



## SWIMMING POOL / HOT TUB APPLICANT CHECKLIST

The purpose of this form is to inform applicants of: 1) the requirements for building permits and stormwater permits for swimming pools or hot tubs; 2) the standards that staff will employ in reviewing permit submittals; and 3) the items that staff will check during inspections. A swimming pool is a receptacle for holding water of twenty-four (24) inches or more in depth, intended for swimming or recreational use. Temporary or seasonal pools, once initially reviewed and approved, will require annual re-inspections with an associated annual fee. This checklist is purposely brief and does not replace consulting the County's adopted ordinances and codes.

If the information described in the "Submittal Checklist" section is not provided, the permit application may be rejected. The information provided in the Zoning, Stormwater, Building Plans, and On-Site Inspections Checklist sections is for the applicant's general information. This checklist does not restrict staff's ability to review or inspect additional items, as appropriate, based on the permit submittals and construction site observations.

Applicants are ultimately responsible for ensuring that their development complies with the County's adopted zoning and stormwater ordinances and building codes and amendments, which are available on the County's website: [www.co.mchenry.il.us/PlanDevOrdinances](http://www.co.mchenry.il.us/PlanDevOrdinances).

### SUBMITTAL CHECKLIST

- Completed "PERMIT APPLICATION FOR SWIMMING POOLS / HOT TUBS".
- Current plat of survey (unless the Planning Division determines that one is not necessary). Contact the Planning Division to determine if a plat of survey is available for your parcel (if you do not have one).
- A site plan showing the information required by the [Site Plan Applicant Checklist](#) (also attached to the end of this packet), as appropriate to your project. The site plan may, but is not required to, be drawn on the provided form. The site plan may also be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: [www.mchenrycountygis.org/planning](http://www.mchenrycountygis.org/planning). If a Stormwater Management Permit is required or if the site plan must be reviewed by the Staff Plat Review Committee, a more detailed site plan may be required. Staff will review the site plan to ensure that the project complies with the County's adopted Unified Development Ordinance and Stormwater Management Ordinance.
- Two sets of construction plans (1/4"=1'-0" scale, minimum) that clearly identifies and details the proposed scope.
  - ***Above Ground Pool Plans and Specifications:***
    - Dimensionally locate the pool based on an existing permanent structure (property line, house, deck, etc.).
    - Specify pool dimensions, equipment layout, and height above adjacent final grade.
    - Locate in plan the pool barrier as required by the McHenry Co. Public Health Ordinance:
      - *Barrier must be 48" tall and continuous*
      - *Access gate must be located in plan, swing outward, and shall be self-closing and self-latching*
      - *Specify pool barrier; fencing openings are restricted by the McHenry Co. Public Health Ordinance*
    - Provide pool equipment installation instructions.
    - Locate and specify electrical service feed(s) as applicable.
    - Locate and specify gas service feed(s) as applicable.
    - Seasonal pools require a Seasonal Pool Annual Reinspection prior to operation in the subsequent season(s).
  - ***In-ground Pool Plans and Specifications:***
    - Dimension and locate the pool based on an existing permanent structure (property line, house, deck, etc.).
    - Specify pool dimensions, layout, depth, and construction material.
    - Locate in plan the pool barrier as required by the McHenry Co. Public Health Ordinance:
      - *Barrier must be 48" tall and continuous*
      - *Access gate must be located in plan, swing outward, and shall be self-closing and self-latching*

