

# Swimming Pool Permit Application

Village of Shorewood Building Department  
One Town Center Boulevard, Shorewood, IL 60404  
Phone (815) 553-2310 • Fax (815) 744-6766  
Email: Permits@vil.shorewood.il.us



## SUBMISSION CHECKLIST: Complete this application and attach the following:

- 1) Plat of Survey – Draw pool, equipment, electrical and gas line locations on plat and indicate exact dimensions and setback distance from all property lines, structures, easements, flood zones/B lots and all utility lines.
- 2) Pool Contract – Copy of proposal from the pool contractor.
- 3) Pool Specifications – Detailed plans, copy of brochures, cut sheets, or specifications including material, size, framing, or design for the pool, equipment, ladder, fence latching, pool fence/topper, and/or alarms/covers.
- 4) Electrical or Gas Specifications – Detailed plans or copy of proposal from contractor (if applicable).
- 5) JULIE Locate – Call 811 and obtain Dig Number. Mark the proposed location of the pool and equipment with white paint, flags or stakes. Once all lines are located, call for a Field Verification with the Building Division. Permits will not be released without the Field Verification Inspection.
- 6) Homeowner’s Association Approval – Copy of written approval (if required).
- 7) Fence Application – Completed application for new fence (if applicable).
- 8) Deck Application – Completed application for a new deck (if applicable).
- 9) Grading Plan – Engineering plans required for changes to existing elevations and/or retaining walls (if applicable).

• **Review Time:** Please allow a minimum of seven (7) business days for processing and note that incomplete submissions will extend the review time. Applications are processed in the order in which they are received and will be reviewed for building and zoning code compliance. Pool regulations are on our website [www.vil.shorewood.il.us](http://www.vil.shorewood.il.us) under Title 8, Chapter 5.

• **Permit Fees:** Above Ground \$75.00, In-Ground \$250.00. When the review is approved, the applicant will be notified, and permit fees can be paid at permit pick up with cash, check made payable to the Village of Shorewood, or credit (service fee applies).

## APPLICANT & OWNER INFORMATION

APPLICANT (Contact) Name:	APPLICANT Phone:
PROPERTY OWNER Name:	PROPERTY OWNER Phone:
ADDRESS where work is to be done:	

**NOTE: If you are not the legal owner of the property:** If you have contracted to purchase new construction, a permit will not be released until an occupancy certificate has been issued. If you are renting the premises, a letter of authorization to install a pool must be submitted by the property owners directly to the Building Division.

**CONTRACTOR INFORMATION** (All contractors must obtain Shorewood Licenses *PRIOR* to permit release)

Pool Contractor:	Phone:
Electrical Contractor:	Phone:
Gas Contractor:	Phone:
Concrete Contractor:	Phone:
Excavating Contractor:	Phone:

**THE FOLLOWING MUST BE COMPLETED FOR REVIEW OF APPLICATION:**

**GENERAL INFORMATION:**

1. Type of Installation:  Above Ground  In-Ground  (Semi) In-Ground

2. Size of Pool: \_\_\_\_\_ ft (round) **or** \_\_\_\_\_ ft x \_\_\_\_\_ ft

3. Is any portion of the pool/equipment proposed to be in a flood zone? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, your application will require engineering approval and will be forwarded to the Resident Engineer.

4. Is any portion of the pool/equipment proposed to be in a gas pipeline easement? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, attach a copy of an authorization letter from the pipeline authority.

5. Is there a septic field located on the property? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, attach a copy of the Will County Health Department approval for the pool location.

6. Is any portion of the proposed pool/equipment located in any easements? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, attach a copy of an authorization letter from each utility company within the easement.

7. Is there any areas that will be regraded or supported with retaining walls? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, attach plans, signed and sealed by an Illinois registered Professional Engineer.

8. J.U.L.I.E. (Dial 811) – Have you scheduled a utility locate? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, provide the Dig Number \_\_\_\_\_ Date Called \_\_\_\_\_

Illinois State Law requires you to contact J.U.L.I.E. before you start any digging project. Within two working days of your call, a representative from each utility company (ComEd, Nicor, AT&T, Comcast and Municipal water/sewer) will either mark the location of their underground lines with paint and/or flags or contact you to let you know that their lines are not in conflict with the area in which you are planning to dig.

As a part of the review process, the Building Inspector will perform a Pre-Inspection to verify the distance between the marked utility lines and the proposed pool location. Once all locations are marked, call for an inspection.

