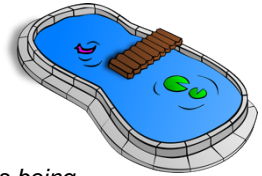


SWIMMING POOLS, SPAS & HOT TUBS

Do I need a permit to install or replace a swimming pool, spa or hot tub?

- Yes, a permit is required to install or replace a swimming pool, spa or hot tub. This includes any water feature that has a water level 24 inches or more. Also included are children's inflatable pools or a water feature such as a pond.



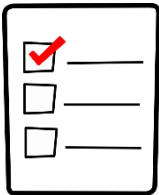
PERMIT PROCESS

Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal

Submittal Requirements Checklist

- Completed [Building Permit Application](#)
- All contractors must be registered for the current calendar year with the Village. See [Contractor Registration Application](#)
- Two copies of the plat of survey showing the proposed swimming pool, spa or hot tub
 - Indicate the distance from the swimming pool, spa or hot tub to the property lines (not to be closer than 6 feet to any property line nor located on any easement)
 - Indicate the dimension from the exterior wall of the residence to the swimming pool
 - Show all other existing accessory structures, with dimensions, located in the rear yard.
 - If a wood deck is also being installed in conjunction with the swimming pool, please see the "Wood Deck" handout for more information
 - Show the location of all pool equipment including filters, pumps, and heaters
 - If a barrier is required, show the location and indicate if existing or proposed
 - Indicate the location of the main Commonwealth Edison supply line to the house (specify whether it is above or below ground) and the location of the electric meter
- Manufacturer's specifications for the swimming pool, spa or hot tub
- Manufacturer's specifications for any related equipment such as filters, pumps, and heaters. Note that the electrical equipment shall be listed by an approved listing agency, i.e., Underwriters Laboratories, Inc. (UL), and shall be GFCI protected.
- Plumber's Letter of Intent, if applicable
- In-Ground Pools additional information:
 - Signed and sealed architectural drawings are required by a licensed state of Illinois professional.
 - A grading plan indicating the finish grade of the proposed improvement, the existing and proposed topography, and any proposed piping or drains including point of discharge. Indicate any planned relocation of existing utilities which are affected by the proposed improvements.



Step 2: Processing and Plan Review

Review Period

- Average review time is 5 to 7 business days after all required information is provided.
- If any portion of the application is not approved, applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all of the items that need to be

addressed prior to the permit being issued. Applicant must respond in writing and provide corrected plans as directed in the review letter, at which time the revised plans will be reviewed.

- Once approved, applicant needs to pay for and pick up the permit before any work begins.

Step 3: Permit Issuance

Permit Fee

- The permit fee for a residential Swimming Pool, Spa or Hot Tub is \$200 for above ground or hot tub and \$400 for in-ground.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.

Approved Plans

- Approved plans will be given to the applicant at time of issuance.



Step 4: During Construction

General Information

- The permit card must be posted at the property in plain view from the street and remain until all inspections have been approved.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the Village's Municipal Code, [Section 9.38.037](#))
- No materials or dumpsters are to be stored on the street or in the parkway.
- Approved plans must be kept on site and be available at inspections.
 - Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
 - Permit is invalid if work is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



Underground Utilities

- Call 811 at least a few days before you start any digging project. Utility companies who have potential facilities in the area will be notified. Each utility company will send a locator to mark the appropriate location of the underground utility lines within a few days of your call. For more information, visit call811.com.



Step 5: Inspections

Required Inspections

- Rough Inspections
 - Electrical – An onsite meeting to discuss the electrical, bonding, and grounding requirements shall be scheduled on the same day as the installation and prior to beginning any work.
 - Plumbing, if applicable
 - Structural
- Final inspections
 - Electrical
 - Plumbing, if applicable
 - Structural



CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

Permitted Locations

- Swimming pool, spa or hot tub is not to be closer than 6 feet to any property line nor be located on any easement.
- Swimming pools, spas and hot tubs are considered accessory structures. Other accessory structures include, but not limited to, decks, gazebos, sheds, detached garages, etc.
- Accessory structures may not be installed in front yards or corner side yards.
- All accessory structures shall not cover more than 20% of the rear yard area. Use the "Rear Yard Coverage Limited Worksheet" to calculate coverage.

