

City of St. Charles

Swimming Pools (Above ground & In-ground) and Spas



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
<http://www.stcharlesil.gov>
permits@stcharlesil.gov

Please direct any and all questions to the City of St. Charles Building & Code Enforcement
Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406

A building permit is required prior to any construction of a swimming pool (Above ground or in-ground) and spas that contain water over 24-inches. The following are guidelines and requirements for obtaining a building permit.

Checklist for Submittal of Application:

- ☐ A **Building Permit Application** is to be filled out with applicable contractors and licenses and submitted to the Building Division.
 - ☐ **Is your property located in the Historic Preservation District?** Yes/No If yes, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
 - ☐ **See the attached form for contractor requirements.**
 - ☐ **Five (5) sets of drawings showing the construction details for the pool or spa** are to be submitted with the application. Include in these plans:
 - Equipment specification sheets of all pool equipment
 - Location dimension of pool or spa, location of all pool equipment, and plumbing, electric, and gas lines with grounding and bonding.
 - ☐ **Five (5) copies of the plat of survey** showing the measurements to the lot lines drawn to scale on the survey and indicate the location of:
 - Pool / Spa location
 - Path of electric service to the house
 - Fence location and height with self-closing gates if required
 - ☐ **Grading Certification Form** - Completed.
 - ☐ **Submittal fee** to paid at time of permit application submittal. Payments can be made by cash, check, or credit card. Credit cards may only be accepted in our office.
 - **In-ground pool** **\$400**
 - **Above ground pool** **\$200**
 - ☐ **A Barrier or Fencing is required** – If a fence or barrier is being installed, a separate permit application is required.
 - ☐ Our goal is to complete the review for your building permit within 10 working days.
- **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

Call (630) 377-4406 to schedule inspections at least 24-48 hours before needed and required inspections will be listed on the permit conditions.

Call J.U.I.L.E (811) or (800) 892-0123 Before you Dig - Prior to any digging to locate any underground utilities

Barrier or Fencing:

- City code requires a fence as a barrier, an automatic safety cover can be used but will also need to have an approved fence.
- If a fence is being installed or repaired, a separate permit is required.
- Barrier placement - pool excavation must be protected during construction with approved fencing.
- Permanent barrier or fencing must be in place, inspected, and approved prior to filling pool or spa.
- A barrier or fence is to be constructed per the 2021 International Swimming Pool and Spa Code and all adopted City codes and amendments.

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2021 International Building Code w/amendments
- 2021 International Mechanical Code w/amendments
- 2020 National Electrical Code w/amendments
- 2021 International Fuel and Gas Code w/amendments
- 2014 IL State Plumbing Code
- 2021 International Fire Codes w/amendments
- 2021 International Energy Conservation Code
- IL Accessibility Codes
- NFPA Life Safety Code

Electric Requirements:

The electric requirements are based upon the 2020 National Electric Code. Please note this handout is a guideline only, additional code requirements and City amendments apply based on the adopted codes.

- All receptacles shall be GFCI protected and provided with “weatherproof in use” boxes.
- 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.
- Any receptacle within 10 feet of inside walls of pool that provides power to pool equipment shall consist of locking configuration (twist lock), grounding type, and GFCI protection.
- Solid copper wire to bond all metal parts 5-feet horizontally away from inside of pool wall (plastic pool with metal top ring requires bonding) by pressure connectors or clamps labeled as being suitable for the purpose.
- General purpose receptacles required within 10–20 feet from the inside wall of the pool, may be on house GFI.
- Cords and plug connection on motors shall not exceed 3-feet in length.
- Grounding of all electric equipment per 250.122 not to be smaller than 12 AWG to include wall lighting and underwater luminaires, electric equipment within 5-feet of inside wall of pool, electric equipment associated with recirculating 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.

