



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

POOL DEMOLITION

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 PLUMBING PERMIT](#) (Only applicable if there is a gas line to disconnect) (Copy of license with 055 # and letter of intent)
- [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](#)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
 - CONTRACTOR'S PROPOSAL
 - MARKED UP PLAT OF SURVEY SHOWING THE LOCATION OF POOL TO BE REMOVED
 - PROPOSED GRADING PLAN OF PROPERTY AFTER THE DEMOLITION OF POOL
 - DRAWINGS SHOWING HOW DEMO WILL BE DONE
 - REMOVE AT LEAST THE TOP 3 FT. OF CONCRETE FROM UNDERGROUND AND POKE HOLES IN BOTTOM OF POOL FOR DRAINAGE. BREAK UP ALL CONCRETE INTO PIECES NOT TO EXCEED 50 LBS.
 - FILL WITH GRANULAR MATERIAL AND TOP WITH 1 FOOT OF BLACK DIRT
- 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

- [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.