



# SWIMMING POOL / HOT TUB / SPA PERMIT APPLICATION

Permit #: \_\_\_\_\_

Submit one (1) photocopy of the legal PLAT OF SURVEY for the property, signed and sealed by an Illinois Land Surveyor. Indicate the proposed location of the pool, hot tub or spa and the pool, hot tub or spa heater (if applicable) drawn to scale with setbacks labeled to all side and rear property lines and to the residence.

**Site Information:**

Property Address: \_\_\_\_\_  
Estimated Value of Construction: \$ \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Homeowner Information (if different than the Applicant):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROJECT INFORMATION (please provide ALL applicable details and see attached sheets for additional information and requirements):**

- Above Ground Pool       Inground Pool / Semi-Inground Pool
- Hot Tub       Spa (check one)

Length and Width or Diameter of Pool, Hot Tub or Spa: \_\_\_\_\_

Depth of Pool, Hot Tub or Spa: \_\_\_\_\_

**Type of Fencing:**

- Existing Yard Fence      Height of Fence \_\_\_\_\_
- Proposed Yard Fence\*      Height of Fence \_\_\_\_\_
- Fence Attached to Pool      Height of Fence \_\_\_\_\_

**\*Note: A separate permit application is required for a new fence**

Type of Contractor	Name of Contractor	Address/City/State/ Zip Code	Contractor Registration #
<b>Pool Installer:</b>			
<b>Electrical Contractor:</b>			
<b>Plumbing Contractor:</b>			
<b>Excavator:</b>			

I hereby certify that I have read, understand and agree to conform to all governing information and regulations set forth by the Village of New Lenox, including but not limited to the Permit Application Form, the Deposit Form, and the Important Information for Swimming Pools / Hot Tubs / Spas. I understand I am responsible for understanding the private declarations, covenants, conditions, easements, restrictions and/or bylaws that may apply to my property. I understand the Village of New Lenox is not responsible for enforcing any private covenants. I certify the work subject to this permit is not inconsistent with any private covenants that apply to this property and will hold the Village of New Lenox harmless from actions arising out of a violation of said declarations, covenants, conditions, easements, restrictions, and/or bylaws that may apply to my property.

I hereby certify that the information provided is true and correct, and the Village of New Lenox is entitled to rely on said information in reviewing this Permit Application.

\_\_\_\_\_  
Homeowner's Signature      Date      Signature of Applicant      Date



## SWIMMING POOL / HOT TUB / SPA DEPOSIT FORM

Permit #: \_\_\_\_\_

Address of Pool, Hot Tub or Spa Installation: \_\_\_\_\_

Depositor's Name: \_\_\_\_\_

Address (for Refund): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Type of Installation** (*check one*):

- Above Ground Pool
- Inground Pool / Semi-Inground Pool
- Hot Tub
- Spa

In addition to the applicable Permit Fee, I have deposited **\$250.00** with the Village of New Lenox in the form of:

Cash       Check    Check #: \_\_\_\_\_       Credit Card    Type of Card: \_\_\_\_\_

**I understand I am required to notify the Building Department when the Pool / Hot Tub / Spa installation is complete to schedule a final inspection. I understand this deposit will be returned to me on the next available disbursement date after satisfactorily passing a final inspection.**

Depositor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Village of New Lenox Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SWIMMING POOL / HOT TUB / SPA SUBMITTAL CHECKLIST

**Swimming Pool / Hot Tub / Spa Permit Application and supporting documentation reviews require 7-10 working days to process. Missing or incorrect information will delay this process. Please plan accordingly when scheduling an installation date.**

