



COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

**Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be placed on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

POOL & SPA/HOT TUB: (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete.
- ☐ Plat of Survey indicating the proposed location of pool/spa with measurements.
- ☐ Permit Addendum – Pool & Spa / Hot Tub, signed.
- ☐ Letter of approval from the homeowner's association, when applicable.
- ☐ Contractor's Registration with bond, for those not already **licensed** and **bonded** with the Village.
- ☐ Manufacturer's specification sheet on Pool/Spa and Filtration System/Electric Requirements.
- ☐ Call J.U.L.I.E. 1-800-892-0123
- ☐ Deposit required, when applicable.
- ☐ An on-site inspection is required after ALL documents listed above have been received, the J.U.L.I.E. locate is visible, but BEFORE the permit is reviewed.

I attest that I have submitted all information as required above regarding the permit applied for at:

_____ Glendale Heights, IL 60139

_____ Name (Printed)

_____ Signature

_____ Date



VILLAGE OF GLENDALE HEIGHTS
300 Civic Center Plaza
Glendale Heights, Illinois 60139
Community Development Department
(630) 260-6030

BUILDING PERMIT APPLICATION
(Please Print CLEARLY)

DATE: _____

PROPERTY ADDRESS: _____, GLENDALE HEIGHTS, IL 60139

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____

APPLICANT EMAIL ADDRESS: _____

IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY

EST. CONST. COST: \$ _____ HOMEOWNERS ASSOC. ☐ YES ☐ NO

CHECK ONE:

- | | | | | |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST. | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> SIDING | <input type="checkbox"/> HVAC | <input type="checkbox"/> SIDEWALK | <input type="checkbox"/> SHED |
| <input type="checkbox"/> REMODEL | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY | <input type="checkbox"/> DECK |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> DOORS | | <input type="checkbox"/> DRIVEWAY APRON | |
| <input type="checkbox"/> OTHER _____ | | | <input type="checkbox"/> OTHER PAVEMENT | |

SCOPE OF WORK/DESCRIPTION: _____

****ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

Name	Address	Phone Number
OWNER: _____	_____	_____
OCCUPANT: _____	_____	_____
ARCHITECT: _____	_____	_____
ENGINEER: _____	_____	_____
GEN. CONT.: _____	_____	_____
PLUMBING: _____	_____	_____
ELECTRIC: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) _____

SIGNATURE OF APPLICANT _____

DIR. OF COMM. DEVELOPMENT: _____

DATE APPROVED: _____

DO NOT WRITE IN THIS SPACE

Permit No.: _____

Date Issued: _____

Permit Expires: _____

Zoning District: _____

Initial Deposit: _____

Construction: _____

Fire Protection: _____

Site Improvement: _____

Sewer Connection: _____

Water Connection: _____

Water Meter: _____

Penalty: _____

Building Deposit: _____

Engineering Deposit: _____

Permit Fee: _____

Required Deposit: _____

TOTAL FEE: _____



PERMIT ADDENDUM – POOL & SPA / HOT TUB

PERMIT _____ DATE _____ ADDRESS _____

1. All construction work involving new or replacement swimming pools, hot tubs, or spas equipment shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
 - 2006 International Residential Code
 - 2004 Illinois Plumbing Code
 - 2008 National Electric Code
 - 2012 International Energy Conservation Code
 - 2006 International Property Maintenance Code
2. SETBACK REQUIREMENTS:
 - a) An outdoor pool shall be 3' (min.) from all property lines, 5' (min.) from the residence or other accessory structures, and completely outside of any and all easements.
 - b) An outdoor pool shall be 10' (min.) from any overhead utility lines, and 5' (min.) from any underground utility lines.
3. ELECTRICAL REQUIREMENTS:
 - a) All receptacles located within 20' of the inside walls of the pool (and outside of the residence) shall be protected by ground-fault circuit interrupters (GFCI).
 - b) All lighting located within 10' of the inside walls of the pool (and outside of the residence) shall be protected by ground-fault circuit interrupters (GFCI).
 - c) The receptacle(s) that provide power to pool equipment shall be located between 5' (min.) and 10' (max.) from the inside walls of the pool.
 - d) All other receptacles shall be located not less than 10' from the inside walls of the pool.
 - e) At least (1) general purpose receptacle fed by a 120V, 15A – 20A circuit shall be located within 20' of the pool.
 - f) Refer to attached "Residential Electrical Swimming Pool Information" for further electrical code requirements.
4. BARRIER FENCE REQUIREMENTS
 - a) An outdoor pool shall be completely surrounded by a permanent barrier fence (or equivalent) located either at ground level or on top of an above-ground swimming pool. An existing wall of a residence may be used as part of the barrier so long as the pool is equipped with a powered safety cover (compliant with ASTM F1346) or doors with direct access to the pool shall be equipped with an alarm (compliant with IRC AG105.2.9.2)
 - b) Where the fence is located on the property line, the top of the fence shall be a minimum of four (4) feet above the ground adjacent to the pool and the bottom of the fence shall be a maximum of two (2) inches above the ground adjacent to the pool.

