



City of Naperville

Transportation, Engineering & Development (T.E.D.) Services Team

PERMIT APPLICATION INFORMATION
for
SWIMMING POOLS, SPAS AND HOT TUBS

THE FOLLOWING MUST BE INCLUDED WITH EVERY APPLICATION FOR A POOL, SPA, OR HOT TUB PERMIT:

1. A completed signed application form
2. Pool, pump and filter product information
3. Swimming Pool Grading Certification
4. Five (5) full-size copies of the **plat of survey** must be submitted with a pool/spa/hot tub permit application. The following items must be indicated on each copy of the plat:
 - The principal structure
 - Accessory structures
 - Location of fences
 - The location of the electric pedestal or transformer, house meter and location of electric lines.
 - The pool drawn to scale with the dimensions from the pool/spa/hot tub to the house, rear yard, and side yard indicated.
 - The location of pool equipment and air conditioning unit (if applicable).

POOL PERMIT REQUIREMENTS:

No pool, spa or hot tub may be constructed, enlarged, or altered without obtaining a permit from the Transportation, Engineering & Development (T.E.D.) Business Group. **All pool applications shall be submitted with requirements listed above.**

Pool requirements based on the 2012 International Swimming Pool & Spa Code and Naperville Municipal ordinances:

1. Inspections are required for all pools. In-ground pools require a pre-pour concrete inspection, an electrical inspection, and a final inspection.

2. A temporary fence must be in place at the time the pool permit is issued and be a minimum of 4' in height. Fences and gates must be self-closing and self-latching.
3. Above-grade pools attached to decks affixed to principal structures must meet the same setback requirements as an unroofed deck.
4. The electrical pumping equipment must meet the requirements of the National Electric Code 110.2, and 110.3. (extension cords are prohibited).680.21
5. All pools must maintain a minimum distance of 10' from an overhead electric line and 5' from underground electric lines.

SPA / HOT TUB REQUIREMENTS:

1. A spa or hot tub must be a minimum of 5' from any underground electric line and 10' from overhead electric lines.
2. Spas or hot tubs must have safety covers.
3. A GFI circuit must protect the electrical equipment for the spa or hot tub.
4. Spas or hot tubs must have disconnects within line of sight of the hot tub or spa.
5. Spas and hot tubs installed indoors must be at least 6' from GFI protector receptacles per NEC 680.43

OTHER NECESSARY INFORMATION:

THE FOLLOWING REQUIREMENTS MUST BE MET TO OBTAIN A POOL/SPA/HOT TUB PERMIT IN THE CITY OF NAPERVILLE. HOMEOWNERS MUST CHECK WITH THEIR HOMEOWNERS ASSOCIATIONS FOR ANY SPECIFIC, AND PERHAPS MORE RESTRICTIVE, REQUIREMENTS THAT MIGHT APPLY TO THEIR PARTICULAR SUBDIVISION.

1. The pool/spa/hot tub must be located away from anything electrical (lights, AC equipment, etc.), and from overhead electric lines per the 2011 National Electric Code. The pool/spa/hot tub must be a minimum distance of 5' from any buried, underground electric line.
2. The pool/spa/hot tub must be a minimum distance of 5' from any lot line, and NO portion of the pool/spa/hot tub or attachments can be located in an easement.
3. Call J.U.L.I.E. at 1-800-892-0123 before applying for a pool permit to ascertain the location of any underground facility that may be in conflict with your plan and again if necessary prior to digging.
4. A fence with a lockable gate and a minimum height of 4' is required around an in-ground pool. An 18" fence is acceptable around the top of an above-ground pool if it is lockable.

5. Please include a 2 copies of the pool/spa/hot tub information (pamphlet, flyer, specs) as well as pool equipment information with the permit application. Homeowners should be given this information at the time of purchase.
6. Homeowner(s) must read and sign the grading letter included in the application packet.
7. If any wood decking is to be installed, a **separate** deck permit is required. Please refer to the deck application packet for this information. If a hot tub is to be place on the deck, design and load calculations for the support of the tub must be provided. In addition, please submit manufacturer's information on the tub to verify loads and manufacturer's safety specifications. If the tub is to be placed on a concrete slab, please see the Permit Application Information for Decks/Gazebos/Central Air Conditioning/Patios requirements.