***Initial each item confirming the information is included and/or attached to the Permit Application.***

- \_\_\_\_\_ The Swimming Pool / Hot Tub / Spa Permit Application is complete, signed and dated.
- \_\_\_\_\_ The Swimming Pool / Hot Tub / Spa Deposit Form is complete, signed and dated.
- \_\_\_\_\_ The submitted Plat of Survey has **ALL** of the following indicated on the survey:
  - \_\_\_\_\_ The principal structure (i.e. house) is shown on the plat.
  - \_\_\_\_\_ All existing accessory structures (i.e. garages, sheds, etc.) are shown on the plat.
  - \_\_\_\_\_ The proposed Swimming Pool / Hot Tub / Spa is drawn to scale on the plat. (Must include Swimming Pool, Hot Tub or Spa length and width or diameter)
  - \_\_\_\_\_ Dimensions from the proposed Swimming Pool / Hot Tub / Spa to the house, rear property line and side property lines are depicted on the plat.
  - \_\_\_\_\_ The location of all Swimming Pool / Hot Tub / Spa equipment, including heaters, pumps, filters, etc., are depicted on the plat.
  - \_\_\_\_\_ The location of all underground or overhead electric lines are depicted on the plat. Contact JULIE at 800-892-0123 or dial 811 for utility locates.
  - \_\_\_\_\_ The location and height of the existing or proposed fence is depicted on the plat. All fences must be a minimum of 5 feet in height, up to a maximum of 6 feet in height, and have self-closing / self-latching gates. **If installing a new fence around the yard, a separate Miscellaneous Permit Application is required to be submitted with the Swimming Pool / Hot Tub / Spa Permit Application. The fence must be installed at the time the Village conducts a final inspection and before the Pool is used.**
  - \_\_\_\_\_ The location of existing or proposed electrical receptacles are depicted on the plat. All receptacles require ground fault circuit interrupter (GFCI) protection and must be weather resistant and tamper resistant (WRTR) with in-use ("bubble") covers and must be a minimum of six feet (6') from the Swimming Pool / Hot Tub / Spa wall.
  - \_\_\_\_\_ For Swimming Pools / Hot Tubs / Spas with heaters: the material used and burial depth of the gas line is provided. Gas lines must be buried with tracer wire, with the tracer wire location depicted on the plat.
- \_\_\_\_\_ Description of the method of bonding for the electric components is provided. All metal parts and perimeter surfaces must be bonded as required by Article 680.26 of the 2017 National Electric Code (NEC).
- \_\_\_\_\_ Material used and burial depth of electrical conductors is provided. Rigid metal conduit (RMC) and intermediate metal conduit (IMC) must be buried a minimum of six inches (6"). Non-metallic raceway (RNC) must be buried a minimum of eighteen inches (18"), or twelve inches (12") if the circuit has ground fault circuit interrupter (GFCI) protection.
- \_\_\_\_\_ For Swimming Pools / Hot Tubs / Spas with heaters: the details for the pool cover are provided. All heated pools are required to have a vapor retardant cover.
- \_\_\_\_\_ Details have been provided to demonstrate that all access gates open outward away from the Swimming Pool / Hot Tub / Spa, are self-closing, and have self-latching devices.

\_\_\_\_\_ Construction details for pool deck, stairs, and guardrails (if applicable) are provided. Above Ground Pools may have a manually activated entrance ladder that can be locked in the upright position. **If installing a deck around the Swimming Pool, a separate Miscellaneous Permit Application is required to be submitted with the Swimming Pool / Hot Tub / Spa Permit Application. The deck must be installed at the time the Village conducts a final inspection and before the Pool is used.**

**Additional Information Required for Permit Applications for Inground Pools:**

\_\_\_\_\_ Complete installation details, including electrical and plumbing, are provided.

**Additional Information Required for Permit Applications for Hot Tubs / Spas:**

\_\_\_\_\_ Hot Tubs / Spas require a locking / latching cover. Manufacturer specifications for the locking / latching cover have been provided.