When submitting, the contractor or homeowner shall provide a scope of work for electric outlining the following:

- **Type of conduit to be used and its buried depth.**
- **Distance of conduit from the pool or spa.**
- **Bonding details per the NEC Article 680.6 and 680.7 (B).**
- **Dedicated 20-amp circuit required and it GFCI protected.**

Zoning Requirements for Swimming Pools

COMMUNITY DEVELOPMENT DEPARTMENT / CITY OF ST. CHARLES

(630) 377-4443 CD@STCHARLESIL.GOV

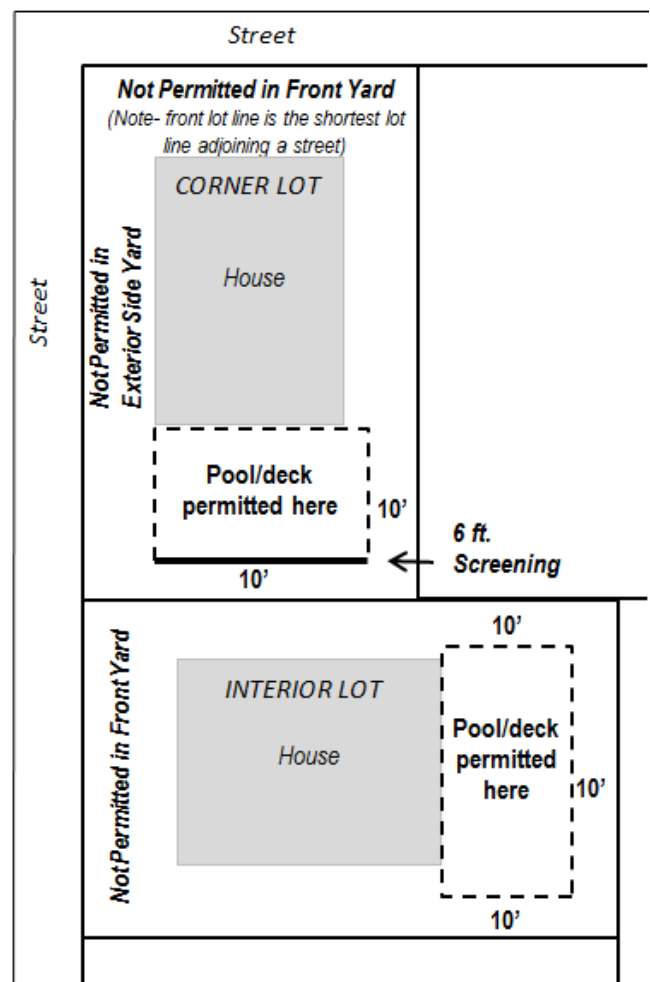
DEFINITIONS:

Ch. 17.30 of the City Code contains the following definitions for Swimming Pool and Swimming Pool Deck:

- **Swimming Pool** – Any constructed pool, aboveground, on-ground, or below ground that is over 24 inches in depth.
- **Swimming Pool Deck** – An impervious area surrounding a swimming pool, up to 4 ft. in depth as measured from the outer edge of the swimming pool, which is intended for use by pool users

REQUIREMENTS:

- 1) In all Zoning Districts except Single-Family Districts, Swimming Pools and Pool Decks may not be located within any required yard. Yard requirements for each zoning district can be found in Table 17.12-2: <https://codebook.stcharlesil.gov/1712-%E2%80%93-residential-districts/1712030> In Single-Family Zoning Districts (RE “Estate Residential”, RS “Suburban Residential”, and RT “Traditional Residential”):
 - Swimming Pools and Pool Decks may not be located within the front or exterior side (corner) yards.
 - Swimming Pools and Pool Decks must be a minimum of 10 ft. from the interior side and rear lot lines.
 - Swimming Pools may not be located in an easement. Easements are typically no larger than 10 ft. wide however larger easements do exist.
 - Where a swimming pool in the rear yard of a corner lot is adjacent to a front yard or interior side yard on an adjacent lot, 6 ft. high screening by means of fencing or landscaping shall be provided in accordance with Section 17.26.070(C): <https://codebook.stcharlesil.gov/1726-%E2%80%93-landscaping-and-screening/1726070>
 - Swimming Pools and Pool Decks are not included in the calculation of building coverage.
 - Swimming Pools and Pool Decks are included in the calculation of rear yard lot coverage.