YOU WILL BE NOTIFIED BY PHONE WHEN YOUR PERMIT IS READY. PLEASE INDICATE A CONTACT PERSON WITH PHONE AND FAX NUMBER ON YOUR APPLICATION.

FEES:

A \$40 plan review fee is due when the pool/spa/hot tub permit application is submitted.

--Above-ground pool - An additional \$40 for (1) electrical inspection is due at the time the permit is picked up. No further fees are charged **unless** the electric inspection fails, then a re-inspect fee of \$61 is due **before the electrical inspection can be re-scheduled.**

--In-ground pool - An additional \$80 is due at time of permit pick-up for two (2) inspections (concrete and electric). No further fees are charged **unless** either of these inspections fails, then a re-inspect fee of \$61 per inspection is due **before the inspections can be re-scheduled.**

I have read and understand the above City of Naperville regulations regarding the permit requirements, construction, and installation of a pool/spa/hot tub.

Property Owner	Date	Applicant	Date
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City of Naperville

Transportation, Engineering & Development (T.E.D.) Services Team

Pool Barrier Requirements

An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1¾ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1¾ inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be a 2¼-inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1¾ inches (44 mm).
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1¾ inches (44 mm).
8. Access gates shall comply with the requirements of items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - A. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
 - B. The gate and barrier shall have no opening larger than ½ inch (13 mm) within 18 inches (457 mm) of the release mechanism.
9. Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met:
 - A. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346; or
 - B. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed in accordance with UL 2017. The audible alarm shall activate within 7 seconds and sound continuously for a minimum of 30 seconds after the door and/or its screen, if present, are opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touch pad or switch, to temporarily deactivate the alarm for a single opening. Deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
 - C. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by Item 9A or 9B described above.
10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:
 - A. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
 - B. The ladder or steps shall be surrounded by a barrier which meets the requirements of items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

For complete information see the International Swimming Pool & Spa Code Section 305.



**CITY OF NAPERVILLE
Development Services Team**

FENCING REQUIREMENTS: RESIDENTIAL SWIMMING POOLS

The City of Naperville Ordinance that pertains to swimming pools requires that all in-ground and above-ground swimming pools have a barrier at least 4 feet high surrounding the rear yard area or around the pool area. Barriers shall have self-closing/self-locking gates. Gates shall be designed to swing only in the “out” position. Above-grade pools may have a fence around the top of the pool as long as there is a safety ladder. Further, the City requires that a resident apply for this type of fence permit at the time the swimming pool permit is issued.

Below, please indicate with an “X” which of the following describes the type of fencing will be installed for your swimming pool, and indicate the exact height wherever requested.

- _____ **Minimum 18” fence for above-grade pool**
- _____ **Lot perimeter fencing** **Height:** _____
- _____ **Pool perimeter fencing** **Height:** _____
- _____ **Existing fence** **Height:** _____
- _____ **Proposed fence** **Height:** _____
- _____ **Deck with railing**

Please be advised that if an existing fence is to be used as a pool barrier a site inspection of the fence could be performed.

Approval _____ Date _____ Permit # _____

Owner Signature _____



Naperville

Transportation, Engineering & Development (T.E.D.) Services Team

SWIMMING POOL GRADING CERTIFICATION

We, the below listed signees, acting as owners of the below listed property and on behalf of _____ (contractor responsible for grading around the swimming pool), verify the following:

1. We will provide positive drainage, within the City of Naperville’s grading requirements of 1.5% to 25% slopes, to drain around the pool to be installed on said property. As part of this grading, we will not adversely affect any of our neighbors’ property.
2. We certify that the pool, deck, or associated grading will not be installed in whole or in part within 5-feet of any easements, without an approved detailed grading plan, prepared by and signed and sealed by an Illinois licensed professional engineer.
3. We certify the pool or deck will not be installed within 15-feet of the property line, without an approved detailed grading plan, prepared by and signed and sealed by an Illinois licensed professional engineer.
4. Any grading or re-grading to meet the City’s grading requirement will be our responsibility at our cost, We will not hold the City of Naperville liable for any damages that may occur from inadequate grading.