**Additional Information Required when a door to the house will have direct access to the Swimming Pool / Hot Tub / Spa (i.e. when no fence is provided between the house and the Swimming Pool / Hot Tub / Spa):**

For any doors that will have direct access to the Swimming Pool / Hot Tub / Spa, details have been provided to demonstrate compliance with one of the following (please initial next to the proposed method of compliance):

- \_\_\_\_\_ 1. Doors have an alarm that produces an audible warning when doors or their screens are opened. The Door Alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.
- \_\_\_\_\_ 2. A safety cover that is listed and labeled in accordance with ASTM F 1346 is provided. The use of a safety cover **does not** satisfy the requirement to provide a fence around the yard or top of the pool as specified below.
- \_\_\_\_\_ 3. An approved means of protection, such as self-closing doors with self-latching devices, is provided to maintain a degree of protection that is not less than the protection afforded by Option 1 or 2.

**Homeowners' Association, Covenants and Restrictions:**

It is the responsibility of the property owner to contact their Homeowners' Association (if applicable) for their approval that the Swimming Pool / Hot Tub / Spa complies with all private Declarations, Covenants, Conditions, Restrictions and/or Bylaws beyond those enforced by the Village.

\_\_\_\_\_ I have checked with my Homeowners' Association and the Swimming Pool / Hot Tub / Spa complies with all private Declarations, Covenants, Conditions, Restrictions and/or Bylaws.

## **IMPORTANT INFORMATION FOR SWIMMING POOLS / HOT TUBS / SPAS**

The Swimming Pool / Hot Tub / Spa Regulations are intended to help prevent drowning and electrical shocks. All Swimming Pools, Hot Tubs, and Spas must be installed in accordance with an approved Permit. Inspections will be conducted to verify that the Swimming Pool / Hot Tub / Spa complies with the Village Code. **The Swimming Pool / Hot Tub / Spa shall not be used until the Village has conducted and approved a final inspection, and all required fencing and/or barriers are in place and have been inspected and approved by the Village.**

### **DEFINITIONS:**

- Above Ground Pool: Swimming Pools constructed so that the top of the pool walls are twenty-four inches (24") or more above the adjoining grade.
- Inground Pool: Swimming Pools that are built into the ground so that the top of the pool walls are flush with the adjoining grade. Semi-inground pools that are constructed partially or entirely above grade shall be considered Inground Pools when the wall of the pool closest to the residence is located twenty-four inches (24") or less above the adjoining grade.
- Portable Pool: Portable or inflatable pools not equipped with a pump or filter may be installed on private property between Memorial Day and Labor Day. A permit is not required for a Portable Pool. Portable Pools must comply with the Location and Fence / Barrier requirements below.
- Private Pool / Hot Tub / Spa: Any above ground or inground pool, hot tub or spa located on private residential property, the use of which is intended solely for the owner and guests.
- Public Swimming Pool: An artificial basin of water which has been modified, improved, constructed or installed for the purpose of public swimming and includes pools for community use, pools at apartment buildings having four (4) or more dwelling units, clubs, camps, schools, institutions, parks and recreation areas, motels, hotels, and other commercial establishments.
- Swimming Pool: A receptacle for water or an artificial pool of water having a wall height or water depth in excess of twenty-four inches (24").

### **PERMIT REQUIRED:**

It shall be unlawful to proceed with the construction, installation or enlargement of any Swimming Pool / Hot Tub / Spa or its accessories within the Village unless having first obtained a Permit. Failure to obtain a Permit prior to installation of a Swimming Pool / Hot Tub / Spa could result in the doubling of Permit Fees, as well as citations of \$25.00 per day until compliance with the Village Code has been achieved.

Exception To Provisions: These provisions do not apply to swimming pools that have a wall height of twenty-four inches (24") or less, for which no Permit is required.

### **LOCATION** *(please refer to the diagrams attached to this Guide):*

No Swimming Pool / Hot Tub / Spa shall be located in the required front yard setback of any lot, including both street frontages on corner lots.

Above Ground Pools shall be located at least ten feet (10') from all side and rear property lines and at least five feet (5') from the principal building.

