

# VILLAGE OF DOWNERS GROVE

801 Burlington Avenue  
Downers Grove, IL 60515

## Submission For Project Review – General Information

### POOLS (ABOVE-GROUND & IN-GROUND) / HOT TUBS

The Permit Application Form is provided as the last page of this packet, please keep the other documents for your records.

If you have any questions call **(630) 434-5515**.

As part of the permit approval, your assigned project manager will identify which inspections are required.

The Downers Grove Municipal Code will provide you with information for stormwater, water installs, right-of-ways, streets and amendments to the above list of codes. The easiest way to find this information is to go to the Downers Grove website at [www.downers.us](http://www.downers.us).

**When setting up all required inspections you may call 630-434-5529. Call this number ONLY for inspections.**

Other Agencies you may need to deal with are:

- |   |              |
|---|--------------|
| 1. Downers Grove Sanitary District                        | 630-969-0664 |
| 2. DuPage County Health Department                        | 630-969-7030 |
| 3. DuPage County Division of Transportation (Impact Fees) | 630-407-6674 |
| 4. Downers Grove Fire Prevention                          | 630-434-5983 |



**VILLAGE OF DOWNERS GROVE**  
**COMMUNITY DEVELOPMENT**  
801 Burlington Avenue  
Downers Grove, IL 60515  
630-434-5515  
[www.downers.us/permits](http://www.downers.us/permits)

## **CURRENT BUILDING CODES – EFFECTIVE as of 07/01/2019**

The Village of Downers Grove has adopted the following codes, and these codes, depending on whether project is commercial or residential, must be listed on your plans/drawings that you are submitting for permit:

### **Commercial and Multi-Family Construction**

- Current Downers Grove Zoning Ordinance
- Current Downers Grove Stormwater and Flood Plain Ordinance
- 2015 International Building Code with D.G. amendments
- 2014 National Electric Code with D.G. amendments
- Current State of Illinois Plumbing Code with D.G. amendments
- 2015 International Mechanical Code with D.G. amendments
- 2015 International Fuel Gas Code with D.G. amendments
- 2018 International Energy Conservation Code with D.G. amendments & State of Illinois amendments
- 2015 International Property Maintenance Code with D.G. amendments
- 2015 International Fire Code with D.G. amendments
- 2015 International Swimming Pool and Spa Code with D.G. amendments
- 2003 Life Safety Code – NFPA 101
- Current State of Illinois Accessibility Code

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### **Residential Construction**

- Current Downers Grove Zoning Ordinance
- Current Downers Grove Stormwater and Flood Plain Ordinance
- 2015 International Residential Code with D.G. amendments
- 2014 National Electric Code with D.G. amendments
- Current State of Illinois Plumbing Code with DG amendments
- 2018 International Energy Conservation Code with D.G. amendments & State of Illinois amendments
- 2015 International Property Maintenance Code with D.G. amendments
- 2015 International Swimming Pool and Spa Code with D.G. amendments
- The Downers Grove Municipal Code will provide you with information for stormwater, water installs, right-of-ways, streets and amendments to the above list of codes. The easiest way to find this information is to go to the Downers Grove website at [www.downers.us](http://www.downers.us). Under the heading of Municipal Code, find the chapter you are looking for, i.e. Chapter 10 is Electrical. Click on the chapter heading, and you can find the amendments to the 2014 National Electrical Code.

**VILLAGE OF DOWNERS GROVE**  
**SUBMISSION FOR PROJECT REVIEW**  
**Phone: 630-434-5515**  
**RESIDENTIAL DECK, POOL, & FENCE - CHECK LISTS**

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*(Office Use ONLY)*

Address: \_\_\_\_\_

<b>This list <u>MUST</u> accompany your permit application.</b> The first column is the document description. SELECT the column pertaining to your project and submit <b>ALL</b> the appropriate documents (marked with an X and indicating number of copies). Please understand that if any items are not included in the application submittal, your review time may be extended, or the Village will not review the application until the remaining items are received.				
<b>Document Required</b>	<b>DECK</b>	<b>ABOVE-GROUND POOL (SEE POOL HAND-OUT)</b>	<b>IN-GROUND POOL</b>	<b>FENCE</b>
Building Application Form	X	X	X	X
All Building drawings:				
Carpentry / structural	X(4)		X (4) Architect stamped and signed	
Electrical	X (if applicable)	X	X	
Plumbing (if applicable)				
Manufacturing specs on the pool		X (2)		
Pump specs		X (2)		
Filter specs		X (2)		
Plat of Survey	X(4)	X (4)	X (4)	X (2)
Site Engineering plans w/Topography			X (5) (if required)	
Stormwater Tab Submittal (if a special Management Area is located on the site)				
General contractor name, address, & telephone number	X	X	X	X
Name, address, telephone number & copy of CURRENT license required for electrician and/or plumber (if applicable)		X	X	
Additional INFORMATION REQUIRED:		Pool Location: Ft. from side lot line:  Ft. from rear lot line:		Corner Lot: <input type="checkbox"/> YES <input type="checkbox"/> NO
		On an Easement: <input type="checkbox"/> YES <input type="checkbox"/> NO		Type of fence:
		Connected to House: <input type="checkbox"/> YES <input type="checkbox"/> NO		Height:
		Pool Ladder: <input type="checkbox"/> Removable <input type="checkbox"/> Latch & locked		Location:
		Pool Grade & Fence: Pool height from grade to top of pool (required 4 ft):  Fence height around pool or yard (required 4 ft):		

