



DEPARTMENT OF COMMUNITY DEVELOPMENT AND GROWTH MANAGEMENT

Divisions of: Engineering & Transportation
Planning, Building & Zoning
Property Maintenance, Health & Environmental Services

SWIMMING POOLS, SPAS & HOT TUBS

INSTRUCTIONS FOR ABOVE GROUND AND IN-GROUND POOLS AND HOT TUBS

Please read the attached packet for information on the Village of Oak Lawn's Ordinances, Building, and Electrical Codes for pools and hot tubs.

All contractors that perform work in Oak Lawn must be licensed and insured. Permits are required before work begins. Please contact the Building Division, 708-499-7800 to verify contractor's licensing.

6-12-5: Maintenance and Inspections

- A. All swimming pools shall be maintained in a clean and sanitary condition by either filtering or refilling at periodic intervals and all equipment shall be maintained in a satisfactory operating condition. Any swimming pool that does not have a filtration system shall be emptied weekly.
- B. The water shall be maintained in a proper condition through the use of an appropriate chemical treatment.
- C. All pools shall be subject to inspection by the duly designated Village officials as such times as the Village shall deem necessary and prudent.

6-12-3: Fences Required

- A. **Permanent Pools:** All permanently constructed swimming pools shall be protected by a fenced enclosure as required for residential use, with a height of not less than six feet (6') and shall be equipped with a self-closing gate and a latch four and one-half feet (4 ½') over grade. Permanent swimming pools shall be defined as in-ground pools and swimming pools with metal or solid structural material frames.
- B. **Temporary Pools:** All temporary, portable, sectional construction, above-ground or nonpermanent pools shall be protected by a fenced enclosure as required for residential use, with a height of not less than four feet (4') and shall be equipped with a self-latching gate. Temporary swimming pools shall be defined as those swimming pools that do not have solid, rigid structures, including those with inflated or vinyl sides with PVC or metal tubing.
- C. Fences are not required for swimming pools below twenty four (24") inches in height.

Ordinance: 06-10-54

Above Ground (Temporary) Pools and Hot Tubs:

1. Inspections will need to be made to determine and verify that the electrical wires and main power lines are a minimum of ten (10') feet away from where the pool/hot tub will be located (Ord. 84-13-34, Section 2).
2. Pools, hot tubs and decks cannot be located in any easements, nor can they be located any nearer than three feet (3') from side property lines, any nearer than five feet (5') to rear property lines and must be at least fifteen feet (15') away from any streets and Village right-of-ways.

A. Pre-Approval Inspection (before the pool/hot tub is installed). **Resident should have the Swimming Pool Registration Form available along with a copy of the Plat of Survey (if available). Diagram on the Survey where the pool/hot tub will be located with the distance measurements from the electric lines, building(s), property lines, easements and fence.**

1. The Village of Oak Lawn's Electrical Inspector will need to inspect the planned location. Inspections are done in the evening. To set up an inspection time, call the office at 499-7803, Monday through Friday, 8:30 a.m. to 5:00 p.m.

B. After the inspection is made, and based upon the inspection results, you will need to follow the appropriate steps.

1. **Pool/Hot Tub Location Approved:** Submit the drawing of the pool/hot tub and its dimensions, distance from electric lines, distance from house, garage and any other structures on the copy of the Plat of Survey with the Swimming Pool Registration Form with the Inspector's signature on it. Then follow instructions below (see C) for electric permit.
2. **Service box/panel needs to be relocated; Then Pool/Hot Tub Location Approved:** You will need to obtain an electric permit, (see C) for proper procedure. When service is moved, contact the Village for inspection to approve work done and the Village will notify ComEd to reconnect service.
Submit the drawing of the pool/hot tub and its dimensions, distance from electric lines, distance from house, garage and any other structures on the copy of the Plat of Survey with the Swimming Pool Registration Form with the inspector's signature on it.

C. **Electric Permits:** An electric permit needs to be obtained for any electrical work, including installation of the **Ground Fault Interrupter (GFI)** outlet and any other electrical work (i.e., service) if necessary. **The electric permit must be issued prior to doing any electrical work.**

1. **HOMEOWNER PERMIT:** If you are planning on doing your own electrical work or having someone other than a licensed electrical contractor do the electrical work, the person who will be doing the work will need to speak to the electrical inspector for "Homeowner's Approval", then fill out the permit application form, return it to the Village and pay the permit fee.
2. **CONTRACTOR PERMIT:** You will need to have a licensed and insured electrical contractor sign and fill out the electric permit application and make payment arrangements.
3. **ELECTRICAL INSPECTION:** After the service has been relocated and/or the G.F.I. installed, call the Village for inspection. The Village will call ComEd for reconnection if service work was done.

