



# **POOL/SPA – SINGLE FAMILY HOME**

## **CHECKLIST**

### **Required Application Forms:**

- Building Permit Application
- Trade Specific Work Form
- Contractors of Record Form (if known)
- Zoning Calculation Worksheet for Lot Coverage

### **Required Additional Documents:**

- One (1) copy current Plat of Survey (to scale) not more than 5 years old
- Five (5) complete sets of plans
- Five (5) complete sets of Civil Engineering plans
- Two (2) copies tree protection plan (if applicable)

### **Additional Items May Be Required Depending on Project Scope:**

- Tree Removal Application (If applicable)

### **Adopted Codes to Note on Cover Page of Plans:**

- International Residential Code for One and Two-Family Dwellings, 2015 Edition
- International Swimming Pool and Spa Code, 2015 Edition
- International Property Maintenance Code, 2015 Edition
- International Mechanical Code, 2015 Edition
- State of Illinois Plumbing Code, 2014 Edition
- National Electrical Code, NFPA 70, 2014 Edition
- International Fuel Gas Code, 2015 Edition
- Life Safety Code, NFPA 101, 2015 Edition
- International Energy Conservation Code 2018 Edition with the Illinois Amendments
- Village of Winnetka Building Code Amendments, August 1, 2019

### **Compliance Items on next page**



## POOL/SPA – SINGLE FAMILY HOME CONT.

### Compliance Items:

- *A fence or other enclosure shall completely surround any private swimming pool/spa that has a depth at any point greater than 18 inches*
- *The fence or other enclosure shall not be less than 4 feet in height, with no horizontal gaps or apertures other than doors or gates, with any dimensions greater than 4 inches*
- *All doors & gates opening through the fence or enclosure shall be equipped with self-closing & self-latching devices placed at the top of such gates or doors & made inaccessible to small children. Such devices shall be so designed as to be capable of keeping doors or gates securely closed at all times when not in actual use; provided, however, that the door of any dwelling forming a part of the enclosure need not be so equipped*
- *Pool equipment shall comply with all required setbacks*
- *Pools/spas shall not be located within a required side or front yard*
- *Pools/spas are permitted encroachments in required rear yards*



Village of Winnetka  
Community Development  
510 Green Bay Rd.  
Winnetka IL 60093  
(847) 716-3520

## Building Permit Application

Permit #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Permit Address \_\_\_\_\_ Winnetka, IL 60093

Description of Work \_\_\_\_\_

**Estimated Construction Cost \$ \_\_\_\_\_ (required)**

CONSTRUCTION COST includes cost of material and labor; we may request submittal of a signed contract. The applicant hereby certifies that the total value of construction as stated above is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same.

### **Property Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### **Primary Contact** *(Note: all correspondence will be with the primary contact)*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### **Architect's Information** **Not Applicable**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### **General Contractor's Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_



**Submittal Requirements:**

Please refer to the appropriate checklist for your particular type of permit work for application submittal requirements. All items identified on the worksheet(s) must be submitted with this application form in order for the application to be deemed complete.

**Disclosure & Signatures:**

*The information submitted in this Building Permit Application may be used by the Village of Winnetka and/or any of its contractors or consultants. By signing below you certify that:*

- the information and exhibits herewith are true and correct;*
- you are the owner of record of the named property, the proposed work is authorized and that the registered professional or contractor submitting the application is authorized to do so;*
- you agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference; and*
- if the permit sought is approved, the permit work will be completed in accordance with the Village Codes and within the scope of work described in the application and the approved construction documents*

*Application for a permit shall constitute the owner's consent to all inspections of the permit work that may be required pursuant to the Village Codes and to the right of all building officers to enter onto the premises during reasonable hours to conduct such inspections.*

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Owner's Authorized Designee: \_\_\_\_\_ Date: \_\_\_\_\_

*(Must attach Designee Form)*

Print Name: \_\_\_\_\_

Relationship to Property Owner: \_\_\_\_\_



# PLUMBING/ELECTRIC/MECHANICAL

## PERMIT FEE WORKSHEET

*(Must be submitted with the Application for Building permit)*

PROJECT ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

### PLUMBING

- Base fee up to five (5) fixtures \$70.00 = \$70.00
  - Plus \$10 each additional fixture \_\_\_\_\_ \$10.00 per fixture = \$ \_\_\_\_\_
- Quantity

### WATER SERVICE UPGRADE

*Fee includes—making tab, tapping sleeve, corporation stop, curb stop and box& inspection  
(Meter fee additional)*

- Meter 1" \$625.00
- Meter 2" \$990.00
  
- New 1 ½" service (tap/main) \$852.00
- New 2" service (tap/main) \$960.00
- Larger Please Call
  
- Right-of-Way opening \$125.00

### IRRIGATION SYSTEM

- Base fee \$80.00 = \$80.00
  - Plus \$.90 per sprinkler head \_\_\_\_\_ \$.90 each = \$ \_\_\_\_\_
- Quantity

### SEWER (SANITARY OR STORM)

- New/repair sanitary or storm – each \$150.00
- Right-of-Way opening \$125.00
- Alteration (add cleanout, sump pump, etc.) \$150.00





# CONTRACTOR(S) OF RECORD

**\*\*IMPORTANT – Must be completed before issuance of permit\*\***

This **completed** form may be submitted anytime during review process.

