



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, 2021 Edition
- International Swimming Pool and Spa Code, 2021 Edition
- International Mechanical Code, 2021 Edition
- International Fuel Gas Code, 2021 Edition
- State of Illinois Plumbing Code, 2014 or Current Edition
- National Electrical Code, NFPA 70, 2020 Edition
- International Fire Code, 2021 Edition
- NFPA 101 Life Safety Code, 2022 Edition
- NFPA Publication 13, 13R, 13D, 72, 2022 Edition
- Illinois Energy Conservation Code 2024 or Current Edition
- Village of Winnetka Building Code Amendments, September 3, 2024

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*

Fence & Gate Requirements – Swimming Pools

Section 15.08.110 Adoption of the 2015 International Swimming Pool and Spa Code.

Section 305 – Barrier Requirements

305.1 General. (As amended locally) The provisions of this section shall apply to the design of barriers for residential swimming pools and spas. These design controls are intended to provide protection against the potential drowning and near drowning by restricting access to such vessels. These requirements provide an integrated level of protection against potential drowning through the use of physical barriers and warning devices.

Exceptions:

1. Spas and hot tubs with a lockable safety cover that complies with ASTM F 1346.

305.2 Outdoor swimming pools and spas.

Outdoor pools and spas and indoor swimming pools shall be surrounded by a barrier that complies with Sections 305.2.1 through 305.7.

305.2.1 Barrier height and clearances.

Barrier heights and clearances shall be in accordance with all of the following:

1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.
3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.
4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).
5. (Local amendment) A fence on an adjoining property or building or existing wall complying with the requirements in this section may be used as part of the enclosure, with the approval of the Community Development Director, if the resultant enclosure is sufficient to make the pool inaccessible to small children. If at any time said existing fence or wall being used as part of the enclosure is

removed, the enclosure of the pool shall immediately be made to meet the requirements of the section at the pool owner's expense.

305.2.2 Openings.

Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.

305.2.3 Solid barrier surfaces.

Solid barriers that do not have openings shall not contain indentations or protrusions that form handholds and footholds, except for normal construction tolerances and tooled masonry joints.

305.2.4 Mesh fence as a barrier.

Mesh fences, other than chain link fences in accordance with Section 305.2.7, shall be installed in accordance with the manufacturer's instructions and shall comply with the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.
2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.
3. The fence shall be designed and constructed so that it does not allow passage of a 4-inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not be more than 4 inches (102 mm) from grade or decking.
4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to, devices that provide the security equal to or greater than that of a hook-and-eye-type latch incorporating a spring-actuated retaining lever such as a safety gate hook.
5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 305.3.
6. Patio deck sleeves such as vertical post receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of onground *residential* pools.

305.2.5 Closely spaced horizontal members.

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed $1\frac{3}{4}$ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed $1\frac{3}{4}$ inches (44 mm) in width.

305.2.6 Widely spaced horizontal members.

Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed $1\frac{3}{4}$ inches (44 mm).

305.2.7 Chain link dimensions.

The maximum opening formed by a chain link fence shall be not more than $1\frac{3}{4}$ inches (44 mm). Where the fence is provided with slats fastened at the top and bottom which reduce the openings, such openings shall be not more than $1\frac{3}{4}$ inches (44 mm).

305.2.8 Diagonal members.

Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not more than $1\frac{3}{4}$ inches (44 mm). The angle of diagonal members shall be not greater than 45 degrees (0.79 rad) from vertical.

305.2.9 Clear zone.

There shall be a clear zone of not less than 36 inches (914 mm) between the exterior of the barrier and any permanent structures or equipment such as pumps, filters and heaters that can be used to climb the barrier.

305.2.10 Poolside barrier setbacks.

The pool or spa side of the required barrier shall be not less than 20 inches (508 mm) from the water's edge.

305.3 Gates.

Access gates shall comply with the requirements of Sections 305.3.1 through 305.3.3 and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool or spa, shall be self-closing and shall have a self-latching device.