Street Address: _____

PIN Number: _____

Signed: _____ Dated: _____
(contractor responsible for grading around the swimming pool)

Signed: _____ Dated: _____
(property owner)

Signed: _____ Dated: _____
(property owner)

Please note:

There may be sites that meet the above requirements, but due to other grading constraints on the site, may still require a detailed grading plan, prepared by and signed and sealed by an Illinois licensed professional engineer.



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

**APPLICATION FOR SECONDARY BUILDING PERMITS
(DECK / PATIO / GAZEBO / CENTRAL AIR / POOL, etc.)**

This is an application for a building permit. Three (5) photocopies of the legal PLAT OF SURVEY for the property in question are required prior to further consideration. These must be signed and sealed by an Illinois Land Surveyor.

PLEASE TYPE OR PRINT CLEARLY.

SUBDIVISION _____
UNIT NUMBER _____ LOT NUMBER _____
ADDRESS _____
ZIP CODE _____

GENERAL CONTRACTOR _____
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE (____) _____

APPLICANT _____
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE (____) _____
FAX (____) _____
E-MAIL ADDRESS _____

ELECTRICAL CONTRACTOR (if applicable):

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE (____) _____
FAX (____) _____
NAPERVILLE REGISTRATION NUMBER _____

TYPE OF STRUCTURE:

DIMENSIONS OF STRUCTURE:
HEIGHT _____ WIDTH _____ LENGTH _____
ZONING OF PROPERTY _____
ESTIMATED COST OF WORK _____

PROJECT CONTACT PERSON: (Please print.)

PHONE (____) _____
FAX (____) _____
E-MAIL ADDRESS _____

OWNER _____
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE (____) _____
FAX (____) _____
E-MAIL ADDRESS _____

PLEASE FILL OUT REVERSE SIDE. >>>>>>>>

APPLICANT REPRESENTS: (Please check one.)

- a. Natural Person (Self) -- _____
- b. Corporation -- _____
- c. Land Trust/Trustee -- _____
- d. Trust/Trustee -- _____
- e. Partnership -- _____
- f. Joint Venture -- _____
- g. Other (describe) _____

If in your answer you checked b, c, d, e, f, or g, identify by name and address each person or entity who is a minimum 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

	<u>Name</u>	<u>Address</u>	<u>Interest</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).

SIGNATURE OF APPLICANT _____ **DATE** _____

SIGNATURE OF OWNER/AGENT _____ **DATE** _____

Swimming Pool Spa Plan Review Checklist

PERMIT# _____

Address: _____

REVIEW DATE _____

ZONING/ SITE PLAN

- OK NA Survey/site plan provided
- OK NA Note location of: Transformer, tap box & all utility lines,
- OK NA NR Location of pool equipment and pool indicated
- OK NA All dimension shown & to scale
- OK NA NR Pool barrier indicated
- OK NA NR Pool/deck is in rear yard.
- OK NA NR Pool & deck is less then 25% of rear yard area.
- OK NA NR Pool & deck is at least 5' from rear and interior side yard
- OK NA NR Pool & deck is not into easements.
- OK NA NR Pool equipment and pad not in minimum required side yard.
- OK NA NR Pool/deck behind dwelling structure (corner side lot condition)
- OK NA NR Pool fence barrier complies with Zoning Codes

GRADING

- 1. OK NA NR Grading Plan (Pools/decks over 500 SF square need grading plan.)
Grading Plan sent to Engineering on _____
- 2. OK NA NR Letter that pool dig spoils will be removed from site.

