



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

**POOL
IN-GROUND/ABOVE-GROUND**

PERMIT SUBMITTAL REQUIREMENTS
ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- [APPLICATION FOR BUILDING PERMIT](#)
- REAL ESTATE INDEX NUMBER & SQUARE FOOTAGE OF POOL (Written on building permit application) (Index number can be found on the tax bill)
- [APPLICATION FOR ELECTRICAL PERMIT](#) (Copy of license) (Electrical also to include ground fault switched service from panel to house)
- [APPLICATION FOR PLUMBING PERMIT](#) (Copy of license with 055 # and letter of intent) (Above ground pools do not require plumbing application, if filled with hose through vacuum breaker)
- [SUBCONTRACTOR'S 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](#)
- [GUARANTY DEPOSIT BOND](#) – *NOTE: Re-inspection fee(s) will be deducted from this bond (as applicable). The re-inspection fee(s) shall be the responsibility of the contractor.*
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
 - [SIGNED POOL ACKNOWLEDGEMENT FORM](#)
 - [ZONING WORKSHEET](#)
 - CONTRACTOR'S PROPOSAL
 - CONSTRUCTION DRAWINGS AND SPECIFICATIONS DESCRIBING POOL AND POOL EQUIPMENT
 - MARKED UP PLAT OF SURVEY SHOWING THE FOLLOWING ITEMS:

- A MINIMUM OF 4-FOOT FENCE AROUND POOL WITH SELF-CLOSING AND SELF-LATCHING GATE
 - LOCATION AND SIZE OF POOL
 - 10-FOOT SEPARATION FROM ELECTRIC SERVICE AND LINES; 8-FOOT SEPARATION FROM ALL PROPERTY LINES; CANNOT BE PLACED ON EASEMENT – SEE [SWIMMING POOL ELECTRICAL INFORMATION](#)
- 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

PLAN REVIEW/INSTALLATION REQUIREMENTS

- [POOL ELECTRICAL INFORMATION](#)
- [ENGINEERING PLAN REVIEW REQUIREMENTS](#) (If applicable)

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.