- *Specify pool barrier; fencing openings are restricted by the McHenry Co. Public Health Ordinance*
  - Provide a full cross-section of the pool specifying materials, backfill, tiebacks, finishes, and dimensions.
  - Locate pool equipment and all accessory components in relation to the pool.
  - Provide pool equipment installation instructions.
  - Specify electrical grounding and bonding system.
  - Locate disconnect / emergency shut-off location.
  - Locate and specify electrical service feed(s):
    - *Direct Burial: 24" minimum*
    - *RMC or IMC: 6" minimum*
    - *Non-metallic without concrete encasement: 18" minimum*
  - Locate and specify gas service feed(s):
    - *Burial shall be 12", minimum, 18AWG yellow tracer wire, warning indicator at 6" below grade, maximum.*
- **Hot Tub Plans and Specifications:**
  - Dimension and locate the pool based on an existing permanent structure (property line, house, deck, etc.).
  - Provide Hot Tub/Spa manufacturer's data and installation instructions.
  - Locate and specify electrical service feed(s) as applicable:
  - Locate and specify gas service feed(s) as applicable:
  - Specify structural system or pad supporting the proposed Hot Tub/Spa.
    - *Unusual or non-standard construction or installations (ei. Placement on an existing wood deck) may require signoff by a Structural Engineer or Architect licensed in the State of Illinois.*
- Non-refundable review fee of \$75.00 or 25% of permit, whichever is greater, must be paid at the time of application. Permit fees shall be assessed based on the current [Fee Schedule](#). Cash, Check or Credit Card accepted.
- McHenry County Health Department approval – Required if P&D is unable to determine that the proposed development will meet McHenry Co. Health Department setback requirements - required prior to picking up the permit.
  - All pools: 2'-0" from Well.
  - Above ground and Hot Tub setbacks: 10'-0" from field and distribution box & 5'-0" from septic tank
  - In-ground setbacks: 25'-0" from field, distribution box and septic tank
- Obtain approval from the authority maintaining the access road to the project site (township road commissioner, McHenry County Division of Transportation (MCDOT), or Illinois Department of Transportation (IDOT)), if establishing a new driveway, or modifying an existing driveway within the right-of-way. New in-ground pools on a township road always require township. A copy of the approval shall be submitted prior to picking up the permit. (Township forms available in our office.)

**OFFICE REVIEW CHECKLIST** (may be used by Applicant for further clarification of the permit review process)

**ZONING**

- Verify development meets zoning requirements:
  - Street, side, and rear setback requirements
  - Effective yard restrictions
  - Setback distance from other structures
  - Lot coverage and impervious surface area requirements
- Verify location meets well and septic setback requirements (coordinate with McHenry Co. Health Dept. if necessary)
- Direct applicant to obtain township road commissioner, MCDOT, or IDOT approval if no existing driveway or driveway being modified within right-of-way or new in-ground pool on a township road. (Township forms available in our office.)

NOTES: \_\_\_\_\_

**STORMWATER**

- Verify proposed impervious area and limits of disturbance.
- Determine if project requires a Stormwater Permit based on criteria in Stormwater Management Ordinance:
  - Located in a flood hazard area

- Located in a wetland
- Hydrologically disturbs 5,000 sf or more
- Hydrologically disturbs 50% or more of parcel
- Additional 20,000 sf of impervious area since 1/20/04
- Post-12/1/14 platted lots that exceed allowable impervious area
- Part of a larger common plan of development
- If project requires a Stormwater Permit, review plans for:
  - Appropriate SE/SC measures and restoration methods
  - Spoil haul-off or re-spread locations
  - Proposed development including limits of grading/disturbance, proposed elevations
  - Path/location of utilities
  - Base flood elevation (both mapped and by elevation), if necessary
  - New structure in floodplain will require that building protection standards are met
  - 50% Rule Form, if necessary
  - Grading in floodplain may require compensatory storage
  - Limits of wetlands & buffers, if necessary
  - Other requirements, as appropriate

NOTES: \_\_\_\_\_  
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**BUILDING PLANS**