305.3.1 Utility or service gates.

Gates not intended for pedestrian use, such as utility or service gates, shall remain locked when not in use.

05.3.2 Double or multiple gates.

Double gates or multiple gates shall have at least one leaf secured in place and the adjacent leaf shall be secured with a self-latching device. The gate and barrier shall not have openings larger than $\frac{1}{2}$ inch (12.7 mm) within 18 inches (457 mm) of the latch release mechanism. The self-latching device shall comply with the requirements of Section 305.3.3.

305.3.3 Latches.

Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from grade, the release mechanism shall be located on the pool or spa side of the gate not less than 3 inches (76 mm) below the top of the gate, and the gate and barrier shall not have openings greater than $\frac{1}{2}$ inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

305.4 Structure wall as a barrier.

Where a wall of a dwelling or structure serves as part of the barrier and where doors or windows provide direct access to the pool or spa through that wall, one of the following shall be required:

1. Operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor and doors shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be *listed* and *labeled* as a water hazard entrance alarm in accordance with UL 2017. In dwellings or structures not required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located 54 inches (1372 mm) or more above the finished floor. In dwellings or structures required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.
2. A *safety cover* that is *listed* and *labeled* in accordance with ASTM F 1346 is installed for the pools and spas.
3. An *approved* means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.

305.5 Onground residential pool structure as a barrier.

An onground *residential* pool wall structure or a barrier mounted on top of an onground *residential* pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, the wall complies with the requirements of Section 305.2 and the pool manufacturer allows the wall to serve as a barrier.
2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 305.2.
3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 305.

4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4-inch (102 mm) diameter sphere.
5. Barriers that are mounted on top of onground *residential* pool walls are installed in accordance with the pool manufacturer's instructions.

305.6 Natural barriers.

In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge not less than 18 inches (457 mm), a barrier is not required between the natural body of water shoreline and the pool or spa.

305.7 Natural topography.

Natural topography that prevents direct access to the pool or spa area shall include but not be limited to mountains and natural rock formations. A natural barrier approved by the governing body shall be acceptable provided that the degree of protection is not less than the protection afforded by the requirements of Sections 305.2 through 305.5.



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

Building Permit Application

Permit #: _____

Date: _____

Permit Address _____ Winnetka, IL 60093

Description of Work _____

Estimated Construction Cost \$ _____

CONSTRUCTION COST includes cost of all materials and labor. 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. **The Village may request submittal of sign contract(s) to verify construction cost estimate.**

Square Footage of Building/Structure Work Area (complete applicable sections)

- a. Newly constructed building areas (new principal or accessory structures, additions) _____ sq. ft.
b. Remodeled building areas (kitchens, baths, etc.) _____ sq. ft.
c. Total (a+b) _____ sq. ft.

Property Owner Information

Name _____

Address _____ City _____ State _____

Daytime Phone _____ Email _____

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

Name _____ Phone _____

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 checklist(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: _____



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

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



CONTRACTOR(S) OF RECORD

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

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

Permit Address: _____ Date: _____

Bond Now Required Only for Projects Involving Work in the Public Right-of-Way or on Village Property

For any permit that also includes work within a public right-of-way or on Village property, including public utilities, a permit may not be issued until a License and Permit Bond payable to the Village of Winnetka is filed with the Department of Community Development in the amount of \$25,000. The License and Permit Bond should be filed by the property owner or the property owner's general contractor if there is a general contractor. If there is not a general contractor, the License and Permit Bond may be filed by the person performing the work on Village property or within the public right-of-way. (Winnetka Village Code, Section 15.32.060)

General Contractor	Carpenter
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

Electrician ★ Electric License	Plumber ★ State 055 & 058 or Chicago J Licenses ★ Letter of intent
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

HVAC	Concrete
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

Roofer ★ State License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Sewer	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Demolition/Excavation	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Water Service ★ State 055 & 058 ★ Letter of intent	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Irrigation ★ State 060 License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Landscaper	
Name:	
Address:	
City, State, Zip:	
Phone:	Email: