



## INGROUND POOL REMOVAL-DEMOLITION

### PERMIT PROCESS

The demolition of an inground pool requires a permit. Abandoned pools can create unregulated back-fill causing super-saturated soil that will become a public safety hazard. Additionally, preventing any structure damage to a future building on that site, requires the proper takedown of an inground pool. The information provided is to help guide you through the inground demolition permit process. It is the responsibility of the property owner and/or designee to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved. Inground pool demolition permits are submitted via mail or at the Village Hall.

#### Step 1: Permit Application Submittal

- **Permit application must include the project cost, contractor(s) list and signed** – [www.vbg.org/PA](http://www.vbg.org/PA)
- **Contractor Registration:** [www.vbg.org/contractor](http://www.vbg.org/contractor)  
*All contractors must be registered in the Village of Buffalo Grove for the respective year. To check the most recent list of registered contractors, go to [www.vbg.org/CL](http://www.vbg.org/CL).*
- **Submit 2 copies of the proposal of work.**
- **Submit 2 copies of the plat of survey indicating the following.**
  - Property lines with all buildings relative to the property line
  - Location of pool relative to property line and structure
  - Access route to pool and carry out of demolition and cleanup
- **Code Requirements**
  - *The bottom of the pool's shell shall have holes punched or drilled completely through so water will drain out of the bottom and not accumulate.*
  - *Recommend the top 2- inches of the side walls be removed, with an 18-inch minimum.*
  - **All** gas, water and electrical lines must be removed.
  - *Pool shall be backfilled and compacted to a minimum of 90% maximum density.*
  - *NO Organic or other reducible materials shall be incorporated in fills.*
  - *NO rock or similar irreducible material with a dimension greater than 8 inches shall be buried or placed within 48 inches of the finished grade.*
  - *NO disconnection or proper termination of the gas, water and electrical lines will be required prior to final inspection.*
- The permit packet submitted should include all above items for review and any other important permit information.
- **Delivery Options** – Mail or drop-off, M-F, 8a-4p. Online acceptance is not available at this time.  
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



#### Step 2: Processing and Plan Review

- VBG strives for an average review turnaround time of 5-10 business days. Permits are reviewed in sequential order. We do not have expedited reviews.
- If any portion of the application is not approved, the applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all the items that need to be addressed before permit issuance. Applicant must respond directly to plan reviewer in writing, providing corrected revisions as directed.
- Once approved, the applicant will be contacted with permit issuance information, fees and payment options.





### Step 3: Permit Issuance and Construction Period

- **Permit Fees:** \$200 (Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX)
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible at all times. Permit card must remain posted until final inspections are approved.
- **Construction is permitted** on weekdays, 7am-7pm, and on weekends, 8am-7pm. (Village Municipal Code, Section 9.38.037) No materials or dumpsters are to be stored on the street or in the parkway.
- **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 does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

### Step 4: Inspections

Review permit issuance page for inspection(s).

**Email Directives:** [www.vbg.org/inspections](http://www.vbg.org/inspections)



**Typical pool demolition inspections are:**

- Rough grade to verify holes in bottom of pool shell
- Verify disconnects and backfill materials
- Final pool backfill (Building)
- Final grading (Engineer)

### Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.



### Additional Information and Contacts

VBG building permit documents and most permit inquiries can be found at [www.vbg.org/permits](http://www.vbg.org/permits).

Specific permit questions that are not under the VBG permit webpage, can be emailed to [permits@vbg.org](mailto:permits@vbg.org).

VBG Code of Ordinances can be found at [https://library.municode.com/IL/Buffalo\\_Grove](https://library.municode.com/IL/Buffalo_Grove).

VBG Building Codes: [Here](#)

[www.vbg.org](http://www.vbg.org)