

**IN-GROUND SWIMMING POOL  
PERMIT APPLICATION**

Permit No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

**SITE DESIGNATION:**

Address of Construction: \_\_\_\_\_  
Lot No: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

***Homeowners Declaration Rider must be completed and attached with permit application.***

**Note: It is the property owner's responsibility to establish the location of property lines and the proper placement of the pool.**

**APPLICANT INFORMATION:**

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO CONFORM TO ALL GOVERNING INFORMATION AND REGULATIONS SET FORTH BY THE VILLAGE BOARD OF MOKENA

**Applicants Signature:** \_\_\_\_\_  
Print Name: \_\_\_\_\_ **Phone:** \_\_\_\_\_  
Please Check if Applicant is Owner \_\_\_\_\_ or Contractor \_\_\_\_\_  
**Attach Copy of Contract to Permit** \_\_\_\_\_

**POOL, CONTRACTOR, & FENCE INFORMATION:**

**Type of Pool:** Fiberglass \_\_\_\_\_ / Metal Panels with Liner \_\_\_\_\_ / Concrete \_\_\_\_\_ /Other \_\_\_\_\_  
**Estimated Value of Pool:** \_\_\_\_\_  
**Pool Installer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Electrical Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Excavator:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Concrete Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DESCRIPTION OF FENCE PROTECTION: Complete where indicated**

**Do you have an Existing Fence? Yes / No** **Height & Type of Fence** \_\_\_\_\_  
**If you answered No a separate Fence Permit is required & must be submitted with this permit application.**  
**Fence Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\***

**Engineering Approval:** \_\_\_\_\_  
**Zoning Approval:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_  
**COMMENTS:** \_\_\_\_\_

**Homeowners Declaration Rider Attached:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_

VILLAGE OF MOKENA

Community Development Department

Phone: 708-479-3930 Fax: 708-479-1137 E-mail: communitydevelopment@mokena.org

## IN-GROUND SWIMMING POOL CHECKLIST

### CHECK ALL ITEMS PRIOR TO APPLYING FOR PERMIT

#### PROPERTY ADDRESS:

---

- Complete In-Ground Swimming Pool Permit Application with signed Homeowners Declaration Rider.
- A **Grade Survey** must be submitted **showing the exact pool location including decking, landscaping, patio, walls, & pool equipment** on the lot including distance to the property lines and house. (A minimum of 10' from property line, 5' from the house is allowed.) **Include all existing and proposed fence locations as well as grade changes to the property.**
- Call **JULIE at 1-800-892-0123** to mark buried electrical lines and underground utilities.

#### ELECTRIC REQUIREMENTS

- Indicate the ComEd electric service location on the house (both underground and overhead) also indicate any auxiliary wiring in the area of the pool (within 10' (ten) feet.)
- Electric must be G.F.C.I.** protected.
- Show **locations of receptacles and switches** for pool equipment.
- Specify the **voltage and type of lighting** to be used and show locations on the drawings.

#### POOL AND POOL ACCESSORIES

- Specify the type of pool** (fiberglass, metal panels with liner, concrete, etc...)
- List all equipment** to be used specific to this pool (pumps, filters, heaters, slides, stairs and handrails, plastic or metal drains, motorized pool cover etc...)
- Per Federal Law all **pool drains must have suction prevention.**
- Indicate if there are any existing or **proposed auxiliary buildings or structures** such as pump or equipment houses.
- Indicate if the installation will include a **separate hot tub or spa.**
- List the electrical contractor for this installation.

## **ENGINEERING COMMENTS**

- ❑ Any **damaged to the public sidewalk, utilities, easement or the parkway** during construction of the pool shall be replaced/restored by the homeowner and/or their contractor, at their cost.
- ❑ **Drainage of the pool** for maintenance purposes shall not encroach on adjacent property and shall be a minimum of 10 feet off the property line. Drainage of the pool should utilize the drainage easement/grade as defined by the approved grading plan.
- ❑ **Installation of the pool shall not alter the lot existing grade for drainage.** The homeowner/contractor is responsible to insure that the lot drainage is not impeded by the construction. Homeowner /contractor may have to provide additional drainage measures if found to be in noncompliance with intended drainage.
- ❑ A **retaining wall** may be required for the installation of the pool if deemed necessary by VOM staff.
- ❑ **Spoils from the pool excavation shall be properly disposed of** and shall not be used to alter existing lot grade.

**This checklist must be submitted with the application and all items must either be shown on the drawing or on this form. Absolutely no ground rods!!**

**Electricity & Water Do Not Mix. Remember the Life you save could be your own Childs.**

Property Owner/Contractor: \_\_\_\_\_

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

VILLAGE OF MOKENA

Community Development Department

Phone: 708-479-3930 Fax: 708-479-1137 E-mail: communitydevelopment@mokena.org

**IN-GROUND SWIMMING POOL  
PERMIT INFORMATION**

**Submit The Following Information When Applying For A Swimming Pool Permit:**

- ◆ Completed Pool Permit Application & In-ground Pool Checklist with signed *Homeowners Declaration Rider*.
- ◆ Submit a copy of the **grade survey for the property** indicating the exact location of the swimming pool and its setback measurements to the side and rear lot lines & principal structure.
- ◆ Provide information about the **pool such as size, depth, and any deck provisions**.
- ◆ Provide information showing any **grade changes** to the property.
- ◆ Provide information showing **placement of walls**.
- ◆ Provide complete **pool construction drawings and manufacturers specifications** on all equipment. All equipment must be UL listed as approved for pool use.
- ◆ Provide a **copy of the contract** between the property owner & contractor.
- ◆ Specify lighting style for in ground pools (wet or dry niche). **Voltage**
- ◆ Provide information regarding **line or low voltage locations**.
- ◆ Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.
- ◆ All contractors doing work in the Village of Mokena must be registered with the Village.
- ◆ Upon submittal of the application, survey, check off list and drawings, a review of these documents will be performed. You will be notified when application has been approved and your permit is ready.