- c) Where the fence is located on top of an above-ground swimming pool, the top of the fence shall be a minimum of two (2) feet in height above the top of the pool wall and the bottom of the fence shall be a maximum of four (4) inches above the top of the pool wall. The ladder or steps used as means of access shall be capable of being secured, locked or removed to prevent access, and meet all other requirements for height and opening size.
 - d) No openings greater than four (4) inches in any dimension are permitted in either the barrier fence or the access gates. Openings in lattice fencing shall not exceed 1¾". Openings in chain link fencing shall not exceed 2¼".
 - e) Access gates shall open outward away from the pool and shall be self-closing and have a self-latching device for keeping the gate or door securely closed at all times when not in actual use. Where the release mechanism of the self-latching device is located less than 54" from the bottom of the gate, the release mechanism shall be located on the pool side of the gate at least 3" below the top of the gate, and both the fence and gate shall have no openings larger than ½" within 18 inches of the release mechanism.
5. Installation of equipment shall conform to the conditions of their listing and label and the manufacturer's installation instructions.

Please note the following additional requirements:

- All contractors must have a current Village of Glendale Heights registration on file. Please visit the Community Development Department at Village Hall to complete the registration process.
- If any changes occur during construction that deviate from the Village approved drawings, the changes must be submitted immediately in writing to the Village of Glendale Heights for review and approval.
- A final inspection is required for all swimming pool, hot tub, or spa installations.

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature

Date



Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: permits@glendaleheights.org

CONTRACTOR REGISTRATION APPLICATION

REGISTRATION INFORMATION

REGISTRATION TYPE:

☐ NEW REGISTRATION

☐ RENEW REGISTRATION

TRADE(S):

- ☐ ASPHALT ☐ CARPENTRY ☐ CONCRETE ☐ ELECTRIC ☐ FENCE
☐ FIRE PROTECTION ☐ GENERAL CONTRACTOR ☐ HVAC / MECHANICAL
☐ LANDSCAPE ☐ PLUMBING ☐ ROOFING ☐ SIGN ☐ SOLAR ☐ UTILITY
☐ WINDOW ☐ OTHER / SPECIALTY

COMPANY AND APPLICANT INFORMATION

COMPANY NAME:

COMPANY ADDRESS:

APPLICANT NAME:

PHONE:

APPLICANT ROLE:

☐ OWNER

☐ EMPLOYEE

☐ AGENT

EMAIL:

ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a \$20,000 surety bond for every contractor registration application. *Plumbing exempt.
2. Payment of fee. Contractors = \$75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

I do hereby attest that the information provided is true and accurate to the best of my knowledge.

APPLICANT SIGNATURE:

DATE:

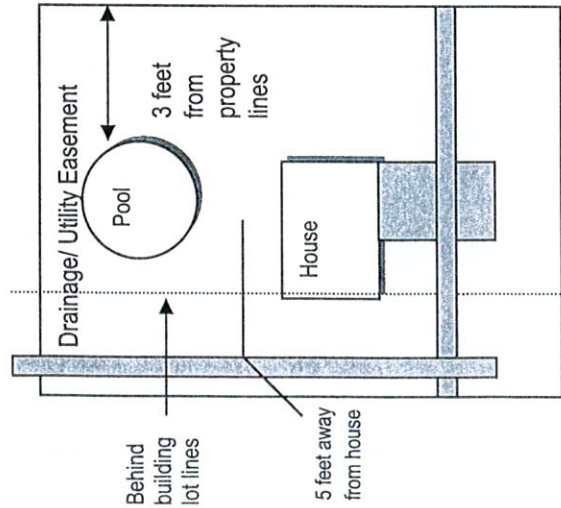
FOLLOWING PAGES
FOR APPLICANT

DO NOT RETURN
WITH APPLICATION

Permit Checklist

- ☐ Permit application.
- ☐ A plat of survey.
- ☐ Pool/Spa & filter specifications with electrical requirements.
- ☐ A letter of approval from home owner association, if applicable
- ☐ Name and address of licensed and bonded contractor installing the pool/spa.
- ☐ Call J.U.L.I.E. 1-800-892-0123

Your permit will not be processed without all of the above items. Please allow a minimum of ten (10) working days for permit review.



