



Swimming Pools- Permitting and Inspection Guidelines

DO I NEED A PERMIT TO INSTALL A SWIMMING POOL?

Any pool that is permanently or temporarily installed for use, and has walls that are two feet or greater in height, requires a permit. The permit process helps to ensure that nationally recognized safety standards are being met for the protection of all residents. The Village of Lake in the Hills has adopted the 2018 International Swimming Pool and Spa Code which contains the safety standards and installation guidelines for permitted pools and spas. Safety codes apply to in-ground pools, hot tubs, spas; and above ground pools that are permanently or temporarily installed, such as a seasonal pool or inflatable pool.

WHAT IS THE PERMITTING PROCESS FOR A SWIMMING POOL PROJECT?

➤ STEP 1

Contractors doing work in the Village must be registered before applying for permits. Review registration requirements at <https://www.lith.org/contractorlicense> - Then, complete the online process through the online portal at: <https://www.lith.org/public-portal>

➤ STEP 2

Submit a building permit application and supporting documents listed in these guidelines to CD@lith.org, use the drop box at Village Hall- 600 Harvest Gate, or by mail. Permit application forms may be found on the web site: <https://www.lith.org/buildingpermits>

➤ STEP 3

Allow (3-10) business days for the application to be reviewed. You may be contacted by staff during this time period should additional information be required to approve your submittal.

➤ STEP 4

Once the permit is approved, it is ready to be issued. You will be contacted to pay permit fees and will be given a copy of all approved paperwork and the permit placard.

➤ STEP 5

Post the permit placard next to the work site, or in a window facing the street so that the work taking place is identified as permitted.

➤ **STEP 6**

Commence work and follow the guidelines in the paperwork that was issued to you. You **MUST** schedule the inspections as determined by the scope of your project. [NOTE: The permit work is not considered complete, and the file is not closed until the final inspection is approved. Permit extension fees may be assessed if the file remains open.] Lake in the Hills constructions hours are Monday through Saturday 7:00 a.m. through 8:00 p.m.

HOW MUCH WILL MY PERMIT COST?

The minimum fees are as follows:

- Basic above ground pool = \$75.00
- Basic in-ground pool = \$150.00
- Fencing around a pool = \$35.00 base fee + .07 cents per linear foot of fence.

Payment may be made by:

- Cash/ or checks made payable to the Village of Lake in the Hills
- Master Card, Discover, or Visa- credit and debit cards- with a 2.35% service fee added.

HOW MUCH TIME DO I HAVE TO COMPLETE THE PROJECT?

Swimming pool permits run for 60 days from the date of issuance. If additional time is needed, an extension may be granted up to 30 days with no additional fee. Requests must be received prior to the expiration date of the permit.

WHAT INSPECTIONS ARE TYPICALLY REQUIRED?

- Any electrical, gas, or water lines being installed underground must be inspected before being backfilled and covered up.
- All electrical wiring and connections, grounding and bonding, and circuit breaker protections with proper labeling must be inspected.
- If pouring concrete, the base materials must be inspected before the concrete is poured.
- A final inspection of the pool with all safety measures in place must be done prior to it being used for swimming.

HOW DO I SCHEDULE AN INSPECTION?

➤ On the Village web site, www.lith.org select the public portal access to request an inspection.

All inspections are completed within 1 to 2 business days of request. (If the request is submitted no later than 3:00 p.m. it will be scheduled for the next business day. If after 3:00 p.m. it will be scheduled for the second following business day.) Inspections may be scheduled by phone at 847-960-7400. Office hours are Monday through Friday from 8:30 AM to 5:00 PM. Inspections usually run as AM/ or PM visits. Specific times may be requested but are not guaranteed.

WHAT DO I NEED TO SUBMIT FOR THE PERMIT?



➤ **Building Permit Application Form**: download at <https://www.lith.org/buildingpermits>

➤ **Product Information Brochures**:

- Provide a product brochure including a picture to show the type of pool, and product brochures for the pool, pump, filter, heater, and ladder equipment to show installation specifications.
- Pool pumps shall not be plugged into any extension cord. The outlet for the pump shall be GFCI-protected and rated for outdoor use with a code-approved bubble cover.