9. Pool Setbacks:

\_\_\_\_\_ Feet from House  
\_\_\_\_\_ Feet from the RIGHT SIDE Property Line  
\_\_\_\_\_ Feet from the ComEd Electrical Line  
\_\_\_\_\_ (Corner Lot) Feet from the CORNER SIDE Building Setback Line

\_\_\_\_\_ Feet from an Accessory Structure(s)  
\_\_\_\_\_ Feet from the LEFT SIDE Property Line  
\_\_\_\_\_ Feet from the REAR Property Line

10. Is the yard currently fenced?: \_\_\_\_\_Yes \_\_\_\_\_No

**If yes**, do gates swing outward and are they self-closing/self-latching as required? \_\_\_\_\_Yes \_\_\_\_\_No

**If no**, which barrier will be installed?  Pool Fence/Topper  Yard Fence

*(If you plan to install fence around the yard, please submit a Fence Permit Application)*

11. Will ALL sides of the pool have a safety barrier/fencing to prevent small children from gaining unauthorized entry into the pool? (wall of home does not count as a barrier) \_\_\_\_\_Yes \_\_\_\_\_No

**If no**, which will be installed?  Door Alarms  ASTM rated Pool Cover

*(attach plans, brochures, cut sheets or specs for alarming or covers)*

12. Will construction require driving over public infrastructure? (not the driveway) \_\_\_\_\_Yes \_\_\_\_\_No

**If yes**, attach a \$5,000 Surety Bond to cover any damage to the public right-of-way (parkway).

13. What is the overall cost of the project? \$ \_\_\_\_\_ (ATTACH COPY OF SALES ORDER)

**ELECTRICAL INFORMATION: (All conductors must be copper. No Romex. No ground rods.)**

14. **New Electrical:** Where exactly will the lines be installed? \_\_\_\_\_

What material will be used? \_\_\_\_\_

At what depth will the electrical lines be installed? \_\_\_\_\_

At what distance will GFCI receptacles be located from inside wall of pool? \_\_\_\_\_  
(Minimum of one (1) receptacle 6-20 feet from the pool wall per 680.22A3)

**Existing Electrical:** Does existing electrical need to be brought up to code? \_\_\_\_\_Yes \_\_\_\_\_No

**Contractor:** Will you hire a contractor to install or update the electrical? \_\_\_\_\_Yes \_\_\_\_\_No

**GAS INFORMATION: (NO underground joints.)**

15. **New Gas Lines:** Where exactly will the lines be installed? \_\_\_\_\_

**Above Ground:**    Anodeless Risers    Corrosive Resistance Protective Coating over Metallics

**If metallic,** what type of piping/coating will be used? \_\_\_\_\_

**Underground:**    PE Plastic Piping    CSST    Other

**If other,** describe in detail: \_\_\_\_\_

**At what depth** will the gas line be installed? \_\_\_\_\_

**Gas Meter:** Will the existing gas meter be sufficient to support the extra supply?   \_\_\_\_\_ Yes   \_\_\_\_\_ No

**PLUMBING INFORMATION:**

16. Will suction outlets be installed?   \_\_\_\_\_ Yes   \_\_\_\_\_ No

**CERTIFICATION:**

I agree to conform to all applicable codes, inspection requirements, laws and ordinances of this jurisdiction. I understand field verification of pool and utility locations is required **PRIOR** to permit release. Once the permit is issued, I understand inspections will be required prior to backfilling, prior to covering underground gas or electrical lines (gas pipe must have pressure gauge on for testing at the time of inspection.), prior to pouring any concrete, once bonding is complete, and in all cases, a final inspection is required. I understand that fencing and safety mechanisms must be installed **PRIOR** to filling the pool, unless manufacturer's specifications state otherwise.

**Signature of Applicant :**

**Print Name:**

**Date:**

Authorized Agent hereby certifies that the proposed work is authorized by the owner of record and he/she has been authorized by the owner to make this application as his/her authorized agent. Attach copy of signed contract.

## Pool, Spa and Hot Tub Guidelines

Building codes establish the minimum health and safety requirements for pools, spas, hot tubs and whirlpools. The applicable code requirements for these installations (including above/under/semi-underground) are summarized in the guidelines below and must be indicated completely and accurately on the plans submitted for permit and included in the work. The list below only represents the most typical requirements and is not all inclusive of all potential requirements. The nature and extent of work may require additional compliance in plans not listed for permit plan approval. Please refer to the full text of the code sections (in parentheses) to insure that the proposed design is complete and accurate. You can assist the Building Division and prevent delays in issuing your permit by submitting sufficient and correct information for each applicable item.