**Plans Review**

- All metal parts and electrical equipment shall be bonded, #8 bonding jumper wire
- If a concrete patio is proposed, all reinforcing steel must be grounded and bonded.
- Confirm lateral bracing for pool walls is specified in conjunction with proposed backfill and sub-base.
- 48" barrier must be provided—unless pool wall exceeds 48" above the adjacent grade and the access ladder is removable and securable.
- Pool gate shall be out-swing, self-closing, and self-latching
- Barrier openings and fence types must conform to the pool ordinance at both gate and perimeter.
- Hot Tub / Spa shall have a lockable hard surface cover.
- Verify the electric and gas source connections and routing to the proposed pool equipment or Hot Tub.
  - *Interior electrical and gas service connections will require a reference plan that diagrammatically demonstrates the routing.*
- Locate and verify coverage for specified underground services; electric and/or gas
  - *Electric: Direct Burial: 24" min. / RMC or IMC: 6" min. / Non-metallic without concrete encasement: 18" min.*
  - *Gas: 8" coverage, minimum, 18AWG Yellow Tracer Wire, Warning indicator at 6" below grade*
- Locate automatic shut-off and disconnects in relation to the pool equipment / Hot Tub as described by 2008 NEC—see [Pool Packet](#)
- Pool/hot tub equipment must be hardwired into a GFCI circuit or plug directly into a GFCI receptacle outlet with a weatherproof cover without the use of an extension cord
- Include a copy of the [Pool Packet](#) with issued permits
- If proposing a deck with the pool, refer to "Deck / Gazebo / Pergola / Covered Porch" requirements.
  - A complete submittal for both the Pool and the Deck must be provided or the application may be rejected.

NOTES: \_\_\_\_\_  
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**ON-SITE INSPECTIONS CHECKLIST** (may be used by Applicant for further clarification of the inspection process)

**Soil Erosion and Sediment Control** (if required)

- Verify placement of soil erosion and sediment control measures prior to grading or excavation

**Footing** (for in-ground pool only)

- Verify project location and size is in accordance with site plan to ensure that there are not stormwater, zoning, or well or septic conflicts
- Verify subterranean bonding of metal components.
  - A secondary inspection of bonding will be conducted at Rough Electrical

**Rough Electric /HVAC**

- Verify electrical and fuel connections/extensions from the existing services to pool equipment, as applicable.
- Verify electrical and fuel service trench depth from source to the equipment.
- Verify bonding of metal parts prior to concrete deck pour and above grade components.
- Verify shutoff / disconnect location.

**Rough Framing** (if deck is proposed)

- Refer to **Deck / Gazebo / Pergola / Covered Porch Applicant Checklist.**

**Final Inspection**

- Verify electrical equipment GFCI protected
- Verify shutoff/disconnect is located properly, connected, and functional
- Verify no improper use of extension cords.
- Verify Underwriter Laboratories listed pump.
- Verify in use covers are in place and appropriate.
- Verify bonding of metal parts.
- Verify installation of barrier and access gate per pool ordinance; continuous 48" tall barrier, opening limitations, gate swing, closer, and latch requirements.
- Verify site conditions are in accordance with the site plan - extent of grading, spoil re-spread areas, spoil piles, swales, vegetative stabilization

NOTES: \_\_\_\_\_

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\_\_\_\_\_



**McHenry County**  
**Department of Planning and Development**

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 667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
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 EMAIL: plandev@co.mchenry.il.us  
 P: 815-334-4560 F: 815-334-4546

*For internal use only*

Permit #: \_\_\_\_\_

Zoning: \_\_\_\_\_

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

Twp Road  
 Jurisdiction: \_\_\_\_\_

**PERMIT APPLICATION FOR SWIMMING POOLS / HOT TUBS**

**OWNER/PRIMARY CONTACT INFORMATION**

Property Owner's Name: \_\_\_\_\_  
 Company Name (if any): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Preferred Method of Permit Release:  Pick-up  Mail

*This section required only if primary contact is different than the owner*

Primary Contact: \_\_\_\_\_  
 Company Name (if any): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**PROPERTY INFORMATION**

Parcel/Tax Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Subdivision Name: \_\_\_\_\_  
*Parcel/tax numbers can be found at: www.mchenrycountygis.org/planning* Lot: \_\_\_\_\_ Block: \_\_\_\_\_

**PROJECT INFORMATION**

Project Description: \_\_\_\_\_

\$ \_\_\_\_\_ Approx. value of work covered by this permit  Y  N Will electrical wiring be installed?  
 What type of pool will be installed? (pick one) Will there be a fuel source installed? (pick one)  
 ABOVE GROUND, IN GROUND, SEASONAL GAS, ELECTRIC, N/A  
 What type of fencing will be installed? (pick one)  Y  N Will any work occur on neighboring properties?  
 BARRIER, PRIVACY, N/A If yes, provide property owner approval letter  
 Will the excavated material be kept ON SITE or hauled OFF SITE? (pick one)  Y  N Will any work occur within road rights-of-way?  
 If yes, provide road district approval letter

