



VILLAGE OF BANNOCKBURN

SWIMMING POOL AND SPA PERMIT GUIDELINES

Permit Applicant Information		CONTACT PERSON:	
PROPERTY OWNER:		PHONE #	
INSTALLATION ADDRESS:		E-Mail Address:	

Prerequisite to Swimming, Hot Tub & Spa Permit Application

All plans for *structures, accessory structures, landscape, hardscapes, and outdoor lighting* submitted for permit application must be plans approved by Architectural Review Committee. Review ARC Approval Document for Conditions.

Formal landscape plans are required for

- Building addition projects greater than 400 square feet.
- Removal of live trees in a bufferyard resulting in the property not meeting opacity requirements. An opacity study of the property may be required.

List all modifications to plans made after ARC approval:

Permit Application Review Process Timeline:

A building permit application review can take between 15-20 business days.

Required Swimming, Hot Tub & Spa Permit Documents – Incomplete applications will not be accepted.

Please include this list with your application in order to expedite the process.

- **BUILDING PERMIT APPLICATION**
- **BUILDING PERMIT & APPLICATION FEE DEPOSIT:** \$575 for a Residential Permit and \$650 for a Commercial Permit. Payment by check or cash.
- **BUILDING PERMIT FEES:** The total amount of permit fees and balance due will be provided upon notification that the permit is ready for pick-up.
- **CONSTRUCTION SECURITY AGREEMENT**
- **CONSTRUCTION SECURITY DEPOSIT:** The amount of the construction security deposit will be included in the permit fee calculation. A construction security deposit is based upon estimated pass through professional service expenses. A detailed fee schedule will be provided upon notification that the permit is ready for pick-up.
- **5 COPIES AND ELECTRONIC PDF OF ALL OF THE FOLLOWING:**
 - **DETAILED WORKING DRAWING:**
 - Plans shall be drawn at 1/4" scale, sections at 1/2" scale.
 - Plans shall be stamped by a State of Illinois Registered Architect.
 - Plans shall include the following:
 - Elevations of all proposed structures and if appropriate, a section through,
 - Type of material (stone, pavers, windows, siding, and roof etc.),
 - Gas piping schematic,
 - Electrical or plumbing details proposed as part of the project.

- **CURRENT PLAT OF SURVEY**
 - Show the proposed pool, pool equipment, fencing and utility work.
 - Indicate the dimensions from the pool and pool equipment to the property lines.
- **FENCE DESIGN DRAWINGS.** Include elevations and dimensions of fence, gates, and spacing.
- **LANDSCAPE PLAN:**
 - Includes tree removal and/or new plantings. See landscape guidelines for further details.
- **MANUFACTURER'S SPECIFICATION SHEETS:** Required for the ground spas, fences, gates, and lighting.

Prior to Issuance of a Permit

the following information must be up-to-date and on file with the Building Department

- **PLUMBER'S STATE OF ILLINOIS LICENSE**
- **PLUMBER'S LETTER OF INTENT.** Original signed letter required.
- **ELECTRICIAN'S LICENSE.** If applicable.

Adherence to the Village of Bannockburn Ordinance & Building Codes:

- International Building Code – 2018
- International Residential Code for One- and Two-Family Dwellings – 2018
- International Property Maintenance Code – 2018
- International Fuel Gas Code – 2018
- International Mechanical Code – 2018
- International Fire Code – 2018
- International Energy Conservation Code – 2018
- International Swimming Pool and Spa Code – 2018
- Illinois Plumbing Code 2014
- National Electrical Code – 2017
- Village Code – Bufferyards, Landscaping & Screening Requirements
- Village Building Code Amendments