➤ **Plat of Survey**:

- Note: By the Village Zoning Ordinance, swimming pools are permitted to be located only in the rear yard. Lot coverage of all structures on the property is limited to a maximum of 35% of the lot. Calculations for lot coverage are done by the permit reviewer prior to approving the permit. Pools must also be at minimum distances of 20 feet away from any neighbor's home, 5 feet from a rear lot line, and 4 feet from a side lot line.
- Pools also cannot be located on top of any easements shown on the plat of survey.
- For the submittal, illustrate the pool location on the plat of survey. Provide accurate dimensions to all property lines and the home. The survey must accurately show all existing structures such as sheds, decks, and fences.
- Accurately illustrate the location of any overhead or underground electrical lines. The pool wall must be a minimum of 5 feet from any underground electrical lines and 10 feet away from any overhead electrical lines with code required clearances to the water. Call J.U.L.I.E. (Joint Utility Locating Information to Excavators) at 1-800-892-0123, 811, or online at <https://www.illinois1call.com/> to schedule having all utility lines located free of charge. This will help you plan the project and assist the inspector when they visit for inspection. (State law requires that lines must be marked prior to any digging).

➤ **Description of safety barriers**:

Submit a written description of how entering the pool water will be controlled by code approved safety barriers to prevent accidental drowning:

- **Option 1**: A power-operated safety cover complying with ASTM F1346 as listed in the 2018 ICC Swimming Pool and Spa Code can be used to meet barrier requirements.
- **Option 2**: The actual side wall of the pool may serve as the barrier if it is a minimum of four feet tall above grade, all the way around the pool. Any ladders must be fold-up type

or fully removable when the pool is not in use. There are code approved options to install fencing around the ledge of the pool in order to achieve the required barrier height to the adjacent ground if the pool itself is not tall enough.

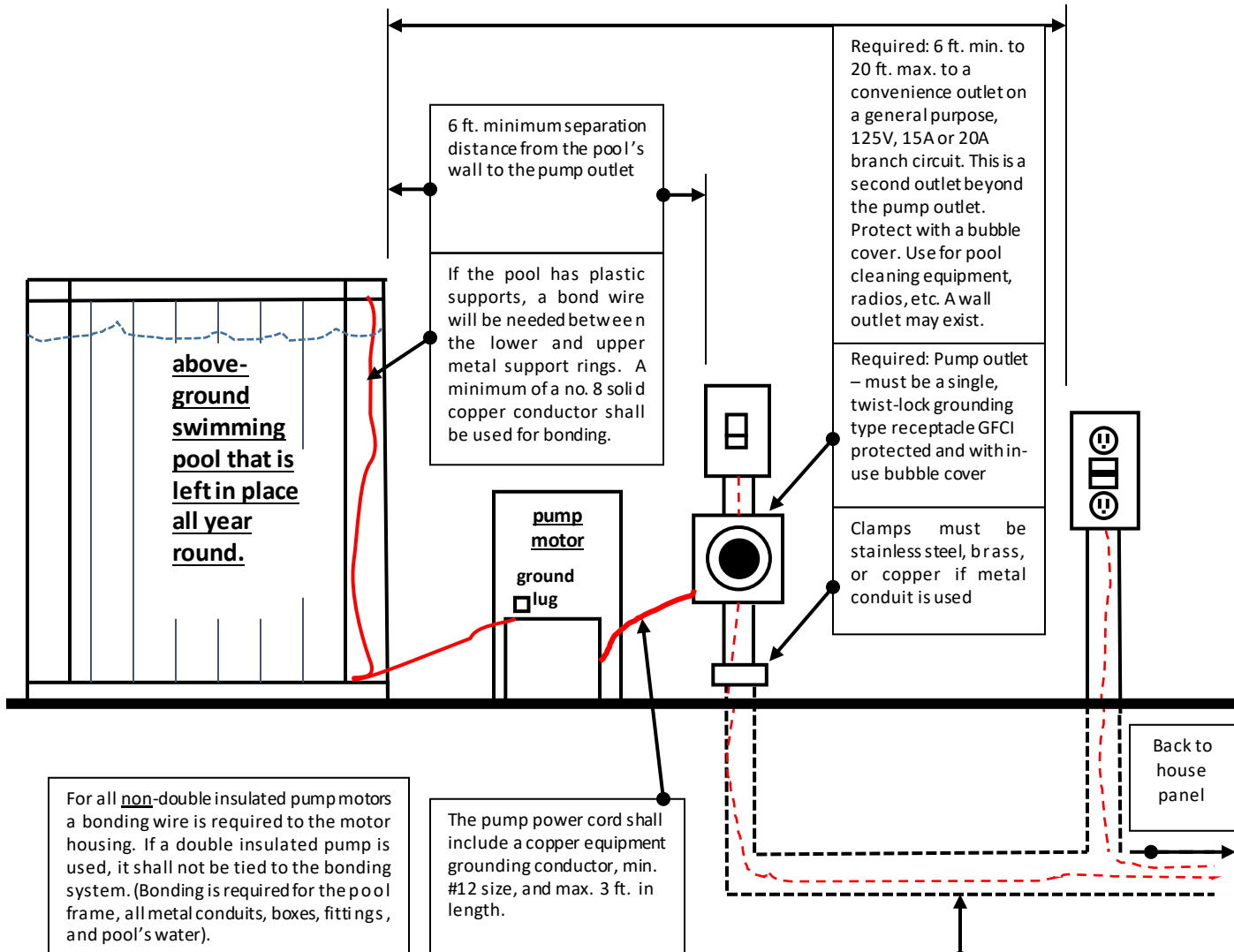
- **Option 3:** A fenced-in yard may serve as a portion of the water barrier if it is at least four feet in height, and all portions of the fence meet the requirements for opening limitations in the fence itself as required by the 2018 Swimming Pool and Spa Code. All gates shall be self-closing, and self-latching and swing outward away from the pool. The release mechanism for the gate shall be a minimum distance of 54" above grade. Other restrictions also apply.