POOL BARRIERS

- 1. OK NA NR Complete Barrier Type noted type _____
- 2. OK NA NR Manufacturer's cut sheet provided
- 3. OK NA NR At least 48" in height
- 4. OK NA NR Horizontal rails over 45" apart or vertical member spacing less then 1-3/4"
- 5. OK NA NR Gate(s) noted as self locking and latching
- 6. OK NA NR Gate swings outward from pool
- 7. OK NA NR Gate latch & location
- 8. OK NA NR Aboveground pool ladder secure
- 9. OK NA NR When house serve as barrier are alternate items indicated ands cut sheets provided
- 10. OK NA NR Existing Fence: Sheet filled out and given to code date _____
- 11. OK NA NR Spa-Locking Safety Cover

POOL

- 1. OK NA NR Pool Heaters: gas line location & size noted, pool cover, and distance from windows
 - A) OK NA If pool heater is used, is a pool cover indicated?
- 2. OK NA NR All equipment cut sheets and installation sheets provided and equipment noted on sheets
- 3. OK NA NR Total gallons of water noted
- 4. OK NA NR Approved pool kit or sealed drawings
- 5. OK NA NR Pool fill method indicated and appropriate
- 6. OK NA NR Electrical drawing
- 7. OK NA NR Concrete or wood deck specs and construction details
- 9. OK NA NR Complete information for diving dimensions met
- 10. OK NA NR Location of general use GFIC protected receptacle w/ 10' to 20' of pool

ENTRAPMENT PROTECTION

- 1. OK NA NR Suction outlets indicated/outlet fittings are at least 18 X 23 or surface skimmers
- 2. OK NA NR Vacuum relief system noted
- 3. OK NA NR Dual drains separated by at least 3'

Swimming Pool Barrier Requirements

When using neighboring or existing fences for pool

Address _____ Date _____

OK NO NA

HEIGHT OF BARRIER:

The top of the barrier at least 48" above grade measured on the side of the barrier which faces away from the pool.

2" maximum distance between grade and bottom of fence

BARRIER FENCING:

Openings in the barrier shall not allow the passage of a 4" sphere.

Solid barriers shall not contain indentations or protrusions (shall not create a climbable surface).

If the barrier has horizontal rails, is the distance between rails more than 45" IF NO>
 Are the rails on the side facing the pool and the spacing between vertical pickets are not more than 1-3/4"

Maximum chain link opening 1-3/4".

Can the location of any existing permanent structures or equipment be used to climb over the barriers.

ACCESS GATES:

Access gates on site IF YES >

Gate at least 4' high

Gates open outward away from the pool, self-closing and self-latching device.

Release mechanism on inside

Release mechanism of the latching device is 54" from bottom of gate IF NO>

Release mechanism is 3" below top of gate and cant be opened from outside (no note more than 1/2" opening within 18" of the latch opening device).

Name _____ Date _____



2011 NEC® Electrical Requirements for Permanent Above Ground Swimming Pools

1. UL™ Listed Swimming Pool Pump with a minimum 12AWG cord, not longer than 36" in length terminating in a twisting & locking cord plug, NEC 680.7, 680.21(A)(5), 680.22(A)(1)
2. A simplex 15 or 20 amp, 125Volt twisting & locking type receptacle outlet for pump ONLY, protected by a GFCI, and located not less than 6 feet from inside wall of pool, NEC 680.22(A)(1).
3. UL™ Listed, Wet location "In-Use" Covers for receptacle outlets, NEC 406.9(B).
4. Intermediate /Rigid Metal Conduit(6in) or PVC(18in) burial depths per NEC 300.5.
5. 15 or 20 amp, 125Volt branch circuit with a minimum 12AWG Green equipment grounding conductor but not smaller than required by Table 250.122, NEC 680.21(A)(5).
6. 15 or 20 amp, 125Volt GFCI protected (general purpose). Receptacle located between 6 and 20 feet from wall of pool, NEC 680.22(A)(3).
7. Natural Gas water heater(optional), bonded per NEC 680.26.
8. Convertible underwater luminaires(optional)---PERMANENTLY installed per mfg. Instructions.
9. 8AWG SOLID copper equi-potential bonding conductor, connecting all pool equipment, pool structure and all metal surfaces located w/in 5 feet horizontally, NEC 680.26.
10. Bonding connectors for the 8AWG copper shall be identified as "Suitable for Direct Burial" solid brass, stainless steel or copper materials only, NEC 680.26(B), 250.8.
11. Minimum 9 square inch water bonding device or equivalent, NEC 680.26(C).
12. Perimeter surface bonding to either (a) structural reinforcing steel or (b) alternate means-8AWG copper bonding conductor following contour of spa, 18-24" away and 4-6inches below grade, NEC 680.26(B)(2).