Permit Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Please check all boxes that apply to this Project**

	Required	Not Required		Required	Not Required
General Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Carpentry Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Demolition Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Landscape/Hardscape	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Roofing Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Sewer Contractor	<input type="checkbox"/>	<input type="checkbox"/>			

<b>General Contractor ★\$20,000 license/permit bond</b>	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

<b>Carpenter ★\$20,000 license/permit bond</b>	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

<b>Electrician ★\$20,000 license/permit bond copy of current electric license</b>	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

<b>Plumber ★ State 055 &amp; 058 or Chicago J licenses ★ letter of intent</b>	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

<b>HVAC ★\$20,000 license/permit bond</b>	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

<b>Concrete ★\$20,000 license/permit bond</b>	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

<b>Roofer ★ \$20,000 license/permit bond copy of State license</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Sewer ★\$20,000 license/permit bond</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Demolition/Excavation ★\$20,000 license/permit bond</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Water Service ★State 055 &amp; 058</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Irrigation ★State 060 license</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Landscaper ★\$20,000 license/permit bond</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:



## ZONING CALCULATIONS IMPERMEABLE LOT COVERAGE

**Impermeable surfaces** are limited under the Winnetka Zoning Ordinance, and may not exceed fifty percent (50%) of lot area for residentially zoned parcels. Impermeable surfaces include “any surface that does not allow water to drain, seep, filter or pass through into the ground below”, and include, without limitation, all buildings other structures, as well as driveways, sidewalks, walkways, patios, tennis courts, swimming pools and other similar surfaces. All impermeable surfaces are counted at 100%\*.

*\*The only exception to this rule is a “designed permeable surface”, which is a pavement system designed to allow water to pass through voids in the paving material or between pavers to a designed subsurface storm water storage layer and underdrain system. Such surfaces may be counted at 75% if the engineering department approves the system’s compliance with the standards outlined in the ordinance. If your project includes the required subsurface storm water storage layer and underdrain system, then you must contact the engineering department at (847)716-3530 to find out if your project qualifies for this allowance.*

Of the maximum permitted (50%) impermeable lot coverage, a maximum of 25% of the lot area may be devoted to buildings and roofed areas. Thus, the maximum allowable area for additional impermeable surfaces, other than buildings and roofed areas is flexible. For example, if buildings and roofed surfaces cover 20% of the lot, up to 30% of the lot may be covered by other impermeable surfaces. These percentages are not interchangeable and the maximum allowable lot coverage devoted to buildings and roofed areas cannot exceed 25%.

*In the R-5, R-4, and R-3 zoning districts a maximum of 30 percent of the required front yard may be covered with any material (impermeable surfaces, areas with roofed lot coverage, gravel or crushed stone driveways, etc.). If applicable, provide detailed representation and calculations of such area.*

### MAXIMUM PERMITTED IMPERMEABLE LOT COVERAGE

LOT AREA \_\_\_\_\_ Sq. Ft. x 0.50 = \_\_\_\_\_ Sq. Ft

### EXISTING IMPERMEABLE LOT COVERAGE

Using a current Plat of Survey, calculate the **existing** area covered by impermeable surfaces, other than buildings/roofed areas.

TOTAL EXISTING IMPERMEABLE LOT COVERAGE = \_\_\_\_\_ Sq. Ft.

### PROPOSED (NEW) IMPERMEABLE COVERAGE

Using the proposed Site Plan, calculate the area of all **proposed** impermeable surfaces to be added, other than buildings/roofed areas.

**Totals summarized to left must be detailed on an attached sheet.**

TOTAL PROPOSED IMPERMEABLE LOT COVERAGE = \_\_\_\_\_ Sq. Ft.

### TOTAL (EXISTING + PROPOSED) IMPERMEABLE and BUILDING LOT COVERAGES

<b>Building Area (Existing and Proposed)</b>		_____ <b>Sq. Ft.</b>
<b>Existing Impermeable Area</b>	+	_____ <b>Sq. Ft.</b>
<b>Proposed (New) Impermeable Area</b>	+	_____ <b>Sq. Ft.</b>
<b>TOTAL</b>	=	_____ <b>Sq. Ft.</b>