



**DuPage County Building & Zoning Department**  
**Building Division**

**SWIMMING POOLS/SPAS/HOT TUBS**



The following are guidelines and requirements to assist when installing a **swimming pool, spa or hot tub**. This information is provided to identify minimal requirements in the County’s adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions.

The information below applies to those pools/spas/hot tubs which are:

- Twenty-four inches (24”) deep or greater
- and/or 250 square feet of surface area or greater
- and/or equipped with a water-recirculating system

**Requirements to submit:** (must be submitted in person) approximate review time – 8-15 business days

1. Application for accessory structures - Type I (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Plat of Survey
4. Construction plans
5. Trust Disclosure form for properties in a trust

- 
1. The [Type I application](#) form shall be filled out completely. The owner’s name, address and phone number, site address if different, cost of proposed work, whether the property is on water/sewer or well/septic, contractor’s name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance), signature of owner. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
  2. A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. If payment is by check a separate check will be necessary to pay the Health review fee portion. We accept exact cash, checks or Master Card and Visa.
  3. Provide 6 copies of the scalable Plat of Survey with the pool/spa/hot tub drawn to scale in the exact proposed location with dimensions and dimensions to the nearest lot lines. The survey must show all existing structures with the Illinois Licensed Land Surveyor’s seal and signature

visible. According to the Building Code the scales accepted are 1"=10', 1"=20', 1"=30', 1"=40' or 1"=50'. Reduced/enlarged copies **WILL NOT** be accepted.

4. Provide 2 complete sets of plans. These plans do not have to be architecturally stamped. Plans must include size, depth, equipment specifications and fencing requirements. Testing agency approval from manufacturer for all electrical and gas-fueled equipment must be included. Above ground pools, spas and hot tubs require a brochure on the structure as well as a brochure on the pump (the brochure needs to state the pump is U.L. listed or shows the U.L. symbol). Heated pools shall be equipped with a vapor-retardant pool cover on or at the water surface. Pools/spas/hot tubs heated to more than 90 degrees F (32 degrees C) shall have a pool cover with a minimum insulation value of R-12.
5. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

**Requirements at permit issuance:**

6. Entrance permit
7. Notarized plumbing Letter of Intent
8. Notarized Plumbing Affidavit (owner doing own plumbing work)
9. Fees
10. Performance Bond
11. Contractor registration

- 
6. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
  7. A notarized Letter of Intent from either the plumbing contractor or homeowner including: Name of Property owner, Property address and a short description of the work to be done.
  8. Notarized [Plumbing Affidavit](#) signed by the owner of the property and notarized for any owner doing their own plumbing work. This is for residential construction only.
  9. [Permit fees](#) are due at time of issuance. We accept exact cash, check or Master Card and Visa. (The building application fee will have been credited toward the final permit fee).
  10. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
  11. All [contractors](#) working on the project are required to be registered with DuPage County Regulatory Services Division and must be current when the permit is issued.

**Zoning Requirements:** Single Family: (Ordinance Sections: R-1: 37-701, R-2: 37-702, R-3: 37-703, R-4: 37-704):

Size: No limitation

Setbacks:

- R-1 Zone:
  - Front: 40 feet.
  - Rear: 50 feet
  - Corner side: 40 feet
  - Interior Side: 20 feet

- In R-2, R-3 and R-4 Zones:
  - Front: 30 feet
  - Rear: 10 feet
  - Corner side: 30 feet
  - Interior Side: 10% of lot width or 10 feet whichever is less.
  - Interior Side Exception: If a lot is 20,000 sq. ft. in size or less: 3 feet

Multi-Family Construction: (Ordinance Sections R-5: 37-705, R-6: 37-706, R-7: 37-707: Please contact the Zoning Section at 630-407-6700)

**Drainage Requirements:**

Provide location on plat of survey. Proposed structures cannot have a negative impact on the existing drainage for the neighboring properties. **Disclaimer:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County’s Building Code for Minimum Plan Requirements.

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)
- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160> ). It is a fillable PDF form.

