

# Swimming Pools Information Sheet

## **Building Permit Review Requirements**

- 3 copies of the Plat of Survey with the proposed location of the pool and all amenities drawn to scale. Include all setbacks to property lines and structures
- 3 copies of stamped civil engineering drawings indicating existing and proposed grading
- 3 copies of pool drawings
- Properly completed Building, Electrical, and Plumbing Permit. Include contractor information, signatures, and certificate of liability insurance in the amount of \$1 million per occurrence noting the site address in the description box
- Properly completed Application of Certificate of Zoning Compliance
- Properly completed Stormwater Management Permit and notarized Stormwater Management Facility Agreement if the scope of work presents over 2500 square feet of disruption

## **Building Permit Fees**

- Calculated Building Permit Fee is based on a published fee schedule available at the Community Development Department or online at the Village web site

## **Applicable Building Codes**

- 2006 Family of International Codes with local amendments
- 2004 Illinois Plumbing Code
- 2005 National Electric Code with local amendments

*Additional information regarding Zoning and Building Codes can be found by following the following link:  
[www.villageofhinsdale.org](http://www.villageofhinsdale.org)*

**This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.**

## Here is a guide to how the permit process works:

- Submit a completed permit application(s) with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time. Payment for reviews would be included in this submittal: a check made payable to the Village of Hinsdale for the plan review fee and for a Village of Hinsdale Certificate of Zoning Compliance.
- The plans are then put into the system and reviewed for Zoning and Code compliance. There may be more than one review of your plans (building, engineering, mechanical, plumbing, zoning, etc.).
- If your plans were not approved, you will receive a letter itemizing the deficiencies in the submitted plans that will need to be corrected **prior** to Permit issuance. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- When the plans are approved, you will get a call advising you that your permit is ready and you will be advised of the permit fees. If any contractors have not yet been licensed or bonded as required, you will be notified at this time. All **required** bonds and licenses must be on file with us prior to permit issuance.
- Payment is due at the time the permit is issued. Payment must be made by cash or check only.
- At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times
- After the permit has been issued you may begin construction. Call our office for the appropriate inspections as the work progresses.
- Upon completion of the project and after you pass **all** the required final inspections, you must provide the Building Commissioner with the original bond receipt that will then be submitted to the Finance Department for final distribution of funds.

***If you have any questions about the permit process, please call our office at (630) 789-7030.***

***Our office hours are 8 a.m. to 5 p.m. Monday through Friday.***

## Most Common Errors

The inspectors were asked to summarize the most frequently found code-related mistakes made during permit application or installation. See items listed below.

### ZONING

- Pools are not permitted within the required front or corner side yards
  - Pools and pool equipment must maintain the required side yard setback or 10.0', whichever is less
  - Patios or pool decks must maintain the required side yard setback
  - Pools, equipment, patios, pool decks... must maintain a minimum 10.0' setback to the rear property line
  - Pools must be screened from all properties by a 6.0' tall densely planted evergreen hedge or opaque fence
  - Pools will be counted towards accessory coverage
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