Inground Pools shall be located at least ten feet (10') from all side and rear property lines and at least ten feet (10') from the principal building.

Hot Tubs and Spas shall be located at least ten feet (10') from all side and rear property lines.

Pumps, filters, and disinfecting equipment shall be located a distance not less than five feet (5') from any side or rear property line.

No Swimming Pool / Hot Tub / Spa shall have a clearance of less than twenty-two and one-half feet (22.5') from the water surface to any overhead electrical line or a horizontal clearance of less than ten feet (10') measured from any overhead electrical line to the inside wall of the pool.

No underground wires may be within five feet (5') (measured horizontally) of any Swimming Pool / Hot Tub / Spa. National Electric Code NEC Section 680.11 allows wiring for swimming pool equipment only to be under a Swimming Pool / Hot Tub / Spa.

Swimming Pools / Hot Tubs / Spas must be located at least 60 inches (60") (measured vertically and horizontally) from any glazing (i.e. doors and windows) that is not tempered.

Swimming Pools / Hot Tubs / Spas are not allowed within any easement. Please refer to the property's Plat of Survey for easement locations and dimensions.

It is the responsibility of the homeowner to verify the lot lines. The Village of New Lenox does not verify lot lines.

### **FENCE AND/OR BARRIER:**

All Swimming Pools shall be completely enclosed by a fence, or the yard in which the Swimming Pool is located shall be completely enclosed by a fence with a minimum height of five feet (5') measured from the established grade. Fences shall be constructed so as to prohibit the passage of a four-inch (4") sphere through any opening or under the fence.

**If installing a new fence around the yard, a separate Miscellaneous Permit Application is required to be submitted with the Swimming Pool / Hot Tub / Spa Permit Application. The fence must be installed at the time the Village conducts a final inspection and before the Swimming Pool is used.**

A separate Miscellaneous Permit Application is not required if the fence is to be attached to the top of the Swimming Pool. Fencing on top of a Swimming Pool must close off the opening next to any removable ladder.

A fence around the yard is NOT required for a Hot Tub or Spa, but a cover that locks/latches **IS** required.

### **TEMPORARY FENCING:**

**Temporary fencing will only be allowed when the Chief Building Inspector has granted authorization prior to the installation of the Swimming Pool.** Temporary fencing will be allowed for a period **not to exceed thirty (30) days from the date of permit issuance.** Temporary fencing must achieve a height of five feet (5') from grade to the top of the barrier at all times. Inspection for permanent fencing will be conducted thirty (30) days from the date the permit for the Swimming Pool is issued. Failure to comply will result in citations of \$25.00 per day until the permanent fence is installed in compliance with the Village Code.

### **GATES:**

All fence openings or points of entry into the pool area shall be equipped with self-closing gates that swing away from the pool area. All gates shall be self-latching with the latches placed at least four feet (4') above the ground. Above Ground Pools that have a manually activated entrance ladder that can be locked in the upright position shall be acceptable as long as the degree of protection is not less than the protection afforded by the enclosure, gate and latch described herein.

## **ELECTRICAL REQUIREMENTS:**

All wiring above grade must be in metallic conduit.

Wiring for pool pumps and motors shall be installed within rigid metal conduit (RMC), intermediate metal conduit (IMC) or non-metallic raceway (RNC). The minimum burial depth for pool wiring in RMC and IMC is six inches (6"). The minimum burial depth for RNC is eighteen inches (18"). All metal conduit shall be corrosion resistant and suitable for the location with water-tight connections. Electrical Metallic Tubing (EMT) is not permitted below grade.

All exterior receptacles require ground fault circuit interrupter (GFCI) protection and must be weather resistant and tamper resistant (WRTR) with in-use ("bubble") covers in conformance with Article 680.22 of the National Electric Code (NEC) 2017.

