



15440 SOUTH CENTRAL AVENUE, OAK FOREST, ILLINOIS 60452-2195  
 708.444.4818 ■ FAX 708.687.1179 ■ WWW.OAK-FOREST.ORG

## SWIMMING POOL/ HOT TUB/ SPA PERMIT APPLICATION

<b>PERMIT #</b>		<b>EXPIRATION DATE:</b>	
<b>REQUIREMENTS:</b> ONE COPY OF YOUR PLAT OF SURVEY INDICATING: <ul style="list-style-type: none"> <li>◆ distance of all existing and <u>proposed structures</u> from each lot line and adjacent structures</li> <li>◆ proposed size and location of the pool</li> </ul>			
<b>OWNER INFORMATION</b>			
<b>OWNER'S NAME</b>		<b>PHONE</b>	
<b>JOBSITE ADDRESS</b>		<b>PIN# 28- _____ -0000</b>	
<b>OWNER'S EMAIL ADDRESS:</b>			
<b>INSTALLER INFORMATION</b>			
<b>POOL INSTALLER</b>		<b>CONTACT PERSON</b>	
<b>ADDRESS</b>		<b>CITY</b>	<b>ZIP</b>
<b>OFFICE PHONE</b>	<b>CELL</b>		
<b>ELECTRICAL CONTRACTOR</b>		<b>PHONE</b>	
<i>*NOTE - All trades &amp; subcontractors must be registered by the City prior to issuance of this Permit.</i>			
<b>PROJECT INFORMATION</b>			
<b>CONSTRUCTION COST \$</b>		<b>POOL TYPE: ABOVE GROUND or IN-GROUND</b>	
<b>POOL SIZE: _____ Ft. ROUND or _____ Ft. x _____ Ft. OVAL / RECTANGLE</b>			
<b>FENCING:</b>	<b>NEW or EXISTING</b> *must have self-closing & self-latching gates	<b>HEIGHT:</b>	<b>MAX WIDTH OF OPENINGS = 4 INCH</b>
<b>HEATER BEING INSTALLED? YES or NO</b>			

*I hereby certify that I am the owner or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect, the permit or approval may be revoked. I also understand that all work shall be completed in compliance with the City of Oak Forest Codes and Ordinances and the statues of the State of Illinois.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

REQUIRED FEES – OFFICE USE ONLY			
PERMIT FEE	\$	PAYMENT TYPE: CK# _____ CASH/ CREDIT	
INSPECTION FEES	\$		
RETAINER?	\$	AMT PAID: _____ DATE: _____	
TOTAL	\$		

**NO POOL MAY BE USED UNTIL FINAL INSPECTION HAS BEEN APPROVED**

**INSPECTIONS/ REQUIREMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## SWIMMING POOL / HOT TUB / SPA GUIDE

### PERMIT PROCEDURE:

- Submit completed Swimming Pool/ Hot Tub/ Spa Permit Application and copy of signed contract
  - Deck Construction requires separate permit. See Deck Guide.
- Submit completed Contractor Registration. All contractors must be registered prior to issuance of the permit.
- Provide a copy of Plat of Survey indicating:
  - Location and dimensions of pool/hot tub/spa and its distance from side and rear property lines
  - Location of pool equipment
  - Location of existing dwelling and other accessory structures and their distances from the pool
  - Location of a minimum 4' high pool enclosure (fence)
  - Location of electric outlets, overhead or underground electric service line, any underground cables and their distances from the pool
- For in-ground pools, provide two sets of plans depicting pool construction, electrical grounding and bonding methods and a plumbing riser diagram. Indicate location, type, size and burial depth of electric and gas lines supplying the pool.
- Pool site inspection: Underground utilities and proposed pool perimeter located. Call J.U.L.I.E. at 811 for utility locations or go to [www.illinois1call.com](http://www.illinois1call.com)

### ZONING AND CONSTRUCTION REQUIREMENTS:

Pool/Hot Tub/Spa installation shall comply with City of Oak Forest Building and Zoning Codes including 2018 International Residential Code, 2018 Chicago Electric Code and Illinois Plumbing Code w/ Amendments. Pool size may be limited by lot coverage regulations. Pool/Hot Tub/Spa to be installed according to manufacturer's specifications.

The following requirements listed are not comprehensive. Additional requirements may be made by inspectors to ensure code compliance.

