



DeKalb County Community Development Department
110 E. Sycamore St., 4th Floor
Sycamore, IL 60178-1497
(815) 895-7188 www.dekalbcounty.org

Swimming Pool Permit Application: POOLS, HOT TUBS AND SPAS

The installation of an above/in-ground pool, hot tub, and spa within DeKalb County requires a permit issued by the Community Development department. A permit is required when the pool capability of containing a water depth of 24-inches or greater or a surface area greater than 250 sq. ft., and includes hot tubs and spas. Additional items that are associated with pools, such as: enclosures (fences), decks, electrical service lines, electrical lines to pumps, and/or heaters, light fixtures, and gas lines to heaters will require additional permits.

All above ground pools less than 48" above grade and all in-ground pools require fencing.

All pool decks require safety gates.

Note: The term "pools", as used in this guideline, also applies to hot tubs, & spas.

The following list is of **required submittals** that will go along with the permit application:

REQUIRED DOCUMENTS:

- 1) Application for permit
- 2) Plat of survey / Site Plan
- 3) List of Contractors and Installers
- 4) Site Verification from DeKalb County Health Department T: (815) 758-6673
- 5) Provide a copy of the installation manuals for the following equipment: pool construction and assembly, filters, pumps, heaters, lighting, etc.
- 6) For in-ground pools, provide complete construction drawings showing plumbing, drainage, and electrical system.

Application for Permit

Provide an Application for permit that has been filled out and include all required information that is pertinent to the proposed scope of work such as: site address, description of work, contractors to be used on the job and complete applicant contact information, etc.

Plat of Survey

Provide two (2) copies of legal plat of survey or Site Plans marked to identify the following:

- Location of pool including the dimensions of the pool
- Dimensions from the side and rear property lines to pool
- Location of a minimum 4 ft. high pool enclosure (fence), if required
- Identify location of electrical outlets, overhead or underground electrical service lines, and any underground cable

Inspections

The inspections listed here are required for all pool (types), hot tubs and spa projects. Additional inspections may be needed based on scope of work for your project. If you are required to have additional inspections, they will be listed on your plan review notice that will be attached to your approved plans.

REQUIRED INSPECTIONS Checklist

The following inspections are required, but not limited to the list below. Inspections require 24-hour advanced notice. First inspection required within 180 days of permit being issued*. To schedule an inspection, call (815)-895-7188 between 8:30 a.m. and 4:30 p.m. Monday - Friday.

- Call JULIE: 811, 800- 892-0123 or submit e-request www.illinois1call.com BEFORE DIGGING or STAKING SITE
- 1) SITE/SETBACK- After JULIE has marked utilities, and when location of pool is determined and staked, but prior to any digging or placement of pool equipment. (Completed prior to issuance of building permit.)
- 2) Underground electric - (a 24" burial depth will meet all sections of NEC 300.5)
- 3) Underground gas piping
- 4) Bonding prior to backfill
- 5) Pre-pour concrete
- 6) FINAL- When pool is filled and all equipment is in service and operating, electrical bonding is installed and permanent barrier requirements (fences, gates, etc.), are in place and completed. Inspector will require access to the electrical panel for final inspection.

***DeKalb County Code, Section 14-3(a) (10), Permit Expiration requires that, "Construction shall begin within six months of the date of issue of a building permit. The permitted work shall thereafter be completed within 12 months of commencement. The permit shall expire if construction is stopped, suspended or abandoned for a period of six months. A minimum of one inspection of the work shall be required within each six-month period following commencement of work to ensure that progress is being made. If no inspections are performed during any six-month period following issuance of the permit, the project shall be considered suspended and abandoned, and the permit shall be considered expired."**



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OFFICE USE ONLY	
Permit No.	_____
Fee	_____
Receipt No.	_____
Zoning District	_____
Date of Application	_____
Received by	_____

Swimming Pool/Spa/Hot Tub Permit Application

Owner of Record _____

Owner's Phone Number _____

Owner's Email Address _____

Address of Property _____ City _____ Zip _____

Parcel ID Number _____

Installer's Name _____

Installer's Address _____ City _____ Zip _____

Installer's Phone Number _____

Installer's Email Address _____

Electrical Contractor Name _____ Phone # _____

Electrical Contractor Address _____

Electrical Contractor Email _____

Include copy of Certificate of Registration

Estimated Value of Improvement (Rounded to nearest \$100) _____

Type:	Details:
____ Above-ground swimming pool	Dimensions _____
____ In-ground swimming pool	Sidewall Height _____ (from grade to top of structure)
____ Hot Tub	Interior Depth _____
____ Spa	Security Barrier Height _____

Applicant's Signature

____/____/_____
Date

SITE PLAN

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW (OR ON AN OFFICAL PLAT OF SURVEY):

1. Lot size and dimensions
2. Name and location of all roads abutting property.
3. Structures on the property (existing and proposed).
4. Front, side, and rear yard setbacks (Distance between the lot line and structures).
5. Distance in feet between all structures on the lot. (Minimum 10')
6. Drive aisles and parking areas (existing and proposed).
7. Please indicate north by an arrow.

STAKE OUT DATE _____

