

# 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>

*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*

**This is a summary of the City of St. Charles ordinances affecting Pool and Spa Construction. 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 comments for obtaining a building permit.**

### **Application and Drawings Procedures:**

- 1) An application is to be filled out and submitted to the Building Department. The contractors names, addresses, email, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- 2) Four (4) sets of drawings showing the construction details for the pool or spa are to be submitted with the application. Include in these plans:
  - \* Catalog specification sheet (NSF approval required)
  - \* Anti-Vortex main drain
  - \* Skimmer wells, pump, filter, lights, and heaters
  - \* Diving board – slides
  - \* Any other applicable equipment
  - \* Electric plan (please see attachment)
  - \* Fence details
- 3) Four (4) copies of the plat of survey showing the measurements to lot lines drawn on the survey and indicate the location of:
  - \* Pool – Spa
  - \* Path of electric service to the house (see clearances)
  - \* See attachment for Zoning regulations.
  - \* Fence location
- 4) Submit Grading Certification Form
- 5) Our goal is to complete the review for your building permit within 10 working days.

### **Application – Permit Fees: Payment is to be made in the form of check, cash, or money order.**

A filing fee is to be paid at time of submission of application and drawings or plans.

-	<b>In-ground Pool</b>	-	<b>\$300.00</b>
-	<b>Above Ground Pool</b>	-	<b>\$100.00</b>

**Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;

- a. \$65.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
- b. \$85.00 per re-inspection for all residential final inspections.

## **Barrier or Fencing:**

- ☼ Barrier placement - pool excavation must be protected during construction with approved fencing.
- ☼ Permanent barrier or fencing must be in place prior to filling.
- ☼ Silt fence required during construction.
- ☼ A barrier or fence is to be constructed per the 2015 International Residential Code. A copy of the section of the code is attached for your information.
- ☼ If a fence is installed, a Fence Release and Indemnity Agreement is to be completed and submitted with the application.
  - The Release and Indemnity Agreement is to be completed in black ink
  - The Release and Indemnity Agreement is to be notarized

## **Inspections:**

The following is a list of inspections, which might be required for your project.

- Air test
- Underground Electric
- Plumbing
- Gas
- Concrete - Bonding
- Fence
- Final Grade
- Final

## **Building Codes:**

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

- St. Charles Municipal Code
- 2015 Int'l Building Code w/revisions
- 2015 Int'l Mechanical Code w/revisions
- 2014 Nat'l Electrical Code w/revisions
- 2014 IL State Plbg Code w/revisions
- 2015 Int'l Residential Code/revisions
- 2015 Int'l Fire Prevention Code/revision
- 2015 Int'l Fuel Gas Code w/revisions

## **Electric Requirements:**

- The electric requirements are based upon the 2014 National Electric Code.
- Section 680.0 Overhead clearances:
  - 22-feet – 6-inches above water edge
  - 14-feet – 0-Inches above any platform with in the pool and 10-feet each side of the pool
- 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 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.
- Section 680.10 Underground Clearance:
  - 5-feet horizontal from the inside of the pool wall or meet exceptions
  - All boxes, covers, and fittings are to be weatherproof outdoor type and sunlight resistant.
  - Section 680.10 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.

- All motors shall be listed and labeled per 110-3(B) UL or equivalent by an approved testing agency to the U.S. standards.
- Section 680.12 Maintenance disconnect (switch) required to be accessible and within sight of its equipment.
- Section 680.21 (B) For all non-double insulated pump motors, a bond is required to the motor housing, the pool frame, and all metal conduits.
- Section 680.22(A)(1) 5-foot minimum, 10-foot maximum to receptacle that provides power to pool equipment and consist of single receptacle, locking configuration (twist lock), grounding type, and GFCI protection.
- Section 680.26 (4) #8 Solid copper wire to bond all metal parts 5-foot 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. (See section)
- Section 680.22(2)(3) General – purpose receptacle required 10-foot – 20-foot from the inside wall of the pool, may be on house GFI.
- Section 680.21(5) Cords and plug connection on motors shall not exceed 3-foot in length.

**Homeowner – Contractor Responsibilities:**

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.
- ✓ Call J.U.I.L.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**

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

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**DO NOT WRITE OR MARK ABOVE THE LINE**  
**Use Black Ink Only**

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**Release and Indemnity Agreement**  
**For Fences Located in Utility and Drainage Easements in the City of St. Charles**

Name of Record Owner (s)\_\_\_\_\_

Fence Building Permit (s)\_\_\_\_\_

Address of Property\_\_\_\_\_

Legal description of the property:

**RETURN TO:**  
**CITY OF ST CHARLES – B&CE**  
**2 E MAIN STREET**  
**ST CHARLES IL 60174**

# Use Black Ink Only!

## Release and Indemnity Agreement

### For Fences Located in utility and Drainage Easements in the City of St. Charles

I (We), the undersigned, certify that I (we) am (are) the owner(s) of record of the real estate described herein, that I (we) have read Section 17.22.020 of the St. Charles Municipal Code and agree to comply with its requirements regarding fences located in utility or drainage easement areas. I (We) hereby release and agree to hold harmless the City of St. Charles, its officers, agents and employees from any liability or loss, including reasonable attorneys' fees, arising out of or in connection with the moving or removal of any fence or any other structure of form of landscaping within the easement area. I (We) further agree that the City of St. Charles, its officers, agents, and employees shall not be required to replace any such fence, structure of landscaping. This release and indemnity agreement shall be binding upon and inure to the benefit of my (our) heirs, successors, and assigns.

\_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Owners

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

This instrument prepared by:

Robert J. Vann, Building & Code Enforcement Division Manager  
City of St. Charles, 2 East Main Street, St. Charles, IL 60174-1984

State of Illinois)

) SS

County of Kane)

I, the undersigned, a Notary Public, in and for said County and State, DO HEREBY CERTIFY that \_\_\_\_\_

\_\_\_\_\_ personally known to me to be the same person(s) whose name(s) subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that

\_\_\_\_\_ signed, sealed and delivered the said instrument as \_\_\_\_\_ free and voluntary act, for the uses and purposes therein set forth.

Given under my hand notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



## 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 10-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: \_\_\_\_\_

**CITY OF ST CHARLES**  
**Application for Building Permit**



**Department: Building & Code Enforcement Division**

**Phone: (630) 377-4406**

Application Date: \_\_\_\_\_ Parcel No. \_\_\_\_\_ 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, your application will need to be approved by the Historic Preservation Committee.
- Building Permit Application – Completely Filled Out.
- Swimming Pool Grading Certification
- Two sets of construction details on the swimming pool that include information on the filtering system are to be submitted.
- Two copies of the Plat of Survey with the pool drawn on the survey showing all measurements are to be submitted.
- If a fence is being installed and is part of this submittal you will need the details on the fence, the height, style, and information o the locks on the gates.
- If the fence is being submitted separately, please refer to the Information Packet on Fencing.
- Submittal fee is due at time of submittal. (Inground Pool- \$300.00 Above Ground Pool - \$100.00) **PAYABLE BY CHECK TO**

**Owner of the Property:**

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

**Applicant:**

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

**General Contractor:**

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

**Contractor:** \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Illinois License No. \_\_\_\_\_

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**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

For Office Use	
Received	_____
Fee Paid \$	_____
Check #	_____