



City of Countryside - Community Development Department

5550 East Avenue

## POOLS AND SPAS Permit Requirements

Countryside, IL 60525

(708) 354-1860

Fax: (708) 354-9029

[www.countryside-il.org](http://www.countryside-il.org)

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The following information must be filled-out on the general permit application in order to approve the permit.

- Date of application
- Address of Structure
- Estimated Cost
- Project Description - Pool / Spa Type and Size, Fence Material, Height
- Property Owner's Name, Address and Phone Number
- General Contractor's Name, Address and Phone Number  
(Indicate "Homeowner" if a contractor is not being used)
- Sign and Date Permit Application
- All permit applications submitted to the building department will require a tax bill and the Property Identification Number

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### PLAT OF SURVEY

A Plat of Survey of the property **must accompany** the permit application. This will not be returned to the property owner; however, our office would be happy to make a copy. Draw the pool / spa and all associated decking and equipments exact location with dimensions on the plat. Please include the distance from the project to the side

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### GRADING PLAN

A grading plan **is required** for all new inground pools and for all new above ground pools where there is excavation of dirt. A grading plan is not required for spas installed on an existing deck or patio or for an above ground pool where there is no excavation.

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### FEE

The fee for a residential pool or spa permit is \$0.20 per sq. ft. base fee plus \$0.10 per sq.ft. if electric is provided. There is a minimum permit fee of \$50.00. Payment is not required until the permit is picked-up at the Community Development Department. Engineering and building plan review fees are not included and must be paid for separately. If payment is via check, please make payable to the following: City of Countryside

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### PERMIT ISSUANCE

Permits take approximately **THREE TO FIVE BUSINESS DAYS** to process. Grading plans take **TEN BUSINESS DAYS TO PROCESS**. The Community Development Department will notify the property owner by telephone when the permit is ready. All permits are to be picked-up at the Community Development Department.

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### PERMIT EXPIRATION

The life of a permit is twelve (12) months from the date of issue. A permit may be extended past the twelve (12) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within the six (6) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.

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## INSPECTIONS

All pool and spa projects require multiple inspections. These inspections may include underground electric, rough plumbing, rough electric, prepour concrete, fence post hole, and finals. Inspections are scheduled by calling the building department at least one business day in advance at 708-354-1860.

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## CONTRACTORS

All contractors doing work in the City of Countryside must be licensed and bonded with the City prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. All contractors doing work in the City of Countryside must be licensed and bonded with the City prior to starting the work. Permits will not be issued unless all contractors on the permit are licensed and bonded. If at any time during the permit approval process or during construction after the permit is approved and issued, a decision is made to change any contractor listed on the application, a revised permit application form must be completed and submitted to the Community Development Department. Verification of the new contractor's license and bond status as current must be confirmed by the City before work on the project can resume.

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## PROPERTY OWNER

A permit is required for all new or replacement driveways, patios and sidewalks. The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit before any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.

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## J.U.L.I.E.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any digging. Please call 1-800-892-0123.

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## ZONING

The size of the pool and all associated decking combined with the size of any accessory structures shall not exceed 25% of the rear yard measured from the rear of the principle building to the rear lot line.

Pools located on lots greater than 10,000 square feet shall be a minimum of ten feet from the house and all lot lines. Pool located on lots less than 10,000 square feet shall be a minimum of five feet from the house and at least three feet from all lot lines.

Pools shall be located at least ten feet from any accessory structure including sheds and detached garages.

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## BUILDING CODE

A four foot tall barrier (fence) is required around the entire perimeter of the pool. The fence must be at least four feet tall and shall not allow the passage of a 4" sphere and must comply with all other Countryside fence ordinances (see fence handout). All gates in the fence barrier must swing away from the pool and shall be self-closing and latching. The latch for the gate must be at least 54" above the ground.

All doors and/or screens from the house which have direct access to the pool area must be equipped with an audible warning device complying with UL 2017. The alarm shall activate within 7 seconds and sound continuously for at least 30 seconds. The de-activation switch shall be mounted at least 54" above the floor.

Spas must be equipped with a safety cover complying with ASTM F 1346.

**If you have any questions, please contact the Community Development Department at (708) 354-1860.**