**Minimum Building Code Requirements:**

Overhead electric power lines to be a minimum of ten feet (10’) from the inside wall of the pool, underground electric power lines to be no closer than five feet (5’) from the edge of the pool.

Receptacles are to be a minimum of ten feet (10’) from the edge of the pool.

All underground exterior wiring to be in intermediate or rigid metallic conduit buried six inches (6”) below grade or direct burial type UF cable buried twenty-four inches (24”) below grade. Intermediate or rigid conduit is required where coverage is less than twenty-four inches (24”). Rigid PVC conduit is approved for exterior underground use with a minimum burial depth of twenty-four inches (24”).

Pool circuits to be twenty (20) amp circuits/GFI protected circuits

A forty-eight inch (48”) high non-climbable fence must be installed around the pool area or yard with self-closing, self-latching gates. If the pool walls are forty-eight inches (48”) above grade at all points a removable, lock-up ladder is required/rigid locking cover for hot tubs.

**Please reference the revised code requirements:**

- 2015 International Building Code – [Article VII, Section 8-700](#)
- 2014 National Electrical Code – [Article VI, Section 8-600](#)
- 2015 International Swimming Pool and Spa Code – [Article XIII, Section 8-1300](#)

**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections. (Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

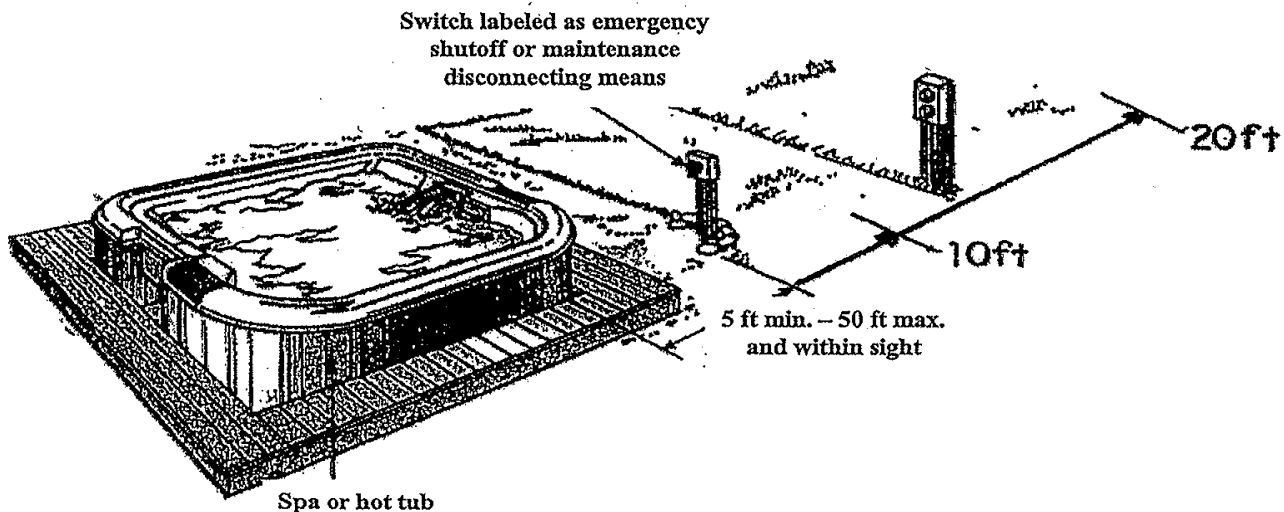
Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupageco.org/building](http://www.dupageco.org/building).