### Pool/Hot Tub/Spa Permit:

Required **PRIOR** to beginning construction or installation to ensure the location, size and materials used will be according to the health and safety requirements set forth in the building and Village codes. It is encouraged to thoroughly review all requirements, and ask any questions, before making any purchases.

### Plat of Survey:

Required showing location, size of pool/spa/hot tub (length, width, depth) and the distance from all property lines/primary structure/flood plains/pipeline easements/septic fields/B lots. Equipment location should also be indicated.

### Pool/Hot Tub/Spa Brochure or Plan:

Attach brochures and plans indicating the material, size, framing, and design of the pool/hot tub/spa. Manufacturers specifications are required for review against the building code. Also provide specifications/brochures for the pool equipment, fold-up ladders, fence latching, pool topper/fencing, ASTM rated covers, and/or alarming mechanisms.

### Homeowner's Association Approval:

Approval is required in writing indicating the proposed installation is permissible. Permits will not be released without it.

### Set Back Requirements:

Pools must maintain a minimum of 6 feet away from any rear and interior side property line, provided there aren't any easements greater than 6 feet, and not closer than 10 feet from the nearest wall of the principal building. Structures (i.e. decks or pools), surfaces (i.e. pavers or concrete) and equipment are not permissible in any easements/septic fields/flood plains/B lots and must maintain a minimum of 5 feet from property lines if there are not any easements showing along a property line.

Hot tubs/spas/whirlpools must maintain a minimum of 6 feet away from any rear or interior property line, but generally do not have a restriction on proximity to the principal building. It is suggested a minimum of 2 feet is allowed to perform any possible maintenance to the units. Windows within walls, enclosures or fences containing or facing hot tubs/spas/whirlpools where the bottom exposed edge of the window is less than 60 inches measured vertically above any standing or walking surface **and** that is less than 60 inches (5 feet) measured horizontally and in a straight line from the water's edge shall be considered a hazardous location and will require tempered glass. (R308.4.5)

Pool/spa/hot tubs must maintain a minimum of 5 feet from underground gas or electrical lines, with 18 inches between lines. The following parts of pools shall NOT be placed under existing electric service-drop conductors or any other open overhead wiring, nor shall such wiring be installed above the following: pools and the area extending 10 feet horizontally from the inside of the walls of the pool, diving structure, observation stand, tower or platform.

(High voltage lines may require an increase in the minimum distance horizontally from the pool wall and overhead line.) (2012 IRC, E4203.6)

**If installing on a CORNER LOT, pools/hot tubs/spas (or any structure or surface) cannot exceed the Building Setback Line (B.S.L.) as indicated on the plat of survey.**

**Lot Coverage:**

Percentage Of Required Yard Occupied: Detached accessory buildings or structures shall not occupy more than twenty five percent (25%) of the area of a required rear yard. (Village Code, 10-3-11-E)

**Easements:**

Pool/hot tub/spas, equipment, structures/surfaces and fence gates shall **NOT** be located within any easement, including gas pipeline easements or designated flood routes/B lots.

**Safety Barriers (Fencing):**

A minimum of 4 foot fencing is required around pools, and must be located at least 6 feet away from pool walls. Fencing must be installed PRIOR to adding water to the pool. Protection guards/toppers around above ground pools are required IF no fence is installed around the yard. Protection guards/toppers must be adequate enough to assist in supplying an overall barrier 4 foot from grade. If a yard fence will not be in place, a fold up lockable ladder or gate is required for safety.

All fence gate swings must have an outward swing leaving from the backyard or pool. Gates must have a self-closing and self-latching mechanism. The latches must be placed on the pool side at least 3 inches from the top of the gate or 54 inches from the threshold of the gate or otherwise made inaccessible to small children. A dwelling house or accessory building may be used as part of such fence, however must have an audible warning/alarm (listed and labeled according to UL 2017) or powered safety cover in compliance with ASTM F 1346. Alarms shall be listed and labeled in accordance with UL 2017, and the deactivation switch must be located at least 54 inches above the threshold of the door.

Spas/hot tubs with a safety cover which complies with ASTM F 1346 shall be exempt from providing extra barriers.