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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## Village of Downers Grove POOL Information

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### POOL REQUIREMENTS

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Prior to any installation, a permit is required by the Village of Downers Grove.

**NOTE: Permit fees are DOUBLED if pool is started or installed without a permit.**

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### ABOVE-GROUND POOL REQUIREMENTS

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**Submit three (3) Plats of Survey**, showing the pool location, size and dimensions to the property lines, and the location of above-ground or underground main Com Ed electrical wires. Pool must be located at least twenty-two and half (22.5) feet in any direction from above-ground wires, ten (10) feet from overhead broadband communication systems, or five (5) feet from underground wires.

**Submit two (2) copies** of the pool specifications and the specifications on the filter and pump, and must comply with all parts of the National Spa and Pool Institute for above-ground – on-ground residential swimming pools.

**Submit two (2) copies** of manufacturer's specifications on heater, if one is to be installed. Also, provide type of gas piping.

**Submit a Permit Application** (provided by the Community Development Department) with the above information.

If the above-ground pool is four feet (4 Ft.) high and has a ladder that can be removed or latched up and locked, a fence is **not** required. However, it is recommended that you follow the codes as listed above and on the back page of this hand-out.

NOTE: The pool must be four feet (4 Ft.) from grade level on **ALL** sides of the outside of the pool, otherwise the four foot safety fence is required.

If your residence is on a septic system, you will need approval from the Health Department (630) 969-7030.

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### IN-GROUND POOL REQUIREMENTS

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**Submit four (4) Plats of Survey**, showing the pool location, size and dimensions to the property lines, and the location of above-ground or underground main Com Ed electrical wires. The pool must be located at least twenty-two and half (22.5) feet in any direction from above-ground wires, ten (10) feet from overhead broadband communication systems, or five (5) feet for underground wires.

**(IN-GROUND POOLS) Submit four (4) drawings stamped by a licensed Illinois Registered Architect.** These drawings will include electrical drawings as required by Article 680 of the 2002 National Electrical Code (attached) and proper Barrier Requirements as stated Appendix (G) of the 2000 International Residential Building Code (attached).

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## POOL - ELECTRICAL REQUIREMENTS

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**MUST COMPLY WITH ALL SECTIONS OF 2014 NATIONAL ELECTRICAL CODE (N.E.C.) #680.**

1. The power cord for filter and pump must not exceed three (3) feet in length. The outlet for the filter and pump must be a single, three pronged, twisting lock plug, with GFI protection. The outlet must also conform to the requirements of being no closer than 5 feet, but no farther than 20 feet from the pool's inside wall.

A convenience receptacle must also be in place with the requirements of 125 volts, GFI protected, and no closer than 10 feet, but no further than 20 feet from the other receptacle.

2. **Above-ground Pools: Submit three (4) Plats of Survey**, include electrical drawings as required by Article 680 of the 2014 National Electrical Code (attached) and proper Barrier Requirements as stated in Appendix (G) of the 2006 International Residential Building Code.
3. The only type of conduit that can be used is IMC or rigid-type conduit.
4. Please note below:

A. An electrician is required and we will need a copy of their current license.

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Normal permit review time is ten (10) working days.

Once the plans are reviewed, the Homeowner or General Contractor will receive a comment sheet by mail, indicating any additional information that may be needed. If additional information is required, then you must come into the Village Hall – Code Services Department, correct the plans, and pay for permit before **any** work is started.