Required safety covers, alarms, and barriers

- Minimum requirements for a swimming pool barrier:
 - A minimum of 48 inches high
 - Opening of the barrier (fence) shall not allow passage of a 4-inch diameter sphere
 - Maximum mesh size for chain link fences shall be a 1.75-inch square unless the fence is provided with slats which reduce the openings to not more than 1.75 inches
 - Access gates shall open outwards away from the pool and shall be self-closing and have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches from the bottom of the gate, the release mechanism shall be located on the pool side of the gate at least 3 inches below the top of the gate and the gate and barrier shall not have an opening greater than ½ inch within 18 inches of the release mechanism.
- Where the wall of a dwelling unit serves as part of the barrier and contains or door or windows (operable window with a sill height of less than 48 inches above the indoor finished floor) that provides direct access to the swimming pool, one of the following shall apply:
 - All doors and windows (operable window with a sill height of less than 48 inches above the indoor finished floor) with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and its screen or windows, if present, are opened. This alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL2017. Specific code requirements will apply regarding sound levels, duration and location of alarm.
 - All doors with direct access to the pool through that wall shall be equipped with a self-closing and self-latching device with the release mechanism located a minimum of 54 inches above the floor. Doors shall open away from the pool.
 - The pool shall be equipped with a power safety cover that complies with ASTM F1346 or the spa or hot tub shall be equipped with a lockable cover that complies with ASTM F1346.
 - The pool and means of access to the pool shall be completely enclosed by a barrier in accordance with the requirements as listed above.

A removable ladder shall not constitute an acceptable alternative to barrier requirements.

Energy Conserving Measures

- Swimming pools shall be provided with energy conserving measures:
 - Pool heaters: All pool heaters shall be equipped with a readily accessible on/off switch to allow shutting off the heater without adjusting the thermostat setting. Pool heaters fired by natural gas or LPG shall not have continuously burning pilot lights.
 - Time switches: Time switches that can automatically turn off and on heaters and pumps according to a preset schedule shall be installed on swimming pool heaters and pumps.
 - Pool covers: Heated swimming pools shall be equipped with a vapor-retardant pool cover on or at the water surface. Swimming pools or hot tubs heated more than 90°F (32°C) shall have a pool cover with a minimum insulation value of R-12.

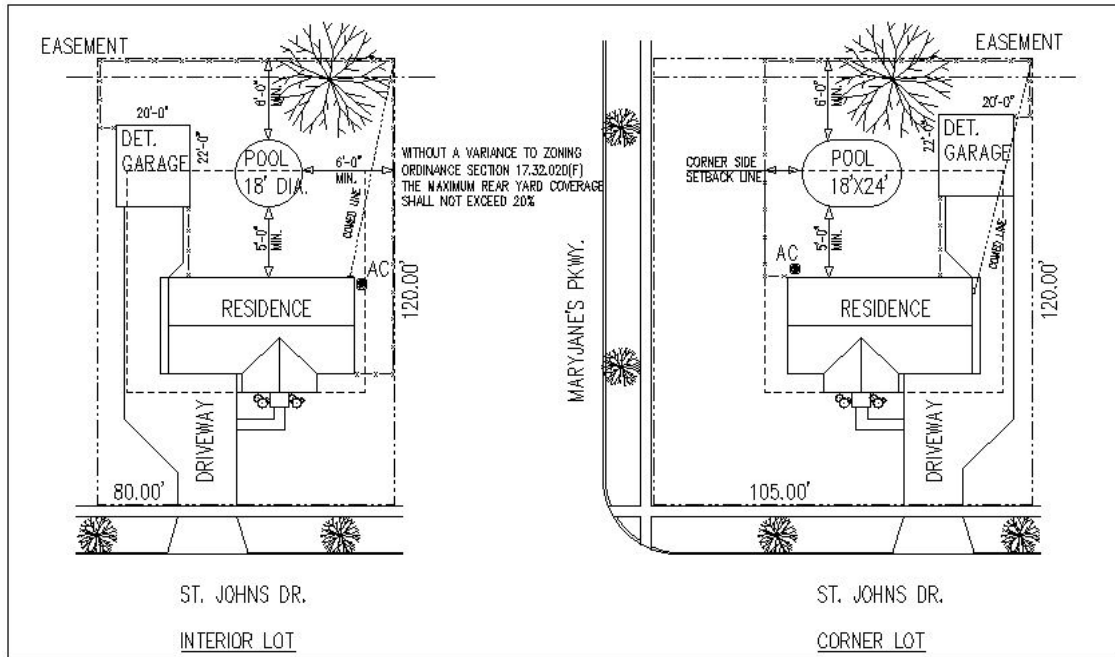
Ladders or stairs

- A ladder or stair is required as a means of entry and exit for the pool. See section 702 of the 2018 International Swimming Pool and Spa Code for more information on requirements of types, A, B, C staircase and D and E in-pool ladders as well as type F recessed in-pool stairs

Other

- Safety signage such as “no diving” or ladder signage provided by the manufacturer shall be posted prior to final inspection

Submittal Example and Specifications:



MORE INFORMATION



- More details and requirements can be found in:
 - 2018 International Swimming Pool and Spa Code
 - 2017 National Electric Code
 - 2014 State of Illinois Plumbing Code
 - 2018 International Mechanical Code
 - 2018 International Fuel Gas Code
 - [Title 15](#) of the Buffalo Grove Municipal Code
 - [Fences](#) Project Guidelines handout
 - [Wood Decks](#) Project Guidelines handout
- Call the *Building Department* at (847) 459-2530 with any questions
- All forms and applications can be found at www.vbg.org/bzdownloads