In-Ground (Permanent Pool)

The preceding information regarding electrical wires and pre-approval inspection applies. If these inspections are approved, you will then need to:

1. Submit to the Village of Oak Lawn three (3) sets of structural drawings and/or plans of the proposed in-ground pool with plumbing specifications included.
2. Your contractors/sub-contractors must be licensed and insured with the Village of Oak Lawn prior to permits being issued.
3. An electric permit application must be submitted for the electric work.

Permit Process

1. Review pool packet of requirements and complete the application and diagram/survey (Page 4. of this packet).
2. Call 708-499-7803 for pre-approval inspection. Note: the electrical inspector works part time and conducts inspections on Tuesday and Thursday evenings between the hours of 3 pm and 7 pm.
3. If it is determined that electrical work (i.e.: installation of GFCI outlet is necessary, the homeowner can ask the inspector for authorization to take out an electrical permit as the homeowner and assume all responsibility for said work. If this authorization is granted then the electrical inspector will initial the homeowner's approval box on the permit application. The homeowner must then come in and fill out an electrical permit application and pay the necessary electrical permit fees.
4. If the homeowner is going to hire an electrician to complete the necessary electrical work, the hired company must meet all the license and insurance requirements of the Village of Oak Lawn. Said electrician is then required to apply for an electrical permit.
5. Upon completion of the pre-approval inspection the homeowner must bring in the approved application and submit it to the Building Division. There is not a permit fee for an above ground swimming pool.
6. If the homeowner is installing an in-ground swimming pool, all of the aforementioned criteria must be met in addition to a completed building permit application, copy of survey/site plan, and three (3) sets of plans which would be submitted for a structural review. Upon completion of review a permit fee of \$12.50 per thousand of the estimated cost of construction plus a forty dollar (\$40) inspection fee will be due. Permits will not be released until all contractors listed on the application are currently licensed and insured in the Village of Oak Lawn.

Required Inspections

Above Ground Pools

1. Pre-approval site inspection
2. Final electrical inspection

In-Ground Pools

1. Pre-approval site inspection
2. Electrical bonding inspection
3. Concrete pre-pour inspection
4. Final electrical inspection
5. Final building inspection

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

DATE: _____



THE VILLAGE OF
OAK LAWN

DEPARTMENT OF COMMUNITY DEVELOPMENT
AND GROWTH MANAGEMENT
DIVISION OF PLANNING, BUILDING & ZONING

SWIMMING POOL REGISTRATION FORM

Please use this area or provide a copy of survey
with proposed pool location & any electrical lines,
Service drop locations clearly marked with distance to pool.

1. All electrical circuits associated with swimming pool installations shall be Ground Fault Interrupter type.
2. Electrical service conductors shall not be installed above the swimming pool or within an area surrounding the pool for a distance of ten (10') feet horizontally measured from its perimeter, including diving structures, observation stands, decks, towers or platforms.
3. Fences shall conform to the requirements of Chapter 6, Article X, sections 6-271 & 6-272 of the Code of Ordinances of the Village of Oak Lawn. Copies of said Ordinance sections are attached hereto.
4. Complete dimensions are required showing the proposed location relative to the existing buildings and lot lines. **USE SPACE PROVIDED OR SUBMIT A SEPARATE PLAN ON SURVEY.**
5. Location of pool to be approved by the Village's Electrical Inspector.

Village Electrical Inspector

Date

6. Sections 88-680.1 thru 88-680.12 of the rules and regulations of the National Board of Underwriters as contained in the Electrical Code of 1970, printed by Index Publishing Company of Chicago, Illinois, as incorporated by reference under Chapter 6, Article VII, Section 6-195 of the Code of Ordinances of the Village of Oak Lawn, shall be enforced. Violations are subject to a fine of \$ 50.00 per day as per Chapter 6, Article VII, Section 6-200 of the Code of Ordinances of the Village of Oak Lawn.
7. An electrical permit obtained by a licensed electrical contractor is required for the installation of all pools, and an electrical inspection must be made for each pool.

Homeowner's Approval _____

Inspector's Initials

(IF NOT CHECKED - A LICENSED AND INSURED ELECTRICAL CONTRACTOR WILL NEED TO OBTAIN AN ELECTRIC PERMIT)

THIS FORM MUST BE SIGNED BY THE INSPECTOR AND RETURNED TO
THE BUILDING DEPARTMENT BEFORE THE POOL IS INSTALLED & PERMITS ARE ISSUED.