



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

HOT TUB/SPA

PERMIT SUBMITTAL REQUIREMENTS

ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- [APPLICATION FOR BUILDING PERMIT](#)
- REAL ESTATE INDEX NUMBER (Written on building permit application) (Index number can be found on the tax bill)
- [APPLICATION FOR ELECTRICAL PERMIT](#) (Copy of license)
- [APPLICATION FOR PLUMBING PERMIT](#) (Copy of license with 055 # and letter of intent)
- [SUBCONTRACTOR LIST](#) (All contractors, excluding plumber and electrician, are required to be licensed in the Village of Arlington Heights prior to release of permit)
- [CONTRACTOR'S LICENSE APPLICATION](#)
- FENCE FOR HOT TUB/SPA WILL BE REQUIRED IF NO LOCKING DEVICE FOR COVER IS USED
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
 - HOT TUB/SPA SPECIFICATIONS AND DETAILS INCLUDING LOCKING DEVICE FOR COVER AND WHAT TYPE OF MATERIAL WILL BE USED FOR THE BASE OF THE HOT TUB/SPA
 - MARKED UP PLAT OF SURVEY SHOWING THE FOLLOWING:
 - LOCATION OF HOT TUB/SPA
 - LOCATION OF OVERHEAD OR UNDERGROUND COMED LINES IN RELATIONSHIP TO HOT TUB/SPA
 - CONTRACTOR'S PROPOSAL
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK – DUE AT TIME OF SUBMITTAL

**ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR
REVIEW AND APPROVAL**

PERMIT SUBMITTAL INFORMATION

- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ An additional permit fee will be due at time of pick up.
- ★ Allow 10 working days for review time.

PERMIT REVISION INFORMATION

- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 10 working days to process.
- ★ If the plumber or electrician on the project is changed, a new permit application is required with a copy of the new plumber/electrician's license. A letter from the general contractor documenting the change to the new plumber/electrician is also required.
- ★ If the general contractor and/or any subcontractors change, a letter from the permit applicant documenting the replacement general contractor and/or any subcontractors is required. The Village of Arlington Heights requires that contractors working within the Village obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code.