Receptacles must be at least six feet (6') from the inside wall of the pool unless ALL of the following conditions are met:

1. The receptacle consists of a single receptacle;
2. The receptacle employs a locking configuration;
3. The receptacle is of the grounding type; AND
4. The receptacle has ground fault circuit interrupter (GFCI) protection.

The maximum length of the cord on a pool pump is three feet (3') with twist lock.

All metal parts and perimeter surfaces must be bonded.

Equipotential bonding to include the walls, water, pump, heater and perimeter surfaces is required for all Swimming Pools and equipment. All bonding must be in conformance with electrical installations Article 680.26 of the 2017 National Electric Code (NEC).

**EXTENSION CORDS AND TWIST LOCK ADAPTERS ARE NOT PERMITTED.**

## **HEATERS:**

If the gas line is buried, it must be buried with minimum eighteen- (18)-gauge tracer wire.

An accessible on-off switch is required on all Swimming Pool / Hot Tub / Spa heaters.

A gas shut off is required at the Swimming Pool / Hot Tub / Spa heater.

All heated Swimming Pools / Hot Tubs / Spas must have a vapor retardant cover.

## **SEPARATE PERMIT:**

Separate permits and inspections are required for Fences, Fire Tables, Outdoor Kitchens, Pergolas, Decks, etc.

## **MISCELLANEOUS:**

A Swimming Pool / Hot Tub / Spa Permit must be approved and issued prior to the start of any construction.

All contractors working on the project must have a current Contractor Registration with the Village of New Lenox. Visit our website at [www.newlenox.net](http://www.newlenox.net) for Contractor Registration information and forms.

PLEASE CALL JULIE AT 800-892-0123 OR 811 BEFORE YOU DIG. You may need to call JULIE twice – once before submitting the permit to identify the location of all underground electric lines and a second time prior to digging.

CONSTRUCTION HOURS: In residential districts construction hours are as follows:

Monday – Friday	7:00 a.m. – 9:00 p.m.
Saturday – Sunday	8:00 a.m. – 9:00 p.m.

## **REQUIRED INSPECTIONS:**

ABOVE GROUND POOLS / HOT TUBS / SPAS require the following inspections:

1. Underground Gas (if applicable)
2. Underground Electric
3. Electrical Bonding
4. Final Inspection – Includes the Swimming Pool / Hot Tub / Spa and required Fencing / Barrier

INGROUND POOLS require the following inspections:

1. Underground Gas (if applicable)
2. Underground Electric
3. Plumbing
4. Electrical Bonding
5. Concrete Pre-Pour
6. Final Inspection - Includes Swimming Pool and required Fencing / Barrier

Inspections may be scheduled by contacting the Community Development Department at (815) 462-6490. Please allow 48-hour notice for all inspections. Inspections are conducted Monday-Friday except for holidays. Be prepared to provide the permit number, address, contact name and phone number, type of inspection and the date on which you would like the inspection.

## **FEES:**

### ***Swimming Pool / Hot Tub / Spa Deposit:***

For all Above Ground Pools, Inground Pools, Hot Tubs, and Spas, a \$250.00 Deposit is required at the time of application for a Permit. The \$250 Deposit may be cash, check or credit card (fee will apply for credit/debit cards). Upon successfully completing the Final Inspection and approval of all work as indicated on the plans, including the required Fencing / Barrier, the Deposit will be returned after the next Village Board meeting where disbursements are approved.

### ***Permit Fees:***

The Permit Fee for an Above Ground Pool, Hot Tub, or Spa is \$250.00.

The Permit Fee for an Inground Pool varies based on the estimated value of the Pool (\$8.00 per \$1,000 of the construction cost). Inspection Fees of \$150.00 shall also be required at the time of issuance of a Permit for an Inground Pool.

In the event a required inspection fails due to incomplete or incorrect work, a Reinspection Fee of \$25.00 will be charged for each subsequent inspection required.



# INGROUND POOL

(includes Semi-Inground Pools)

