altered without prior plan approval must be closed immediately.

#### ACTIONS 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 (fill out pg. 2 of this form)**

- Replacement of pool fence (for alterations to fence footprint, new fenced area, new wall, etc., apply to MDH for plan review)
- Replacement of pool access gates/doors (for new placement of doors/gates, apply to MDH for plan review)
- Alteration or replacement of pool deck or coping
- Alteration of pool area toilet, handwashing, and shower facilities – floor, wall, ceiling, lighting, or locker changes only (for fixture count changes, apply to MDH for plan review)

##### **Actions Handled by Minnesota Department of Health (MDH) (fill out the [MDH plan review application](#))**

- New Construction
- Installation or construction of pool shell (e.g. fiberglass, concrete)
- Pool basin depth change (e.g. shallowing the deep end, constructing ramp into pool)
- Pool area toilet, handwashing, and shower facility change (e.g. fixture count)
- Pool enclosure access restriction change (e.g. walls, doors, fencing, gates)
- **Suction outlet fitting assembly (SOFA), cover\*, grate\*, or SOFA component change. \*Note this is a newer requirement**
- Pump change (e.g. recirculation, agitation, feature)
- Filter change
- Disinfection system change
- Gutter system change or skimmer change
- Piping change (e.g. pipe size, layout)
- Installation of slides, play features, and diving board structures
- Installation of pool cover (e.g. automatic retractable pool cover)

#### PUBLIC SWIMMING POOL PLAN REVIEW FEES

There is a minimum fee of \$104.00 to start the plan review process. Once the health authority reviews the plans, the remaining plan fee will be invoiced, if applicable. **Make the \$104 check payable to Hennepin County Treasurer** or to pay over the phone, make a note stating which number our office staff should call for payment.

Minor Remodel (e.g., one or two areas remodeled) \$104.00

Basic Remodel (e.g., two or more areas remodeled, less complex) \$211.00

Extensive Remodel (e.g., multiple areas remodeled, more complex) \$424.00

# 2025 Public Swimming Pool Plan Review Application

Establishment Information			
Establishment Name:		Email:	Phone:
Address:		City:	State: MN Zip Code:
Pool Information (if different than above)			
Pool Address:			
Owner Information			
Owner Name:		Email:	Phone:
Address:		City:	State: Zip Code:
Responsible Agent for Plan Review (if other than owner)			
Name:		Email:	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 <input type="checkbox"/> Wading Pool <input type="checkbox"/> Spa		<input type="checkbox"/> Indoor or <input type="checkbox"/> Outdoor Pool Volume:	
Anticipated Start Date:		Anticipated Finish Date:	
		<input type="checkbox"/> \$104 initial plan review fee	
Scope of Work (provide a brief description of work being done):			
Applicant/Contact Information			
Signature:		Date:	
If filling out by hand, please PRINT the following information:			
Name:		Phone:	
Email Address:			

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