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**INSPECTIONS: CALL 630.434.5529**

Generally there are two inspections for a pool:

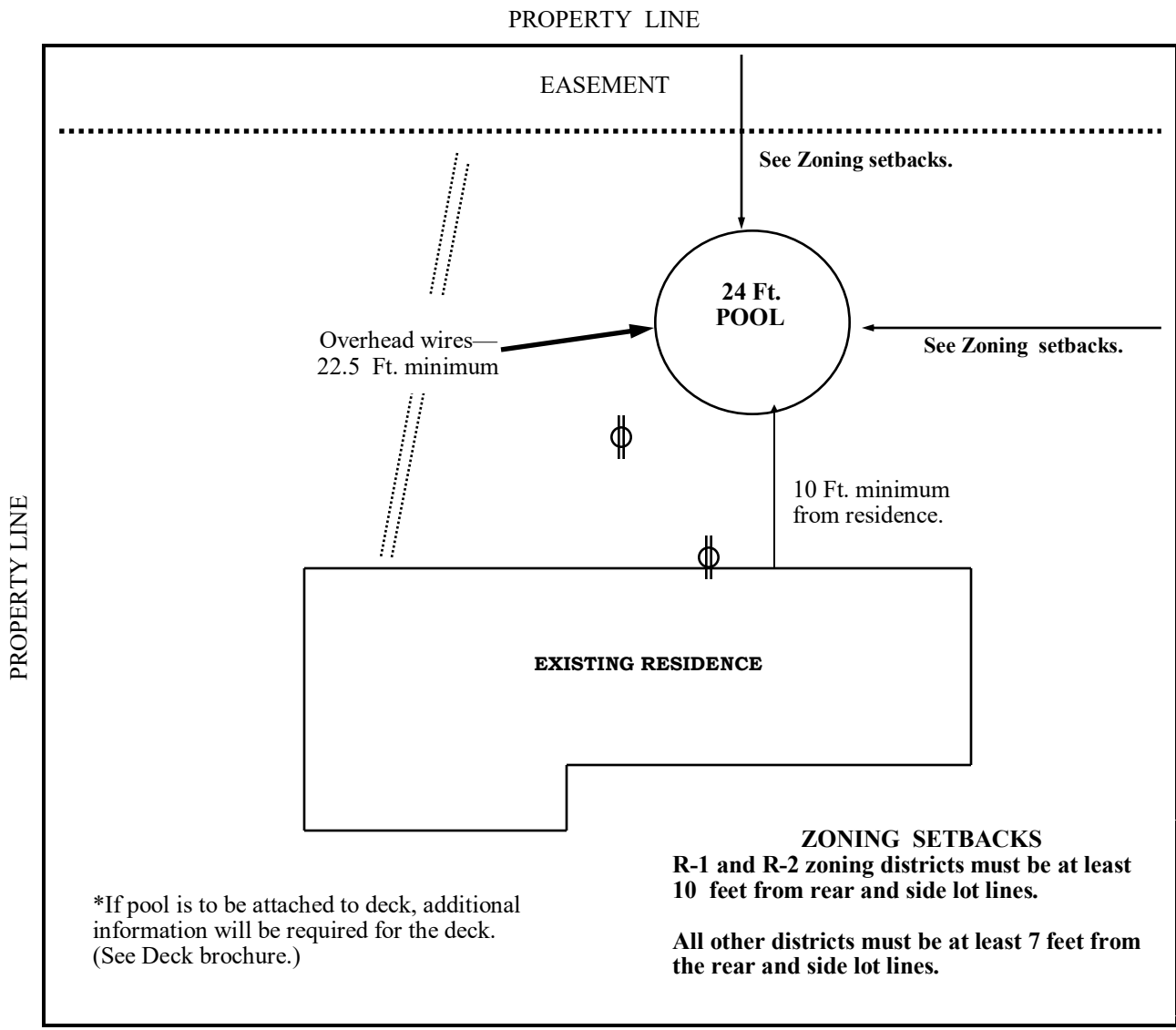
- 1) Electrical (below grade) to verify pipe and the depth.
- 2) FINAL – owner is **required** to be at the FINAL inspection.


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Codes the Village follows for swimming pools are: (1) National Electrical Code 2014 Edition; (2) Downers Grove Zoning; (3) Model Barrier Code for Residential Swimming Pools, Spas and Hot Tubs (6-93); (4) Standard for Residential Swimming Pools (11/87); (5) Standard for Permanently Installed Residential Spas (6/92); (6) Standard for Residential Portable Spas (8/92); (7) Standard for Above-ground / On-ground Residential Swimming Pools (11/91); (8) Swimming Pools: NSPI - National Swimming Pool Institute Recommendations for Residential Swimming Pools.