**Guardrails:**

Any walking surface that is greater than 30" from surface or grade is required to have a guardrail with a minimum rail height of 36". (R312.1.1)

**Temporary Barriers:**

Temporary fencing, a minimum of 4 feet high, must be in place during construction and remain until the permanent fence/barrier is installed.

**Weight Support:**

All spas and hot tubs must be installed upon an approved surface designed to support the weight load per manufacturers specifications.

**Electrical:**

Rigid metal, non-corrosive/galvanized conduit or PVC is acceptable. 18 inches deep for PVC, or 6 inches for rigid metallic conduit. Schedule 80 is preferred/recommended, but schedule 40 is allowed if it is rated for underground. All conductors must be copper. Romex is NOT allowed. If electric is installed, please indicate so at the time of application. Grounding in conduit should include #12 AWG copper cable. (See below for additional information.) GFCI outlets should be located anywhere on the exterior of the home. GFCI receptacles shall be located a minimum of 6 feet from and not more than 20 feet from the inside wall of pools and outdoor spas and hot tubs.

<b>Gas:</b>	Anodeless Risers or corrosive resistance protective coating over metallic is acceptable. Pipe protected coatings and wrappings shall be approved for the application and shall be factory applied. Uncoated threaded or socket welded joints shall NOT be used where corrosion is known to occur. (G2415.11.1&.2) Minimum of 8” deep. One continuous length of PE Pipe, and two above ground joints. <u>NO underground joints.</u> If using CSST (corrugated stainless steel tubing), a copy of the CSST certification, the Qualified Installer Card, will be required to ensure it is installed to their specifications. (G2415.2) Before any system of piping is put in service or concealed/backfilled, it shall be tested to ensure that it is gas tight. Testing, inspection and purging of piping systems shall comply with code G2417. Gas pipe must have pressure gauge on for testing at the time of inspection.
<b>Plumbing:</b>	Suction outlets to be designed and installed in accordance with ANSI/APSP-7.
<b>Protection Against Corrosion:</b>	Metallic piping or tubing exposed to corrosive action, such as soil condition or moisture, shall be protected in an approved manner.
<b>Bonding:</b>	See attached diagram.
<b>Grounding:</b>	<p>NO ground rods are to be installed. The following equipment shall be grounded per code E4205.1:</p> <ol style="list-style-type: none"> <li>1. Through-wall lighting assemblies and underwater luminaries other than those low-voltage lighting products listed for the application without a grounding conductor.</li> <li>2. All electrical equipment located within 5 feet of the inside wall of the pool, spa or hot tub.</li> <li>3. All electrical equipment associated with the recirculating system of the pool, spa or hot tub.</li> <li>4. Junction boxes.</li> <li>5. Transformer and power supply enclosures.</li> <li>6. Ground-fault circuit-interrupters.</li> <li>7. Panel boards that are not part of the service equipment and that supply any electrical equipment associated with the pool, spa or hot tub.</li> </ol>
<b>Grading/Retaining Walls:</b>	If being installed on a slope, stamped structural drawings by a design professional must be submitted. If there is a grade difference greater than 30 inches, a guardrail/handrail must be installed.
<b>Inspections:</b>	<p>A field verification of the physical pool location and J.U.L.I.E. lines/flags by the inspector is required <b>PRIOR</b> to release of any permits and starting any work to ensure location is compliant. J.U.L.I.E. must be called by either the resident or contractor so that each of the utility companies can flag their own lines. The resident or contractor will also need to somehow physically indicate the location of the pool prior to calling the Building Division to schedule the field verification.</p> <p>Once approved and the permit is released, inspections will be required prior to backfilling, prior to covering underground gas or electrical lines (gas pipe must have pressure gauge on for testing at the time of inspection.), prior to pouring any concrete, once bonding is complete, and in all cases a final inspection is required. (Inspections will vary based on individual projects.) At final inspection it is required that all fencing and safety mechanisms are installed</p>

PRIOR to filling the pool, unless directed otherwise by manufacturers specifications, in order to receive an approval to occupy the pool.

**Damage Bond:**

Any work requiring heavy equipment to travel over Village infrastructure (parkway, curbs and public walks) will require that a \$5,000 Damage Bond be posted, and the original & signed bond given to the Village, to protect against any possible damage to infrastructure. Once construction is finalized, and the Village Engineer can confirm the positive status of the infrastructure, the Damage Bond will be released back to the applicant.