CITY OF GENEVA
BUILDING DIVISION
109 JAMES STREET
GENEVA,IL 60134
630/262.0280
630/262.0286 fax
www.geneva.il.us

Swimming Pool/Spa Permit Information

Revised: 7/5/12

A building permit is required prior to construction of a swimming pool (above ground or in-ground) or spa that contains water over 24 inches deep. The following are guidelines and comments for obtaining a building permit.

Fence/Barrier: A fence permit must be applied for or an existing fence needs to be inspected prior to a pool permit being issued. Barrier requirements shall meet the Appendix G 105 in the 2006 IRC (see attached).

Application and Drawing Procedures:

- An Application for Permit is to be filled out and submitted to the Building Division. The contractor's name, address, phone number and, if required, their license numbers are to be provided when submitting the application.
- One (1) set of drawings showing the construction details of the swimming pool/spa is to be submitted with the application. Include the following:
    - Filter and heating equipment
    - Diving boards or slides
    - Any other applicable equipment
    - Electric plan
- One (1) up-to-date copy of the plat of survey is to be submitted, showing everything currently on the property and the location of the swimming pool/spa (drawn to scale) and indicate the location of the following:
    - Pool or spa
    - Path of electric service to the house (see clearances)
    - No pool or spa shall be placed closer than five (5) feet from the lot line or be located in an easement
- Allow 10 working days for the permit to be reviewed and approved. A staff member will call you and let you know when the permit is ready to be picked up and paid for.

Fees:

- **Swimming pool/spa fee:** $150.00 to be paid when the permit is picked up.
- **Re-inspection fee:** $50.00 to be paid prior to re-inspection if an inspection has failed.
- **Type of Payment:** Cash, check (made payable to the City of Geneva), MasterCard and Visa.

General Comments:

- **The application packet and stamped City approved plans are to be on the job site at all times.**
- An approved fence must be in place prior to the pool being installed/filled.
- A minimum of 24-hour notice is required when scheduling any inspection.
- Barrier requirements are listed below.
- Electric requirements are listed below.
- Energy code requirements are listed below.
- Barrier placement – pool excavation must be protected during construction with approved fencing.
- A barrier or fence is to be constructed per the 2006 International Residential Code, Appendix G 105.
- If a fence is installed, a fence release and indemnity agreement is to be completed and submitted with the application.

Energy Conservation Code 2009:

- 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 shall **NOT** have a continuously burning pilot light.
- 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.

Inspections – Clarification and Details:

The following is a list of inspections, which may be required for your project and the approximate amount of time it takes for each inspection.

- ✓ **Fence** **¼ hour**
- ✓ **Underground electric** **½ hour**
- ✓ **Concrete wall/slab** **¼ hour**
  - o **Bonding of equipment is confirmed**
- ✓ **Final** **½ hour**

The following are general guidelines and details on the types of inspections that may be required for your project. For further clarification please call our office and speak with one of our Building Inspectors.

Electric:

- ✓ All electrical work should be performed by a qualified contractor.
- ✓ The electric requirements are based upon the 2005 National Electric Code and the 2006 IRC Chapter 41.
- ✓ Minimum burial depth of electric to pool as follows: rigid metal conduit 6-inches, intermediate metal conduit 6-inches, nonmetallic PVC 18-inches, and should be listed for electric (gray in color) direct burial cable 24-inches with rigid sleeve from elbow up.
- ✓ Overhead electric clearance shall be:
  - o 22 feet and 6 inches above water surface in all directions
  - o 14 feet above any platform within the pool
  - o 10 feet on each side of the pool
  - o Underground clearance 5 feet from the inside of the pool wall.
- ✓ A bond is required to the motor housing, the pool frame, and all metal pool associated parts and piping.
- ✓ 5-feet minimum and 10-feet maximum to receptacle that provides power to pool equipment and consist of single receptacle, locking configuration (twist lock), grounding type, and GFCI protection.
- ✓ General-purpose receptacle required 10 feet – 20 feet from the inside wall of the pool, may be on house GFI.
- ✓ Maintenance disconnect (switch) required to be accessible and within sight of its equipment.
- ✓ Cord and plug connection on motors shall not exceed 3 feet in length. Section 680.7 Grounding of all electric equipment per 250.122 not to be smaller than 12 AWG to include wall lighting and underwater luminaries, electric equipment within 5 feet of inside wall of pool, electric equipment associated with recirculation system, junction boxes, transformer enclosures, ground fault circuit interrupters, panel boards that are not part of the service equipment and that supply any electrical equipment associated with the pool.
- ✓ All bonding and grounding will comply with the 2006 IRC Sections E4104-E4105.
- ✓ Pool setbacks will be confirmed at this point.