\_\_\_\_\_ sq. ft. Size of proposed pool  
 \_\_\_\_\_ sq. ft. Proposed disturbance area (where soil is graded/compacted/plants removed)  
 \_\_\_\_\_ sq. ft. Proposed impervious area for this project (areas of any gravel/pavement/pool/etc.)  
 \_\_\_\_\_ sq. ft. Total impervious area created from other projects since January 2004

**CONTRACTOR/SUB-CONTRACTOR INFORMATION (optional)**

Architect: \_\_\_\_\_ Electrician: \_\_\_\_\_  
 Engineer: \_\_\_\_\_ HVAC Contractor: \_\_\_\_\_  
 Excavator: \_\_\_\_\_ Plumber: \_\_\_\_\_  
 Concrete Contractor: \_\_\_\_\_ Plumber Lic. & Reg. #: \_\_\_\_\_

**OWNER/PRIMARY CONTACT CERTIFICATION**

I declare that this Application is true and correct to the best of my knowledge. I realize that the information that I have provided forms the basis for the issuance of the Permit and have included all work to be authorized with this Permit. I agree to construct said development in compliance with the permitted documents.

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

**STATEMENT OF AUTHORIZATION**

*(Must be signed when primary contact is not owner AND a Stormwater Permit is required)*

I hereby authorize \_\_\_\_\_ (Primary Contact) to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application. This person will act on my behalf as the point of contact for permit correspondence.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# McHenry County Department of Planning and Development

[www.co.mchenry.il.us/plandev](http://www.co.mchenry.il.us/plandev)

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## SITE PLAN APPLICANT CHECKLIST

Every application for a building permit or agricultural exempt structure construction card must be accompanied by a site plan. The purpose of this form is to inform applicants of the requirements for the site plan. If the information described in the Submittal Checklist is not provided on the site plan, the permit application may be rejected. The information is provided for the applicant's general information. This checklist does not restrict staff's ability to require additional information, as appropriate, based on the permit and site conditions. If a Stormwater Management Permit is required or if the site plan must be reviewed by the Staff Plat Review Committee, a more detailed site plan may be required.

Staff will review the site plan to ensure that the project complies with the County's adopted Unified Development Ordinance and Stormwater Management Ordinance. Applicants are ultimately responsible for ensuring that their development complies with these regulations, which are available on the County's website: [www.co.mchenry.il.us/PlanDevOrdinances](http://www.co.mchenry.il.us/PlanDevOrdinances).

### **SUBMITTAL CHECKLIST** (if the information is not provided, the permit application may be rejected)

- The site plan may, but is not required to, be drawn on the back of this form. The site plan may also be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: [www.mchenrycountygis.org/planning](http://www.mchenrycountygis.org/planning).
- The site plan should be drawn to scale (such as one inch equals 30 feet).
- The following information, as appropriate to your project, should be represented on the site plan:
  1. Lot lines and lot dimensions.
  2. Parcel size (acres or square feet).
  3. A graphic scale bar or narrative scale (such as one inch equals 50 feet) and a north arrow.
  4. Adjacent road rights-of-way and platted but unbuilt road rights-of-way with road names labeled.
  5. Existing and proposed easements.
  6. Existing structures, sidewalks, access roads, driveways, parking areas, retaining walls, seawalls, piers, etc.
  7. Proposed new or modified structures, access roads, driveways, parking areas, retaining walls, seawalls, piers, and berms with dimensions.
  8. Existing and proposed well(s) and septic systems.
  9. Existing and proposed utilities, equipment, culverts, landscaping, ponds, and creeks.
  10. Limits of land disturbance for construction, including grading, spoil piles, spoil re-spread areas.
  11. Soil erosion and sediment control measures.
  12. Measured setbacks from new or modified structures (measured to building walls) to lot lines, wells and septic fields, and existing structures.
  13. Measured setbacks from areas of land disturbance to wells and septic fields.

