



VILLAGE OF LINCOLNWOOD

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Swimming Pool, Spa or Hot Tub Handout

A permit is required to install or replace a swimming pool, spa or hot tub. This includes any water feature that has a water level of twenty-four (24) inches or more including children's inflatable pools or a water feature such as a pond. This information is provided as a guide to the minimum code requirements for these installations. There may be other requirements based on your specific installation. Please contact the Community Development Department to discuss the details and requirements for your project.

An application must be submitted through our online portal at lincolnwood.onlana.com (you can also access the portal by scanning QR code above). You will need to apply an "Swimming Pool/Hot Tub" permit and will need to include the following information:

The online permit application must include the following information:

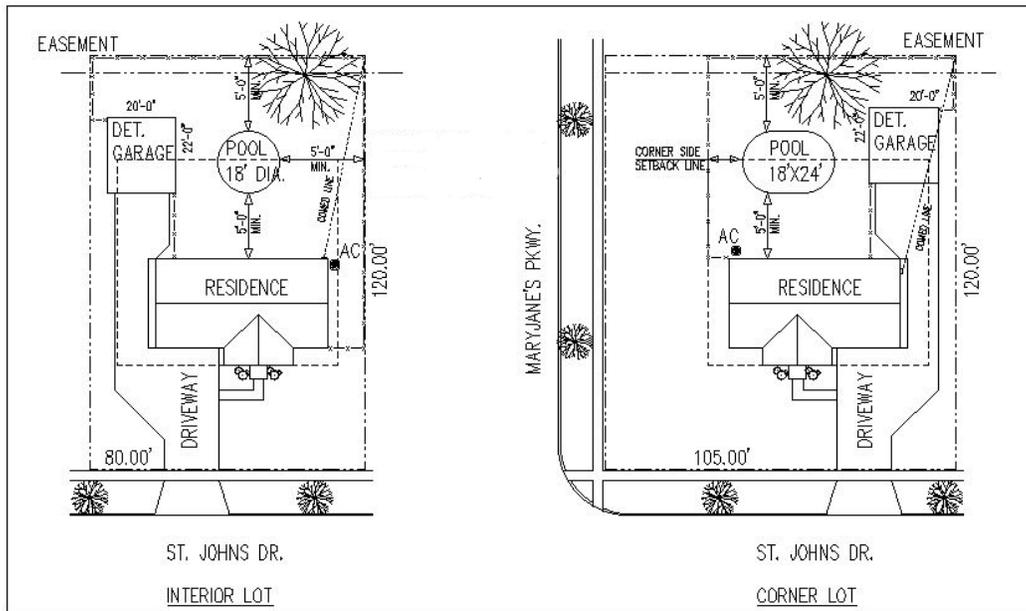
- Homeowner's name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Valuation for the swimming pool, spa or hot tub installation with a detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)
- All subcontractors will need to provide a separate letter of intent

As a part of the application, you will be required to upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the proposed swimming pool, spa or hot tub, square feet area, and indicate the distance from the swimming pool, spa or hot tub to the property lines (not to be closer than five (5) feet to any property line nor be located on any easement).

The dimension from the exterior wall of the residence to the swimming pool shall be provided. Also show all other existing accessory structures, with dimensions, located in the rear yard. If a wood deck is also being installed in conjunction with the swimming pool, see the "[Wood Deck](#)" handout for more information.

Indicate on the plat of survey the location of the main Commonwealth Edison supply line (indicate above or below ground) to the house and the location of the electric meter. (Underground lines must be a minimum of five (5) feet from the swimming pool, spa or hot tub, ten (10) feet for overhead lines).

All accessory structures shall not cover more than thirty (30) percent of the rear yard area. Accessory structures may not be installed in front or corner side yards. This would include, but not be limited to swimming pools, hot tubs, decks, gazebos, sheds or detached garages, etc. Also, all impervious area shall not cover more than sixty (60) percent of the entire property ([Hard Surface Calculation Worksheet](#)).



When installing an above ground pool, spa or hot tub, plans are required. The plans shall comply with the [2021 International Residential Code](#), [2021 International Swimming Pool and Spa Code](#), [2014 Illinois Plumbing code](#) and the 2020 National Electric Code.

On the plat of survey show the location of a barrier (fence), either proposed or existing, noting the minimum requirements listed below:

- A. A semi-private (33% open) or open style (50% open) fence of sixty (60) inches high only allowed in the rear yard area; per ordinance chapter 15.3.13(11)(e)
- B. Opening in the barrier (fence) shall not allow passage of a four (4) inch diameter sphere;
- C. Chain link fences are not allowed for pool barriers;
- D. Access gates shall open outwards away from the pool and shall be self-closing and have a self-latching device. Where the release mechanism of the self-latching device is located less than fifty four (54) inches from the bottom of the gate: (a) the release mechanism shall be located on the pool side of the gate at least three (3) inches below the top of the gate; and (b) the gate and barrier shall not have an opening greater than two (2) inches within eighteen (18) inches of the release mechanism.

Where the wall of a dwelling unit serves as part of the barrier and contains a door that provides direct access to the pool and/or operable windows with a sill height of less than forty-eight (48) inches from the interior floor surface, **the following shall apply:**

1. All doors and/or windows with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and its screen, if present, or window are opened. This alarm shall be listed and labeled UL2017. Specific code requirements will apply regarding sound levels, duration and location of alarm. (A simple Google search for “UL2017 pool alarm” will provide you many options.)
2. All doors with direct access to the pool through that wall shall be equipped with a self-closing and self-latching device with the release mechanism located a minimum of fifty-four (54) inches above the floor. Doors shall open away from the pool.

As a part of the application, you will be required to upload one (1) scanned pdf the manufacturer’s specifications sheets for the swimming pool, spa or hot tub and any related equipment.

Swimming pools shall be provided with energy-conserving measures:

- Pool Heaters: all pool heaters shall be equipped with a readily accessible on-off switch to allow shutting off the heater without adjusting the thermostat setting. Pool heaters fired by natural gas or LPG shall not have continuously burning pilot lights.

- Time Switches: Time switches that can automatically turn off and on heaters and pumps according to a preset schedule shall be installed on swimming pool heaters and pumps.
- Pool Covers: Heated swimming pools shall be equipped with a vapor-retardant pool cover on or at the water surface. Swimming pools or hot tubs heated more than 90°F (32°C) shall have a pool cover with a minimum insulation value of R-12.

As a part of the application, you will be required to upload one (1) scanned pdf of the manufacturer's specifications for the pool, pump and filter. Note that the electrical equipment shall be listed by an approved testing agency, i.e., Underwriters Laboratories, Inc. (UL), and shall be GFCI protected.

In-Ground Pools, additional information:

- When constructing an in-ground pool, signed and sealed architectural drawings are required. The plans shall comply with the [2021 International Residential Code](#), [2021 International Swimming Pool and Spa Code](#), [2014 Illinois Plumbing code](#) and the 2020 National Electric Code.
- A grading plan shall be submitted to the Engineering Department indicating the finish grade of the proposed improvement, the existing and proposed topography and indicating any proposed piping or drains including the point of discharge. The plans shall also indicate any planned relocation of existing utilities which are affected by the proposed improvements.