

Village of Carol Stream

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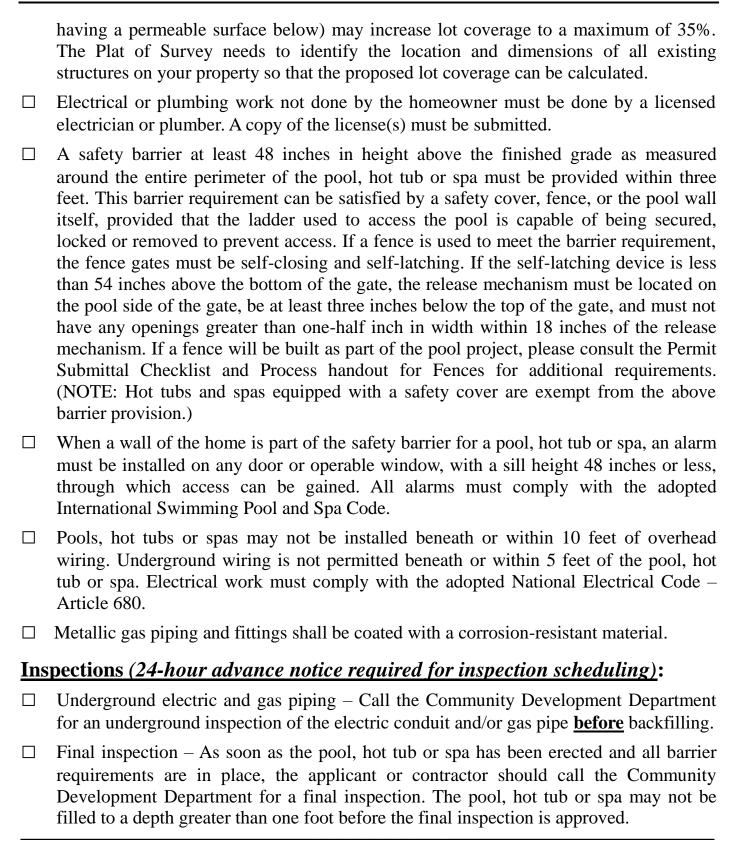
Permit Submittal Checklist and Process Aboveground Swimming Pool, Hot Tub or Spa

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 |
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| | 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. |
| <u>He</u> | <u>lpful tips</u> : |
| | 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 |



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