Concrete slab and wall:

- ✓ Prior to pouring concrete an inspection to confirm bonding of all pool equipment
- ✓ Minimum 4 inches compacted base with reinforcement for any slab

Final:

- ✓ Fence/barrier
- ✓ Electrical and grounding of pool equipment

Building Codes:

The following are the Building Codes, which the City of Geneva has adopted:

- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2006 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2004 IL State Plumbing Code
- 2006 Int'l Residential Code w/amendments
- 2003 Int'l Fire Codes w/amendments

Homeowner and Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor to schedule with the Building Division the required inspections.
- The required inspections are indicated on the Plan Review Form, the Field Copy of the drawings, and Weather Card, which is attached to the permit. When scheduling an inspection, please have the address and permit number available.
- Inspections require a minimum of 24 hour notice. Please call (630) 262-0280 to schedule inspections.
- Inspections shall be cancelled a minimum of 24 hours before the scheduled time.

Call **J.U.L.I.E**. (Joint Underground Location for Inspectors and Engineers) at least 48 hours prior to digging on site to locate any underground utilities. **(1-800/892-0123)**

- Electric Utilities Red
- Comcast (Cable) Orange
- Northern Illinois Gas (NICOR) Yellow
- Sewer Utilities Green
- Telephone Utilities Orange
- Water Utilities Blue

CITY OF GENEVA
BUILDING DEPARTMENT
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
630/262.0286 fax
lhager@geneva.il.us

For Office Use Only

PERMIT NUMBER _____

BIN NUMBER _____

APPLICATION FOR PERMIT

PROJECT ADDRESS

APPLICANT

☐ Check here if applicant is property owner

Name _____

Address _____
City *State* *Zip*

Email _____ Phone _____

PROPERTY OWNER

Name _____

Address _____
City *State* *Zip*

Email _____ Phone _____

CONTRACTOR

Name _____

Address _____
City *State* *Zip*

Email _____ Phone _____

Roofing License _____ Plumbing License _____

BUILDING TYPE

☐ Residential
☐ Commercial
☐ Other

TYPE OF WORK - GENERAL

☐ Change of Tenant ☐ Addition
☐ Remodel ☐ Demolition
☐ New construction ☐ Other

TYPE OF WORK - SPECIFIC (Check all that apply)

☐ Driveway/Parking ☐ Replace Windows ☐ Fence ☐ Electric
☐ Sidewalk ☐ Roof/Siding ☐ Patio ☐ Plumbing
☐ Basement/Attic ☐ Sign/Awning ☐ Shed ☐ HVAC
☐ Kitchen/Bath ☐ Irrigation System ☐ Deck ☐ Other

DESCRIPTION OF WORK

Applications will not be accepted without supporting documentation, attach additional sheets and submit plans/drawings, plat of survey, etc. as needed to illustrate proposed work

HISTORIC PRESERVATION

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.

☐ Yes ☐ No

ZONING

What zoning district is the property located in? _____

Is the use permitted at this location? ☐ Yes ☐ No

Is a variance needed? ☐ Yes ☐ No

PROJECT COST

What is the estimated project cost?

_____

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.

Signature _____ Date _____

For Office Use Only

FEES

Fire Department Review Fee _____
Public Works Fee _____
Building Permit Fee _____
Tree Preservation Review Fee _____
TOTAL FEE _____

ROUTING

Engineering _____
Fire _____
Electric _____
City Engineer _____
Historic Preservation _____
Tree Preservation Review _____
Planning/Zoning _____
Economic Development _____