**CALL BEFORE YOU DIG – CONTACT J.U.L.I.E. - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**

**DuPage County  
OUTDOOR SPA/HOT TUB ELECTRICAL REQUIREMENTS**

NEC Article 680, Section 680.42 governs spa/hot tub outdoor installations; “A spa or hot tub installed outdoors shall comply with the provisions of Parts I and II of this article (Article 680), except as permitted in 680.42(B), that would otherwise apply to pools installed outdoors.” In addition the following requirements shall be met:

- NEC 680.12 requires a “Maintenance Disconnecting Means”, located within sight and within fifty (50) feet but not closer than five (5) feet from the spa/hot tub.
- NEC 680.22(A)(3) and (A)(5) require a receptacle within ten (10) feet but not closer than six (6) feet nor farther than twenty (20) feet from spa/hot tub and GFCI protected. UL listed “in use” cover required. All receptacles within twenty (20) feet of spa/hot tub on site shall be GFCI protected.
- Liquid tight flexible metal conduit six (6) feet in length or less with a #10AWG copper equipment grounding conductor may be used to provide power to a listed packaged spa/hot tub. Cord and plug connections are allowed where listed and cord is no longer than fifteen (15) feet and protected by a GFCI.
- A #8 AWG SOLID copper bonding conductor is required to connect all metal surfaces within five (5) feet of spa/hot tub inner wall, per NEC 680.26. Bonding by metal to metal mounting on a common frame or base shall be permitted.
- Underground conduit shall be:
  - a) RMC or IMC minimum cover depth six (6) inches.
  - b) May be Schd 80RNC (electrical PVC) minimum cover depth eighteen (18) inches, with RMC or IMC stub ups; all conduits require an equipment grounding conductor sized per Article 250.122, but not smaller than 12 AWG copper.
- Boxes shall be supported or attached per NEC.
- Switching devices shall be located at least five (5) feet horizontally from inside wall of the spa/hot tub.
- Circuit breakers shall be listed for use in the panel, usually of the same manufacturer.
- The use of Extension Cords is not permitted.



**Du Page County**  
**Basic Above Ground Pool Electrical Requirements**  
**Based on NEC 2014 Edition Article 680**

1. Listed swimming pool pump motor with minimum 12/3 AWG-cord not longer than thirty-six (36) inches in length
2. Receptacles on property shall be located a minimum of ten (10) feet from inside walls of pool. All receptacles within twenty (20) feet shall be GFCI protected.
  - a. A GFCI protected receptacle of a single twist lock type would be permitted between six (6) to ten (10) feet from inside wall of pool for pump use only.
  - b. A GFCI protected convenience receptacle shall be located a minimum of ten (10) feet and not more than twenty (20) feet from inside walls of pool.
  - c. Boxes shall be supported and not rely on raceway pipes alone unless as at 2b below.
3. Listed wet location "In-Use" covers for all receptacles.
4. UNDERGROUND RACEWAYS.
  - a. Intermediate metal conduit or rigid metal conduit, six (6) inch minimum burial below grade.
  - b. Rigid non-metallic conduit, Schedule 80, eighteen (18) inch minimum burial below grade with rigid or IMC elbows.
5. Branch circuit conductors shall be 20 amp rated, minimum, but sized to meet the equipment requirements.
  - a. An insulated copper equipment grounding conductor, green in color, shall be installed in any wiring method used, minimum size 12 AWG or as required by Table 250.122.
6. A solid 8 AWG copper equipotential bonding conductor to connect all pool equipment and all metal surfaces located within five (5) feet horizontally of inside walls of pool.
  - a. Equipotential bonding connectors or "Lugs" to be suitable for the purpose and of stainless steel, brass, copper or copper alloy.
  - b. Perimeter surface bonding conductor (#8 SOLID COPPER) eighteen inches (18") to twenty-four inches (24") from inside wall of pool, four inches (4") to six inches (6") below subgrade following contour of the pool.
7. Circuit breakers to match panel manufacturer.
8. Extension cords are not permitted.
9. Optional pool light; power will be from general convenience receptacle, ten (10) feet or more from inside walls of pool; listed for application with GFCI protection.
10. Optional natural gas pool water heater; gas line will be polyethylene yellow in color with a yellow size 12 AWG tracer wire, minimum of eighteen (18) inches below grade. All gas piping above grade shall be rigid steel piping with coatings to protect it from the elements. Steel piping shall transition to polyethylene one (1) foot below grade.