### LOCATION OF POOL

- Not to be located in any required front or corner side yard
- Minimum 6' from rear or interior side property line
- Not in a public utility or drainage easement
- 10' from dwelling or other accessory structures (garage, shed)
- Minimum 10' horizontal separation to overhead electric lines
- Minimum 5' horizontal separation to underground electric line
- Minimum 22' 6" angled separation to overhead electric lines (0-750 volts)

### **LOCATION OF POOL EQUIPMENT**

- Minimum 6' from side property line
- Not in side yard between dwellings
- Not in public utility or drainage easement

### **LOCATION OF POOL DECK**

- Minimum of 6' from rear or side property lines
- Not in a public utility or drainage easement
- 14' 6" minimum overhead clearance to electric lines

### **LOCATION OF WALKWAY/PATIO**

- In-ground pools require 36" unobstructed walk area of impervious smooth material of non-slip construction pitched 1/4" per foot away from pool.
- Minimum 1' from property lines and not located in public utility or drainage easement

### **BARRIER/FENCE (PRIOR TO FILL OF POOL)**

- Pool must be fully enclosed by rail topper permanently affixed to railing of pool, 6' from grade to top of rail or minimum 4' fence (6' maximum) with self-closing, self-latching gates that swing outward from the pool.
- Fence installation requires separate permit (unless fence is attached to pool).
- Ladders installed with pool fencing must swing up and lock when not in use
- The barrier requirement applies to existing and new fences

### **ELECTRIC (FOLLOW 2018 CHICAGO ELECTRIC CODE)**

- Pool equipment shall be on separate 20 amp circuit
- Underground electric shall be installed in intermediate or rigid metal conduit (6" burial) or rigid PVC (18" burial) with intermediate or rigid elbow/riser. Conduit shall have a 12" radial separation from other utilities (gas).
- Receptacle providing power for water-pump motors shall be located between 6'-10' from inside wall of pool
- **Cord supplied with pump cannot be modified and receptacle must be GFCI protected**
- Additional GFCI protected receptacle required between 6'-20' from inside wall of pool
- Exterior outlets shall be provided with weatherproof in use covers.
- All pool equipment and metal surfaces located within 5' horizontally of pool shall be bonded
- No extension or adapter cords permitted

### **POOL HEATER**

- Heater shall be equipped with readily accessible on-off switch to allow shutting heater off without adjusting the thermostat setting. Natural gas or LPG pool heaters shall not have continuously burning pilot light
- Time switches that can automatically turn off/on according to preset schedule shall be required on pool heaters and pumps
- Black iron pipe (Schedule 40), wrapped or coated with a weather resistant material installed a minimum of 12" below grade

- Approved plastic pipe installed a minimum 18" below grade. Plastic pipe may terminate above ground where an anodeless riser is used. Tracer wire/tape required with plastic pipe

### **LIGHTING/SWITCHES**

- Luminaries and fans installed within 5' from inside wall of pool must be 12' above water level
- Existing luminaries located within 5' horizontally from inside wall of pool must be GFCI protected, rigidly attached to structure and at least 5' above water level
- Luminaries installed between 5'-10' horizontally from inside wall of pool shall have GFCI protection unless located at least 5' above water level and rigidly attached to building

### **ALARM**

- If the wall of a dwelling serves as part of the safety barrier, all doors with direct access to pool through that wall shall be equipped with an alarm which produces an audible warning when door/ screen is opened. Additionally, all operable windows with a sill height of less than 48 inches that provide direct access to pool must be equipped with the same audible warning when opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.

### **GRADING**

- All excess dirt shall be removed from property unless site grading plan has been approved by City Engineer. Grades cannot be altered to interfere with natural drainage or drainage easements
- Pools covering 20% or more of required rear yard shall provide drainage plan

### **TEMPORARY POOLS**

- Location and Fencing requirements are same as permanently installed pools
- Pumps – Double insulated pump with means to ground the internal metal parts to an equipment grounding conductor run with the power supply conductors in the flexible cord. The attachment plug must have integral GFCI protection
- Receptacles – No receptacle within 6' of pool. All receptacles 6'-20' of pool must have GFCI protection

### **HOT TUB/SPA**

- All outside spas and hot tubs shall follow the same zoning requirements as swimming pool except unit may be 5' from principal structure
- All outside spas and hot tubs shall follow the same electrical requirements as swimming pools
- A hot tub/spa with a lockable safety cover need not be enclosed by barrier/fence
- Electrical requirements for indoor installations are as follows:
  - All receptacles and switches shall be a minimum of 6' from inside wall of tub
  - At least one receptacle must be located within 6' to 10' of inside wall of tub
  - Any receptacle located within 10' of tub must be GFI protected
  - Receptacles that provide power to the tub must be GFI protected
  - Lighting fixtures and lighting outlets located over or within 5' of tub must be at least 7 1/2' above maximum water level of tub and GFI protected 1/2'

## **INSPECTIONS REQUIRED (MINIMUM):**

### **Above-Ground**

Site (prior to permit issuance)  
Underground Electric  
Underground Plumbing (gas line)  
Final

### **In-Ground**

Pool Site (prior to permit issuance)  
Pre-pour Concrete  
Underground Electric (bonding)  
Underground Plumbing (gas line)  
Final Pool

## **FEES:**

- |  |                                 |
|--|---------------------------------|
| ➤ Inspections and Permit               | Above-Ground/Hot Tub/Spa: \$135 |
| ➤ Failed, missed and/or re-inspections | In-Ground: 2% of Valuation      |
| ➤ Subsequent re-inspections            | \$60                            |
|  | \$120                           |