**THIS SAMPLE PLAT IS FOR INFORMATIONAL USE ONLY!! IT EXPRESSES SOME OF THE MINIMUM ILLUSTRATIONS REQUIRED WHEN APPLYING FOR A BUILDING PERMIT FOR A POOL. IT IS THE OWNER'S RESPONSIBILITY TO PROVIDE ADEQUATE DRAWINGS SHOWING THE STRUCTURAL INFORMATION ON THE POOL, INFORMATION OF THE FILTER AND PUMP, AND THE PLAT OF SURVEY (4 SETS OF ALL REQUIRED INFORMATION). NOTE: If a deck is to be built, submit deck information, per deck handout.**

**Sample PLAT OF SURVEY INFORMATION**



- POOL LOCATION (TO BE DRAWN ON A COPY OF YOUR PLAT OF SURVEY) INDICATE THE FOLLOWING:**
- (1) Pool must be a minimum of 10 Ft. from house, unless attached to a deck which is connected to the house.
  - (2) 22.5 Ft. from overhead wires.
  - (3) 10.0 Ft. from overhead broadband communication systems.
  - (4) 5.0 Ft. from underground wires.
  - (5) See Zoning Setbacks listed above for minimums from **SIDE** and **REAR** lot lines. Do NOT locate pool in an easement (Plat of Survey will show easement).
  - (6) Size of Pool.
  - (7) Show location of two (2) electrical outlets  (See notes on Electrical Requirements on back page.)
- Pool 0505:POOL 050108



801 Burlington Avenue  
Downers Grove, IL  
60515

**PERMIT APPLICATION**  
Community Development Department  
630-434-5515  
www.downers.us/permits

Permit # \_\_\_\_\_  
office use only

**SELECT ALL TYPES OF PERMITS THAT APPLY FROM ONE OF THE FOLLOWING COLUMNS:**

**RESIDENTIAL:**

- Detached Garage
- Shed
- Gazebo / Pergola
- New Single Family Building
- Addition (increase in floor area)
- Remodel (interior work only)
- Demolition of Main Structure
- Deck/Porch
- Pool, Hot Tub, Spa
- Plumbing Only
- HVAC Only
- Home Elevator, Dumbwaiter
- Miscellaneous
  - Foundation Repair
  - Waterproofing
- Other

**COMMERCIAL:**

- Accessory Structure
- New Commercial Building
- Addition (increase in floor area)
- Remodel (interior work only)
- Demolition of Main Structure
- Demolition of Interior Only
- Deck/Porch/Balconies
- Plumbing Only
- HVAC Only
- Roof Only
- Elevator
- Cell Tower
- Permanent Sign
- Fire Alarm
- Sprinkler
- Hood/Duct - Suppression
- Hood/Duct - Construction

Name of Business Occupying the Space:

**SITE WORK:**

- Parking lot
- Lawn Irrigation
- Flatwork (check ALL projects)
  - Patio
  - Firepits/Outdoor Fireplaces
  - Steps
  - Stoops
  - Sport Courts
  - Private Sidewalks
- Site Work (check ALL projects)
  - Landscaping
  - Grading
  - Retaining / Seat Walls
  - Drywell
  - Underdrains
  - Rain Garden
  - Connection of sump pump to storm sewer
- Stormwater
- Public Improvements/Utilities

**SITE ADDRESS:** \_\_\_\_\_ **SUITE:** \_\_\_\_\_

Estimated Value of Work: \$ \_\_\_\_\_ Area: \_\_\_\_\_ s.f. of construction

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER INFORMATION (REQUIRED)**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT (CHECK ONE)**

- PROPERTY OWNER
- CONTRACTOR
- OTHER (i.e. Architect, Engineer, Tenant)

**Contractor /Sub Contractors Information Copy of current license required for all except General Contractor**

**GENERAL CONTRACTOR OR OTHER - Email required for inspection reports**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ELECTRICIAN**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PLUMBER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ROOFER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FIRE ALARM**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SPRINKLER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REQUIRED SIGNATURES**

*Under Penalty of Intentional Misrepresentation and/or Perjury, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement(s) in compliance with all provisions of the applicable ordinances, rules and regulations of the Village and any other applicable governing bodies. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit(s) herein applied for. I hereby grant the Village, its employees and agents the temporary right to enter the property subject to this permit throughout the duration of the permit to complete any inspections as necessary to confirm compliance with all applicable ordinances, rules and regulations of the Village and other governing bodies. I hereby agree to hold the Village, its officers, employees, and agents harmless from any and all costs, damages, liabilities and attorney's fees which may occur or be claimed to occur by reasons of any work performed under this permit.*

*I agree to pay:*

- 1. Any and all fees, as referenced in the User Fee, License and Fine Schedule, latest edition.*
- 2. I agree to pay Run-off Storage Fees based upon the permitted project(s) watershed at the rate per square foot of new impervious as outlined below: Sawmill Creek \$0.464/sq ft, East Branch DuPage River \$0.565/sq ft, and Salt Creek \$0.71/ sq ft.*
- 3. Fees for outside consultants that the Village may elect to utilize to perform all or portions of the stormwater management review. These fees will be collected regardless if the permit is issued or canceled.*

\_\_\_\_\_  
Applicant Signature (if other than Property Owner)

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (REQUIRED)

\_\_\_\_\_  
Property Owner Name (printed)

\_\_\_\_\_  
Date