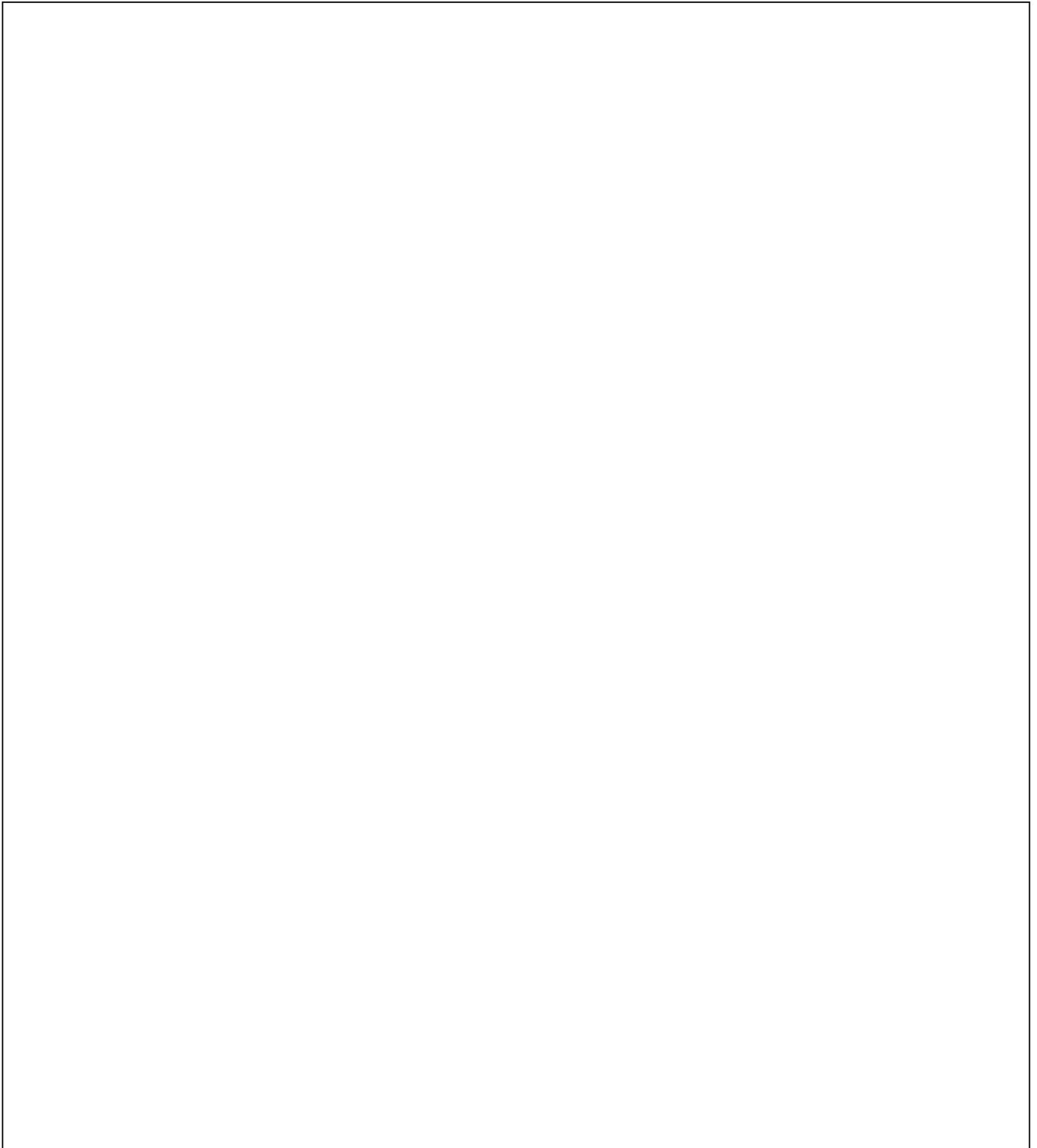
# SITE PLAN

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

PIN: \_\_\_\_\_

**N**

(draw arrow)



Parcel Size: \_\_\_\_\_

Drawing Scale: \_\_\_\_\_

Permit # \_\_\_\_\_  
(for office use only)