This drawing is for illustrative purposes only

Mission Statement

The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners.

This brochure contains general information and is not to be used for interpretation of actual village codes. The drawings used in this brochure are intended to aid in the understanding of the zoning ordinance. They are for illustrative purposes only and are not intended to be used for interpretation of actual zoning regulations. Please contact the Department of Community Development during regular business hours regarding specific questions.

Department of Community Development

SWIMMING POOLS & SPAS

We want to install a pool, what do we need to do?

Building permit requirements

Is a permit required for all swimming pools?

Applicable Building Codes

General regulations

Inspections



A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE

Revised: June 2014

VILLAGE OF GLENDALE HEIGHTS DEPARTMENT OF COMMUNITY DEVELOPMENT

300 Civic Center Plaza
Glendale Heights, IL 60139
(630) 260-6030
(630) 260-1317 fax
comdev@glendaleheights.org

We want to install a pool, what do we need?

The first obstacle for most homeowners planning on installing a pool in the back yard is the location of the existing utility lines. Pools are not permitted to be built on top of or under utility services. For this reason you will need to contact J.U.L.I.E.

(Joint Utility Location Information for Excavators) at 1-800-892-0123 to locate any underground utilities in your yard prior to applying for a permit.

Secondly, if you reside in a development governed by a homeowner association, you are required to obtain a letter of approval from the association.

Finally, you will need to apply for a building permit.

Building Permit Requirements

Permits are required to be obtained prior to the construction of a swimming pool. To apply for a building permit, please bring the following to the Department of Community Development.

1. Completed building permit application.
2. A plat of survey showing the proposed location of the pool; size and distance to all lot lines and easements.
3. The pool installation booklet (must show that it is UL or other testing service institute approved).
4. If an in-ground pool, complete construction drawings showing plumbing, drainage, and electrical systems.
5. If a deck is to be added or included with the pool, a separate construction drawing and deck permit will be required in addition to the pool permit.

6. A letter of approval from your homeowner's association, if applicable.

7. Name and address of Contractor installing the pool. Contractors are required to be licensed and bonded with the Village of Glendale Heights before any permits are issued.

Is a building permit required for all swimming pools?

All pools 24 inches or more in depth require a permit.

Applicable Building Codes

All swimming pools and spa tubs shall comply with the 2006 International Building Code, the 2006 International Residential Code, the 2008 National Electric Code, the 2014 Illinois Plumbing Code, and the Village of Glendale Heights Zoning Codes and Ordinances.

General Regulations

1. A minimum 4 feet high fence is required if the swimming pool is less than 4 feet above finished grade at any point.
2. Pools shall be located a minimum of 5 feet from the house or accessory structure, 3 feet from all property lines and completely off any utility or drainage easements.
3. Pools shall be a minimum of 10 feet away from any overhead electrical wires and a minimum of 5 feet away from any underground wires.
4. Ground Fault Circuit Interrupters (G.F.C.I.s) are required by the National Electrical Code to guard against electrical accidents.

5. A ground fault receptacle shall be permanently located 5 feet to 10 feet from outside edge of pool. All underground electrical wiring shall be buried at least 18 inches below grade.
6. Pools shall not be drained so as to overflow upon an adjoining lot or otherwise create a nuisance.
7. A backflow prevention device shall be required on the water supply to the pool.
8. Decks serving pools must have a self-closing, self-latching gate.
9. If pool height is at least 4 feet high and no fence is provided, a removable or flip-up ladder is required.
10. Any gas piping shall be installed in accordance with the 2000 International Fuel Gas Code.
11. Call J.U.L.I.E. at 1-800-892-0123 prior to starting the excavation.

Inspections

Above ground pools require

1. A site inspection prior to permit approval (all J.U.L.I.E. marks need to be made prior to the site inspection),
2. One electrical inspection
3. One final inspection upon completion of construction.

A 24 hour advanced notice is required prior to each inspection. The appointments for these inspections can be made by calling the Department of Community Development at 260-6030.

Final Note

Please remember that once installed, your swimming pool is required to be kept maintained and clean at all times.

