

# CITY OF McHENRY

## POOL & HOT TUB PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

(Separate Permit Applications Required for Decks & Fences.)

PROPERTY ADDRESS: \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_ P.I.N.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
NAME: \_\_\_\_\_  OWNER  TENANT  
HOME PHONE: (\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_  
ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

**TYPE OF INSTALLATION:**  Pool  Spa / Hot Tub  Above Ground  In Ground

**CONTRACTOR:** \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_  
ISSUING JURISDICTION: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

|   |
|---|
| For office use only.<br>ZONING DIST: _____<br>FLOOD ZONE: _____<br>TOWNSHIP: _____<br><br><b>PERMIT FEES</b><br>BUILDING: _____<br>MISC.: _____<br>COPIES: _____<br><b>TOTAL:</b> _____ |
|---|

### PERMIT SUBMITTAL CHECKLIST:

IN ORDER TO PROCESS YOUR PERMIT IN A TIMELY MANNER, THE FOLLOWING ITEMS ARE REQUIRED.

- Completed Permit Application, including Fence Application, when required.
- Two (2) copies Plat of Survey, showing the location & dimensions of the pool, all related equipment and accessories, and distance from house and property lines for all of the above. Indicate the approximate location of any utility lines; also show location of fence or other approved barrier system.
- Association Letter of Approval, where required.
- Listing Number on Pump Motor: \_\_\_\_\_  Listing Agency: \_\_\_\_\_ (\*Pumps must be listed to US Standards.)
- \*Complete set of Manufacturer's Installation Instructions for all pool equipment to be installed (including heaters).  
(\*Your Dealer should be able to provide you with all of the required listing information, prior to delivering any equipment.)
- Two (2) copies of the Installation Plan showing location of pump, existing structures (decks, sheds, etc.), barriers, (pool) transformers, (outdoor) electrical feeder panel (if needed), disconnecting means, and required GFCI receptacle.

\*\*See back of form if pool will be have a make up water supply.\*\*

Space provided on back for additional notes.

Permit Cost: In-Ground \$115.00; Above Ground \$60.00; Hot Tub \$35.00 Fence Fees not included.

I HEREBY DECLARE THAT THE INFORMATION HEREIN AND ATTACHED IS CORRECT AND AGREE IN CONSIDERATION OF AND UPON ISSUANCE OF PERMIT, TO DO OR ALLOW TO BE DONE ONLY SUCH WORK AS HEREWITH APPLIED FOR AND THAT SUCH PREMISES AND ITS EXISTING AND PROPOSED BUILDINGS AND STRUCTURES SHALL BE USED OR ALLOWED TO BE USED FOR ONLY SUCH PURPOSES AS SET FORTH.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(OWNER OR AUTHORIZED AGENT)

THIS PERMIT IS GRANTED AND ACCEPTED WITH THE EXPRESS UNDERSTANDING AND AGREEMENT THAT SAID BUILDING AND CONNECTIONS SHALL CONFORM IN ALL RESPECTS WITH THE ORDINANCES OF THE CITY OF McHENRY AS NOW IN FORCE REGULATING THE CONSTRUCTION OF BUILDINGS.

\_\_\_\_\_ **DATE:** \_\_\_\_\_  
(DIRECTOR, COMMUNITY DEVELOPMENT)

# Pools with Make-Up Water Systems

Complete the required information on the front, also.

(Also, see Chapter 22 of the Municipal Code.)

The State of Illinois requires that any plumbing work not being done by the resident Owner of a residential property be done by a Plumbing Contractor Licensed & Registered in the State of Illinois. This applies to Swimming Pools anytime the pool has a “make-up” water system attached to the potable water supply of the dwelling.

**A licensed Plumber must provide the City with the following information:**

**Contractor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_\_) \_\_\_\_\_

**State License #:** \_\_\_\_\_ **State Registration #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**\*The Plumber must also provide a Letter of Intent, on Business Letterhead & including the Corporate Seal, stating the nature of the work to be performed & the address of the residence. In cases where the Contractor is not incorporated, this Letter of Intent must be notarized by a State of Illinois Notary Public.**

Notes:

Please call the Community Development Department and speak to an inspector if you have any questions.

815-363-2170