**SWIMMING POOL REQUIREMENTS: INGROUND POOL**

- **FENCES:** All pools must be located in an area protected by a fence. The fence must be at least five feet in height and made of sturdy materials as approved by the Community Development Department. It must also have a self-closing and latching gate to prevent the unsupervised access of children or animals. *Pool covers, motorized or other, are not a substitute for fencing requirements. Fencing and/or decking with gate must be in place prior to any water being introduced into the pool.*  
**NOTE: Temporary safety fences are not to be used beyond a two-week period and shall not be considered "permanent".**
- **LOCATION:** Pools shall be located at least 10 feet or 10% whichever is greater from the rear and side property lines, and 5 ft. to the rear of the principal building (house). Swimming pools shall not be located in the exterior side yard of a corner lot. **It is the property owner's responsibility to establish the location of property lines & the proper placement of the pool.**
- **WALLS:** All retaining walls shall be reviewed by the engineering department prior to installation for approval.

- **ELECTRICAL REQUIREMENTS:**

1. All in-ground pools must utilize an electrical contractor to perform all electrical installations.
2. Hard wired pumps must be on a circuit that is GCFI protected and a disconnect switch must be provided at the pump motor.
3. For pumps that are not hard wired, a dedicated **GFCI Electrical Outlet** for the pump motor may be allowed but no closer than 5', nor more than 10', from the inside wall of the pool.
4. The feed from your house to the pump must be buried in **heavy rigid metal pipe** at least 12 inches below grade. **Absolutely no direct buried cable is allowed.** Wiring to the pump motor must be done with 3 conductors, including a green ground wire minimum size of number 12.
5. A number 8 or larger solid copper bonding wire is required between all metallic parts of the pool structure, pump motor, lighting, reinforcing steel in the concrete pad and other metallic parts within 5' of the inside wall of the pool.
6. All pool wiring shall conform to Article 680 of the 2005 National Electrical Code.
7. **ELECTRIC: All electrical devices must be GFCI protected** and all outlets must have ground fault circuit interrupters. It is strongly suggested that your pool electrical contractor confirm any questions regarding electrical requirements with the Village Electrical Inspector prior to starting work. The Electrical Inspector can be reached at (708) 479-3930.
8. **HEATERS:** Gas and electric runs must be in separate trenches at least one foot apart.

- **INSPECTIONS:**

1. In-ground pools must have a *footing inspection* to ensure proper supports are in place prior to pouring concrete.
2. **Electrical bonding & Plumbing** inspections must be performed prior to any back filling of any electrical work. This includes any underground wiring.
3. A **final Plumbing, Gas Piping, Electrical, & Fencing** inspection is required when all work is completed.
4. If the contractor is installing **fiber mesh concrete a deck inspection is still required.**

- **DRAINING POOL WATER:**

1. Cannot be drained directly into a storm water detention or retention basin
2. Cannot be drained over an adjacent owner's property
3. Must be drained directly to streets with curb and gutters or to street drainage ditches with closed header, hose or pipeline.
4. Discharge flow not to exceed two hundred fifty (250) gallons per minute
5. Cannot be discharged into storm sewer system during periods of rain or storms.

- **OTHER REGULATIONS:** These items represent a summary of the most commonly applied regulations pertaining to residential pool installations. Other regulations may apply. **It is the property owner's responsibility to determine location of lot lines and the proper placement of the pool.**

**INSPECTIONS:** *Please contact the Community Development Office at 479-3930 to schedule inspections. Inspection of Pool, GFI protection, & Fencing is required.*

**Permit Fees: In-Ground Pool = \$150.00**

**Remember to call JULIE at 1-800-892-0123 prior to digging!**

# HOMEOWNERS DECLARATION RIDER

Permit No.: \_\_\_\_\_

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

## SITE DESIGNATION:

Type of Permit: \_\_\_\_\_

Address of Construction: \_\_\_\_\_

Lot No: \_\_\_\_\_

Subdivision: \_\_\_\_\_

I hereby certify that I have read, understand and agree to conform to all governing information and regulations set forth by the Village Board of Mokena.

I understand that I am responsible for understanding the private declarations, covenants, conditions, easements, restrictions, and/or bylaws that may apply to my property. I understand that the Village is not responsible for enforcing any private covenants. I certify that the work subject to this permit is not inconsistent with any private covenants that apply to this property and will hold the Village harmless from any actions arising out of a violation of said declarations, covenants, conditions, easements, restrictions, and/or bylaws that may apply to my property.

I hereby certify that the information provided to the Village by the applicant is true and correct and the Village is entitled to rely on said information.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date