Note: If the pool's walls are not a minimum of 48" above grade all the way around the pool or if there is a deck adjacent to the water, audible alarms shall be installed on all doors and any window that are 48 inches or less above the home's floor. This is for windows on the wall of the home that faces the pool. This is required by code in addition to yard fencing if using Option 3 to meet safety barrier requirements.

ADDITIONAL INFORMATION AND HELPFUL LINKS

- **Protect your home's water supply:** To control a back siphon contamination from happening, a vacuum breaker shall be installed on the threaded hose outlet used to fill or top off the pool.
- **Pool heaters:** Heaters must be installed per the manufacturer's installation instructions. Gas lines shall be buried a minimum of 8 inches, and a yellow tracer wire installed in the same trench as the line. A shut-off valve for the heater must be located within 6 feet of the heater.
- **Temporary and inflatable pools:** These types of pools are often sold as a complete kit, and contain a double insulated pump with a built-in cord containing proper grounding. The equipment cord on the pump must be 25 feet in length and no extension cords may be used. The cord is permitted to plug into an exterior-rated, GFCI-protected receptacle outlet that is a minimum of 6 feet away from the pool's location. The pool and pump must be dismantled and properly stored at the end of the season.
- **Decks, platforms, and fences:** A permit shall be obtained separately for the construction of items in relation to any type of pool being installed. The Village's building and zoning codes currently adopted shall apply to the design, construction, and inspection of such structures.
- **In-ground pools:** There are several code provisions that pertain to the design and construction of an in-ground pool that are beyond the scope of this handout. For projects involving grading changes, a stormwater permit application may also be required.
- **2018 International Swimming Pool and Spa Code:** To review all code provisions pertaining to the installation and use of all types of pools, please visit the International Code Council web site and free code access at: <https://codes.iccsafe.org/>

ELECTRICAL REQUIREMENTS- National Electrical Code



For all non-double insulated pump motors a bonding wire is required to the motor housing. If a double insulated pump is used, it shall not be tied to the bonding system. (Bonding is required for the pool frame, all metal conduits, boxes, fittings, and pool's water).

The pump power cord shall include a copper equipment grounding conductor, min. #12 size, and max. 3 ft. in length.

- NOTES:**
1. All boxes, covers, pump motors, and fittings must be outdoor waterproof-rated.
 2. The pump motor shall be U.L. listed and labeled.
 3. GFCI outlets can only protect up to 1.5 horsepower rated motors.
 4. Extension cords may not be used as a permanent means of wiring.
 5. The equipment grounding conductor shall be sized in accordance with Table 250.122 of the NEC but not smaller than #12 AWG. This should be a continuous green grounding wire.
 6. All electrical equipment within 5 feet of the pool, all water recirculating equipment, transformers, boxes, and gfcis shall be grounded.
 7. **For seasonal and inflatable pools, in-ground pools, hot tubs, and spas, additional requirements or allowances may apply. Please contact the Community Development Division for further information. 847-970-7400.**

Raceways must be of rigid metal conduit or intermediate metal conduit with a minimum burial depth of 6 inches; or rigid (PVC) with a copper grounding conductor with a minimum burial depth of 18 inches. All conduits used must be listed for electrical use.

Underground direct-burial service laterals shall be a minimum of 5 feet away from any point of the pool walls.

Overhead services shall not pass within 10 feet horizontally of the wall of the pool and have a minimum of 14.5 feet clearance overhead. If less than 10 feet away horizontally from the walls of the pool, the overhead clearance required increases to 22.5 feet.