



<http://www.cookcountyil.gov/building-and-zoning>

## PUBLIC & PRIVATE IN-GROUND POOL PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are required to email their submittals to: [Intake.bnz@cookcountyil.gov](mailto:Intake.bnz@cookcountyil.gov). If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format). Once you receive your permit review number, please submit by mail the deposit fee (1/10<sup>th</sup> of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the **Cook County Collector**.

### Definition

A private residential in-ground swimming pool shall mean a manmade basin or receptacle for water having a depth in excess of 24 inches or more. The bottom surface shall be smooth, to facilitate cleaning, and shall slope to the main drain. The intended use of a private residential in-ground pool shall be for swimming, wading or bathing exclusively by the home owner or occupant of the land or premise, his family and guests. **Note:** All pools are subject to Section 3109 of the IBC.

### Private Swimming Pool Requirements

1. **Plat of survey** not less than (5) years old; sealed and certified by an Illinois Registered Land Surveyor.
2. **Site Plan** showing:
  - Location of residence
  - Location of any accessory structures (sheds, decks, etc.).
  - Location of proposed pool with dimensioned distance from lot lines.
  - Sources of water, electric and sewage utilities; if septic, show field and tank locations
  - Method of connecting and discharging pool
  - Drawings demonstrating compliance with all applicable provisions of section 3109 of the IBC
3. Digital **complete sets of plans** sealed and certified by an Illinois Registered Architect or Structural Engineer, must be submitted for prior approval to: Cook County Public Health Department 2121 Euclid Avenue, Room 250, Rolling Meadows, IL 60008, Michelle Beckles 708-974-7105
4. After approval by the Cook County Public Health Department, submit the permit application and plans to the Cook County Department of Building and Zoning for approval. See Section 3109 of the IBC for Pool permit requirements.
5. All contractors must be registered with the Cook County Building and Zoning Department, and submit signed letters declaring that they will be doing the actual work stated on the application for permit.
  - Pool Contractor
  - Plumbing contractor
  - Electrical contractor and electrical drawings
6. If any changes to existing topography, surface drainage patterns or storm water infrastructure are proposed, submit complete engineered site development plans.
7. Complete permit drawings showing compliance with all applicable provisions of section 3109 of the 2009 IBC & any applicable provisions of the 2012 IECC.

# PUBLIC & PRIVATE IN-GROUND POOL PERMIT REQUIREMENTS [CONTINUED]

## Public Swimming Pool Requirements

1. Approval from the State Health Department in Springfield.
2. Three (3) sets of plans and specifications prepared by a registered engineer or architect sent to the State Health Department in Springfield. Send to:

Illinois Department of Public Health  
535 West Jefferson  
Springfield, IL 62706  
Attention: Bureau of Public Water Supplies

3. Four (4) sets of plans and specification prepared by a registered engineer sent to the Cook County Health Department for approval

YOU MUST HAVE A STATE PERMIT BEFORE  
COUNTY HEALTH DEPARTMENT APPROVAL

## Electrical in Ground Pool Requirements:

- Submit letter of intent with scope of work from registered electrical contractor. Letter of intent must be signed by supervising electrician.
- All electrical work shall comply with the 2014 Cook County Electrical Code (See Article 680: Swimming Pools, Fountains, and Similar Installations).
- All electrical equipment shall be tested and listed by a Nationally Recognized Testing Laboratory (for example: Underwriter's Laboratories).
- All conductors, devices, and equipment installed in conjunction with the in ground swimming pool shall be protected by a ground fault circuit interrupter.
- Underground wiring shall not be permitted under pool or within the area extending 5 feet from inside wall of the pool unless this wiring is necessary to supply pool equipment permitted by Article 680 Cook County Electrical Code. Overhead wiring clearances shall comply with Table 680.8 Cook County Electrical Code.
- Submit detailed engineered drawings of in ground pool. Submit lighting detail, if applicable.
- Submit swimming pool bonding detail.
- Submit cut sheets of pool equipment.
- Submit plat of survey showing residence and swimming pool. Show dimension for pool equipment to pool. Pool equipment must be shown as GFCI protected. Show dimension from Commonwealth Edison service line to pool. Specify if overhead or underground. Underground service lines must be at least 5 feet and overhead service lines must be at least 10 feet horizontally from inside edge of pool.

**For digital submission of application and supporting documents, please refer to our web site:**

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)  
[Cook County Building Permit Application](#)

Revised 08/06/2015