



Village of Carol Stream

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Permit Submittal Checklist and Process Aboveground Swimming Pool, Hot Tub or Spa

Note to applicants:

This handout is intended to assist applicants through the permit process for an aboveground swimming pool, hot tub or spa. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Items needed for a complete permit application:

- The Applicant must contact JULIE at #811 to identify the location of all underground utilities prior to submittal of permit application.
- A completed Residential Permit Application (or apply online: carolstream.org).
- One copy of the Plat of Survey, drawn to scale, showing the location and dimensions of the proposed pool, hot tub or spa, distances from property lines, and the location and dimensions of all existing accessory structures (patios, decks, etc.) on the property.
- A copy of the brochure and specifications from the manufacturer including pump and filter details. (Note: Equipment must bear approved testing agency label, such as *UL*).
- A copy of the existing and proposed electrical panel schedule along with the ratings for all circuit breakers, including the main breaker.
- The pool, hot tub or spa permit fee of \$96, payable when application is submitted.

Helpful tips:

- Pools, hot tubs or spas, including any supporting structures or equipment, may only be located in a rear yard, and must be set back at least five feet from the rear and side lot lines. On corner lots, pools, hot tubs or spas may be located within a side yard adjacent to the street, not less than 15 feet from the lot line adjacent to the street, if the yard is enclosed with an allowable solid fence that is at least four feet in height.
- Pools, hot tubs or spas cannot be located in an easement. Please check your Plat of Survey to identify easement locations on your property.
- The area of the pool, hot tub or spa is included in the lot coverage calculation for your property. Most properties are allowed to have 30% lot coverage, excluding the driveway and any sidewalk four feet or less in width. However, the area of a pool (and any deck

(over)

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having a permeable surface below) may increase lot coverage to a maximum of 35%. The Plat of Survey needs to identify the location and dimensions of all existing structures on your property so that the proposed lot coverage can be calculated.

- Electrical or plumbing work not done by the homeowner must be done by a licensed electrician or plumber. A copy of the license(s) must be submitted.
- A safety barrier at least 48 inches in height above the finished grade as measured around the entire perimeter of the pool, hot tub or spa must be provided within three feet. This barrier requirement can be satisfied by a safety cover, fence, or the pool wall itself, provided that the ladder used to access the pool is capable of being secured, locked or removed to prevent access. If a fence is used to meet the barrier requirement, the fence gates must be self-closing and self-latching. If the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism must be located on the pool side of the gate, be at least three inches below the top of the gate, and must not have any openings greater than one-half inch in width within 18 inches of the release mechanism. If a fence will be built as part of the pool project, please consult the Permit Submittal Checklist and Process handout for Fences for additional requirements. (NOTE: Hot tubs and spas equipped with a safety cover are exempt from the above barrier provision.)
- When a wall of the home is part of the safety barrier for a pool, hot tub or spa, an alarm must be installed on any door or operable window, with a sill height 48 inches or less, through which access can be gained. All alarms must comply with the adopted International Swimming Pool and Spa Code.
- Pools, hot tubs or spas may not be installed beneath or within 10 feet of overhead wiring. Underground wiring is not permitted beneath or within 5 feet of the pool, hot tub or spa. Electrical work must comply with the adopted National Electrical Code – Article 680.
- Metallic gas piping and fittings shall be coated with a corrosion-resistant material.

Inspections (24-hour advance notice required for inspection scheduling):

- Underground electric and gas piping – Call the Community Development Department for an underground inspection of the electric conduit and/or gas pipe **before** backfilling.
- Final inspection – As soon as the pool, hot tub or spa has been erected and all barrier requirements are in place, the applicant or contractor should call the Community Development Department for a final inspection. The pool, hot tub or spa may not be filled to a depth greater than one foot before the final inspection is approved.

**Contact the Community Development
Department at (630) 871-6230 if you have any questions
regarding the building permit or inspection process.**