MORE INFORMATION - PLEASE CONTACT COMMUNITY DEVELOPMENT AT (630) 377-4443



SWIMMING POOL GRADING CERTIFICATION

We, the below listed signees, acting as owners of the below listed property and on behalf of _____ (contractor responsible for grading around the swimming pool),
verify the following:

1. We will provide positive drainage, within the City of St. Charles grading requirements of **2.0% minimum slope to 4:1 maximum slopes**, to drain around the pool to be installed on said property.
2. If easements exist, we certify that the pool, deck, or associated grading **will not be installed within any easements**.
3. If no easements exist, we certify that the pool, deck, or associated grading **will not be installed within 5-feet of a side yard lot line or within 10-feet of the rear yard lot line**.
4. As part of this grading, we will not adversely affect any of our neighbors' property.

If the criteria listed above is not met, the applicant would need to submit a detailed grading plan for review and approval and this form shall not be used.

Street Address: _____

PIN Number: _____

Signed: _____
(contractor responsible for grading around the swimming pool)

Dated: _____

Signed: _____
(property owner)

Dated: _____

Signed: _____
(property owner)

Dated: _____



*Two East Main Street
St. Charles, IL 60174
630.377.4400*

The City of St. Charles is updating their contractor requirements for submitting building and right-of-way permits. Starting January 1, 2025, the following contractor requirements are required to be submitted for permit.

GENERAL CONTRACTORS

All contractors shall file with the City, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:

- Public liability insurance for one person in the sum of \$100,000 and for one accident in the sum of \$300,000 or a combined single limit of \$300,000
- Property damage insurance in the amount of \$50,000 limited to not less than \$10,000 for each accident.

Work in City Right of Way/Public Property

- Commercial general liability insurance with limits not less than:
 - \$1,000,000.00 for property damage resulting from any one incident.
 - \$2,000,000.00 general aggregate.
 - \$2,000,000.00 for umbrella coverage.
- Worker's compensation within statutory limits and employer's liability limits of not less than \$1,000,000.00.
- Automobile liability limits of not less than \$1,000,000.00.
- List the City of St Charles as the certificate holder

PLUMBING CONTRACTORS

- Plumbing contractors must be licensed in accordance with State statutes (055 license)
- Provide a copy of the plumber's photo ID license and Letter of Intent

ELECTRICAL CONTRACTORS

- Surety company bond payable to the City in the penal sum of \$10,000
- Electrical contractors must be licensed in a municipality in Illinois and provide evidence that such license is in good standing.

BLACKTOP, CONCRETE, & PAVER BRICK CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000
- List City of St Charles as certificate holder.

ROOFING CONTRACTORS

- Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing
- Commercial roofing contractor must provide a copy of unlimited roofer's license.

WATER & SEWER CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

EXCAVATOR

- Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):
- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

HVAC

- HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):
- Insurance - same as requirements for general contractors

CITY OF ST CHARLES
Applications for Building Permit – Swimming Pools and Spas
Department: Building & Code Enforcement Division
Phone: (630) 377-4406



Application Date: _____

Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Estimated Cost: _____

Description of proposed work: _____

Check List for Submittal of Application:

- ☐ Is your property located in the Historic Preservation District? Yes/No If yes, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
- ☐ Building Permit Application – Completely Filled Out.
- ☐ Five (5) sets of construction details on the swimming pool that include two sets of information on the filtering systems.
- ☐ Five (5) copies of the Plat of Survey with the pool and all other construction drawn on the survey & note the path of the electric service line to the house.
- ☐ Grading Certification Form – Filled Out.
- ☐ Submittal fee is due at time of submittal. (Inground Pool- \$400.00 Above Ground Pool - \$200.00) Cash, Check made payable to the City of St. Charles or Credit Card. Credit Cards accepted in our office only.
- ☐ **A separate permit application is required to install a new Fence.**
- ☐ **See the attached form for contractor requirements.**
 - **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

Owner of the Property:

Name: _____
Address: _____
City/State/Zip Code: _____
Telephone NO. _____
Email: _____

Applicant:

Name: _____
Address: _____
City/State/Zip Code: _____
Telephone NO. _____
Email: _____

General Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Telephone NO. _____
Email: _____

Other Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Telephone NO. _____
Email: _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____

SIGNATURE: _____

REPORT OF THE BUILDING OFFICIAL

Building Division Approval:

Signed: _____ Date: _____