



**Village of Deerfield**  
Checklist of Submission Requirements for  
Permit Applications

**Swimming Pool/Spas**

Effective Date:  
January 1<sup>st</sup>, 2018

Issued by:  
Jeffery L. Hansen

**Permit is Required:**

All Swimming Pools and Spas (above ground or In-ground) shall need a permit.

**Permit shall be reviewed for compliance with 2018 ISPSC:**

The Village of Deerfield has adopted by ordinance the International Swimming Pool and Spa Code (ISPSC).

**ALL Applications & Submissions for Swimming Pools and Spas Require:**

- 3 Copies of a Plat of Survey indicating the location of the principal structure on the lot.
- 3 Copies of a Site Plan indicating the location of the Swimming Pool or Spa and approved barrier.
- For all swimming pools (above ground and in-ground, a barrier shall be provided surrounding the pool area, existing fences may need to be changed to comply.
- A **completed** Building Permit Application and Electrical Permit Application with **ALL** of the following information:
  - Property owner's name, address, phone number and signature
  - Contractor's name, address, phone number and signature
  - Cost of the Job
  - Complete description of work to be done.
  - Electrical contractor's license and signature on the electrical application.
- 2 detailed copies of the swimming pool or spa specifications and plans showing correct dimensions, location of the swimming pool or spa as well as the barrier or fence specifications and detail of the fence or barrier location, height and type.
- The project will require electrical work and connections to an electrical source. The electrical contractor shall provide the information and method of the location of all motors, pumps, filters, means of disconnection, connection, amperage and grounding/bonding associated with the pool or spa installation. Provide the location of the electrical service, above or below ground. A copy of their current license needs to be attached to that permit. All new electrical work shall be shown on plans.

***ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →***

**Permit Processing Time / Fees:**

- Swimming Pool and Spa permits are reviewed with all other building permits in the order received.
- Plan review fee must be submitted with the application.

▪ <u>Plan Review Fee</u>	
\$1 to \$50,000	\$100.00
\$50,001 to \$100,000	\$200.00
\$100,001 to \$500,000	\$400.00
OVER \$500,001	\$600.00

**Swimming Pool and Spa permitting fees:**

- Permitting fee will be assessed by the estimated cost of the project, based on the annual fee resolution amount.
- An Infrastructure Impact Fee of 0.5% of the cost of the project will be included on all permits.
- The Village can accept payment in cash or check only.

Additional information is available on the Village of Deerfield web site at [www.deerfield.il.us](http://www.deerfield.il.us) or by contacting the Community Development Department at (847)719-7484; Monday – Friday 8:00 am– 4:30 pm. Homeowners and Contractors are urged to take the time to familiarize themselves with the legal aspects of the project.

**Please note that this information is meant to be a basic guideline. Dependent on the individual project, there may be further requirements and information to be submitted.**