Residential Electrical Swimming Pool Information

This is not an all inclusive list of all of the requirements of the 2008 National Electrical Code (NEC) Article 680. However, the following information is a basic overview of some of the key points of Article 680. Installations shall comply with all of the requirements of the 2008 NEC.

ARTICLE 680 DEFINITION- Permanently Installed Swimming Pools-those that are constructed in the ground or partially in the ground, and all others capable of holding water in a depth greater than 42", and all pools installed inside a building, regardless of water depth, whether or not served by electrical circuits of any nature, is considered a permanent pool, and shall comply with Article 680 in the 2008 NEC.

General Requirements:

1. Placement of installation of pools shall maintain clearances from overhead conductors, communication cables, and underground wiring. (Section 680.8, Table 680.8 and 680.10 of the 2008 NEC.)
2. **NEC 300.5** - Branch circuits for pool-associated motors shall comply with this section for underground installations (UF cable not permitted see 680.21(A)(1)). Conductors installed underground in conduit shall be listed for wet locations.
3. **NEC 680.21(A)(1)** The branch circuits for pool-associated motors shall be installed in rigid metal conduit, intermediate metal conduit, listed for the location. Other wiring methods and materials shall be permitted in specific locations or applications as covered in this section. Any wiring method employed shall contain an "insulated copper equipment grounding conductor" sized in accordance with 250.122 but not smaller than 12 AWG.
4. **NEC 680.22(A)(1)** -Receptacles that provide power for water-pump motors or for other loads directly related to the circulation and sanitation system shall be located at least 10' from the inside walls of the pool, or not less than 6' from the inside walls of the pool if they meet the following conditions- (1) & (2) they shall be of the locking and the grounding type, (3) consist of a single receptacle, and (4) shall be protected by a ground-fault circuit interrupter.
5. **NEC 680.22(A)(3)**-Where a permanently installed pool is installed at a dwelling unit(s), no fewer than one 125-volt, 15- or 20-ampere receptacle on a general purpose branch circuit shall be located not less than 6' from, and not more than 20' from the inside wall of the pool. This receptacle shall not be located more than 6'-6" above the floor platform, or grade level serving the pool.
6. **NEC 680.22(A)(4)** - All 15 and 20 ampere receptacles located within 20' of the inside walls of a pool shall be protected by a ground fault circuit interrupter. The receptacle shall be tamper resistant per section 406.12, and shall be listed as weather-resistant type per 406.9(A). Weather Proof Cover Required.
7. **NEC 680.21(C)-GFCI Protection**-Outlets supplying pool pump motors connected to single-phase, 120 volt through 240 volt branch circuits, rated 15 or 20 amperes, whether by receptacle or by direct connection, shall be provided with ground-fault circuit-interrupter protection for personnel.

Pool Bonding:

8. **NEC 680.26(B) Bonded Parts.** The parts specified in 680.26(B)(1) through (B)(7) shall be bonded together using solid copper conductors, insulated covered, or bare, not smaller than 8 AWG or with rigid metal conduit of brass or other identified corrosion-resistant metal. Connections to bonded parts shall be made in accordance with 250.8. An 8 AWG or larger solid copper bonding conductor provided to reduce voltage gradients in the pool area shall not be required to be extended or attached to remote panelboards, service equipment, or electrodes.
9. **NEC 680.26(B)(2)-Perimeter Surfaces.** The perimeter surface shall extend 3 feet horizontally beyond the inside walls of the pool and shall include unpaved surfaces as well as poured concrete surfaces and other types of paving. Perimeter surfaces less than 3 feet separated by a permanent wall or building 5 feet in height or more shall require equipotential bonding on the pool side of the permanent wall or building. Bonding to perimeter surfaces shall be provided as specified in 680.26(B)(2)(a) or (2)(b) and shall be attached to the pool reinforcing steel or copper conductor grid at a minimum of four points uniformly spaced around the perimeter of the pool. For non-conductive pool shells, bonding at four points shall not be required. According to this section the bonding conductor (#8 AWG) shall be installed 18"- 24" from the inside walls of the pool, following the contour of the perimeter surface around the pool, and shall be attached to the pool or grid at a minimum of 4 points uniformly spaced. The conductor shall be secured within or underneath the perimeter surface 4"- 6" below the sub-grade. Only listed splices shall be permitted.
10. **NEC 680.26(C) -Pool Water** - An intentional bond of a minimum conductive surface area of 9 inches squared shall be installed in contact with the pool water. This bond shall be permitted to consist of parts that are required to be bonded in 680.26(B).

Swimming Pool (Typical Above Ground)

