

SWIMMING POOL, SPA, OR HOT TUB

Village of Sugar Grove – Building Division
601 Heartland Drive
Sugar Grove, IL 60554
630-466-8954-phone 630-466-1083-fax
Monday – Friday 8:00 a.m. - 4:30 p.m.
permits@sugar-grove.il.us

BUILDING PERMIT - Allow 7 (seven) to 10 (ten) working days for processing.

A safe pool installation has been and is the primary concern of the Village of Sugar Grove. These guidelines do not relieve the property owner or pool installer from liabilities associated with pool ownership and installation, should accidents occur. We recommend that the owner check with their insurance agency as to degrees of liability associated with pool ownership.

DO NOT USE THE POOL PRIOR TO FINAL INSPECTION!

Swimming pools, spas and hot tubs are regulated by the Sugar Grove Zoning Ordinance and International Residential Code. A permit is required when the pool, spa or hot tub contains water over 24” deep or has a structure depth of more than 30”. Additional items that are associated with pools such as: fences, decks, electrical service lines, electrical lines to pumps, heaters and/or light fixtures, and gas lines to heaters also require permits and inspections. **CALL JULIE at 811** to locate all underground utilities in addition to referring to this handout as you develop plans for installation of a swimming pool, spa or hot tub. Should you have any questions or concerns, contact Building Division and we will be pleased to assist you.

Application Checklist

The following items must be submitted at the time of permit application.

- Completed Permit Application
- Two copies of a plat of survey that shows the location of the pool and any equipment, platforms, brick pavers, decks or fencing associated with the pool. It should show the setback dimensions between the pool and the lot lines, easements, and other structures on the lot, as well as locations of buried and aerial utility lines. Location of gas pipe and proximity of pool heater to windows, vents or other air passageways or combustible materials should also be indicated on the survey. A grading and drainage plan is to be included.
- Two copies of the building plans for any decks or fences that will be constructed for or along with the pool.
- A copy of the manufacturer’s literature that describes the make and model of the pool and any of the pool equipment. (Should this information not be available, transcribe the information that is on the factory-installed label located on the pool pump motor.)

Swimming Pool Installation Requirements

- **Setbacks** –Pools, pool equipment and heaters must be at least five feet from any property line, except where the lot is zoned estate district, the setback required is 10 feet. Pools and the equipment must be located in the rear yard of a residential lot and not located in any

easement. See current zoning ordinance for definition of rear yard. Attached diagram can also be used as a guide of allowed placement of pool.

- **Barrier** – Swimming pools must be completely enclosed with a 48” high barrier that has a self-closing and self-latching gate that opens away from the pool. The barrier can be a fence or it can be a portion of the pool wall. See the attached Pool Barrier Dimension diagram.
- **Electrical** – The electrical circuit that energizes the pool pump motor, any pool equipment and the required convenience outlet must comply with the 1999 National Electrical Code. Please see the attached Electrical Checklist for detailed information.
- **Pool Heaters** – Pool heaters must be installed in accordance with the manufacturer’s installation instructions. Proximity of pool heaters to windows, vents or other passageways or combustible materials should be considered when locating this equipment.
- **Pool Decks and Platforms** – In addition to standard building requirements for decks, if pool decks are utilized as barriers they must conform to the safety barrier guidelines. See the attached pool barrier checklist for detailed information.
- **Plumbing** – The exterior hose bib used for water supply to the pool must have a vacuum breaker to prevent any cross connection contamination.
- **Drainage** – The pool and its equipment shall not change, alter or affect the existing approved grading and drainage of the property. If grading is to be changed in any way a new grading and drainage plan will need to be submitted.

Swimming Pool Electrical Checklist

- No portion of a pool is to be located within five feet of underground electric service.
- Horizontal limit of aerial clearance (to the nearest electrical wires, lights, etc.) is to measure no less than 10’ from the inside wall of the pool, platform, tower or observation stand.
- Underground wiring may be:
 - a. direct burial cable (24” below grade)
 - b. rigid metallic conduit or intermediate metal conduit (a minimum of 6” below grade)
 - c. PVC listed for electrical use (a minimum depth of 18” below grade)
- A properly sized ground wire, identified with green insulation, must be included with the circuit conductors in the raceway.
- Pool pump motor cord shall be no longer than three feet and must have a grounded and locking type plug. Equipment receptacle shall be no less than five feet and no more than 10’ from the inside wall of the pool and be a twist lock type and GFCI protected.
- All boxes, covers and fittings are to be rain proof in use outdoor type and sunlight resistant.

- There is to be a convenience outlet on a GFCI protected circuit a minimum of 10' and a maximum of 20' from the inside pool wall. No extension cords are permitted around the pool.
- All disconnecting switches for the pump motor must be at least five feet from the inside pool wall unless separated from the pool by a permanent barrier.
- A bonding conductor must pick up all metal parts of the pool, installed pool equipment, electrical conduit, junction boxes, switches, outlets, and light fixtures within five feet horizontally from the inside wall of the pool and 12' above the maximum water level. This conductor should be a copper wire of a size no less than #8 AWG.

Swimming Pool Barrier Checklist

- A permanent barrier or fencing must be in place prior to filling.
- Any existing fence to be used as the pool barrier must be 48" in height, have a gate that swings away from the pool, and be self-closing and self-latching. Latch mechanisms must follow the enclosed pool barrier dimension attachment.
- The pool structure itself can serve as a barrier or a barrier can be mounted on top of the pool structure. The steps or ladder must be designed to be secured, locked or removed to prevent access or the steps or ladder can be surrounded by a barrier that follows the paragraph above as for height and gate requirements.
- In many homes, doors open directly onto the pool area or onto a patio which leads to the pool. All doors which give access to a pool should be equipped with an audible alarm which sounds continuously for a minimum of 30 seconds when the door and/or screen are opened or a power safety cover can be installed on pools to serve as security barriers. Self-closing doors with self latching devices could also be used to safeguard doors which give ready access to a swimming pool.

Inspections Required (may include)

Underground Electrical / Gas	Deck Framing
Pool Bonding	Final Deck
Post Holes Fence	Final Fence
Post Holes Deck	Final Pool

Please call 630-466-8954 ext. 35 to schedule an inspection. Be prepared to give a contact name and phone number, address, permit number, type of inspection, and the date and time of day(am or pm) you would like the inspection. **A 24-HOUR NOTICE MUST BE GIVEN.**

Permit Fees

- The fee is as follows and are to be paid when you pick the permit up after review and approval:

Above-ground pool, spa, hot tub or Jacuzzi	\$ 60.00
In-ground pool	\$300.00

- NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN **ISSUED**. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, WILL INCUR A PENALTY OF DOUBLE THE PERMIT FEE.

Required Contractor Information

All private contractors that perform any installation shall be licensed with the Village of Sugar Grove. If the contractor is not currently licensed with the Village, an application is available at http://www.sugar-grove.il.us/Dept_CD/BP_contractor.pdf or by contacting the Building Division at 630-466-8954.

The contractor's fee is \$165 and is valid for one year from the date of application.

Miscellaneous Information

- Depending on the property location there are certain limitations to lot coverage area. This includes all improvements (house, accessory structure, paving, decks, etc.) on the property.
- The Village does not allow sewer credit for pool fills.
- According to Ordinance #614 the erection, demolition, alteration or repair may only occur between the hours of **6:30 a.m.** and **8:30 p.m.**
- If you reside in an area with a Homeowner's Association, check with them to ensure compliance with their regulations.