

# City of St. Charles

## Swimming Pools (Above ground & In-ground) and Spas



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
<http://www.stcharlesil.gov>

Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406

A building permit is required prior to any construction of a swimming pool (Above ground or in-ground) and spas that contain water over 24-inches. The following are guidelines and requirements for obtaining a building permit.

### Checklist for Submittal of Application:

- A **Building Permit Application** is to be filled out with applicable contractors and licenses and submitted to the Building Division.
- Is your property located in the Historic Preservation District?** Yes/No If yes, your application will need to be approved by the Historic Preservation Committee.
- Five (5) sets of drawings showing the construction details for the pool or spa** are to be submitted with the application. Include in these plans:
  - Equipment specification sheets of all pool equipment
  - Location dimension of pool or spa, location of all pool equipment, and plumbing, electric, and gas lines with grounding and bonding.
- Five (5) copies of the plat of survey** showing the measurements to the lot lines drawn on the survey and indicate the location of:
  - Pool / Spa location
  - Path of electric service to the house
  - Fence location and height with self-closing gates if required
- Grading Certification Form** - Completed.
- Submittal fee** to paid at time of permit application submittal. Payments can be made by cash, check, or credit card. Credit cards may only be accepted in our office.
  - In-ground pool \$400**
  - Above ground pool \$200**
- Our goal is to complete the review for your building permit within 10 working days.

\*Applications missing submittal items will not be accepted.

**Call (630) 377-4406 to schedule inspections at least 24-48 hours before needed and required inspections will be listed on the permit conditions.**

**Call J.U.I.L.E (811) or (800) 892-0123 Before you Dig - Prior to any digging to locate any underground utilities.**

## **Barrier or Fencing:**

- If a fence is also being installed or repaired, a separate permit is required.
- Barrier placement - pool excavation must be protected during construction with approved fencing.
- Permanent barrier or fencing must be in place prior to filling pool or spa.
- A barrier or fence is to be constructed per the 2021 International Residential Code.

## **Building Codes:**

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code w/amendments
- 2021 International Residential Code
- 2021 International Fuel Gas Code
- 2021 International Mechanical Code
- 2021 International Swimming Pool and Spa Code
- 2020 National Electric Code
- 2014 State of Illinois Plumbing Code

## **Electric Requirements:**

**The electric requirements are based upon the 2020 National Electric Code. Please note this handout is a guideline only, additional code requirements and City amendments apply based on the adopted codes.**

- All receptacles shall be GFCI protected and provided with “weatherproof in use” boxes.
- Minimum burial depth of electric to pool as follows rigid metal conduit 6-inches, intermediate metal conduit 6-inches, nonmetallic PVC 18-inches, and should be listed for electric (gray in color) direct burial cable 24-inches with rigid sleeve from elbow up.
- Any receptacle within 10 feet of inside walls of pool that provides power to pool equipment shall consist of locking configuration (twist lock), grounding type, and GFCI protection.
- Solid copper wire to bond all metal parts 5-feet horizontally away from inside of pool wall (plastic pool with metal top ring requires bonding) by pressure connectors or clamps labeled as being suitable for the purpose.
- General purpose receptacles required within 10–20 feet from the inside wall of the pool, may be on house GFI.
- Cords and plug connection on motors shall not exceed 3-feet in length.
- Grounding of all electric equipment per 250.122 not to be smaller than 12 AWG to include wall lighting and underwater luminaries, electric equipment within 5-feet of inside wall of pool, electric equipment associated with recirculating system, junction boxes, transformer enclosures, ground fault circuit interrupters, panel boards that are not part of the service equipment and that supply any electrical equipment associated with the pool.

**When submitting, the contractor or homeowner shall provide a scope of work for electric outlining the following:**

- **Type of conduit to be used and its buried depth.**
- **Distance of conduit from the pool or spa.**
- **Bonding details per the NEC Article 680.6 and 680.7 (B).**
- **Dedicated 20-amp circuit required and it GFCI protected.**

## Zoning Requirements for Swimming Pools

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT / CITY OF ST. CHARLES

(630) 377-4443 CD@STCHARLESIL.GOV

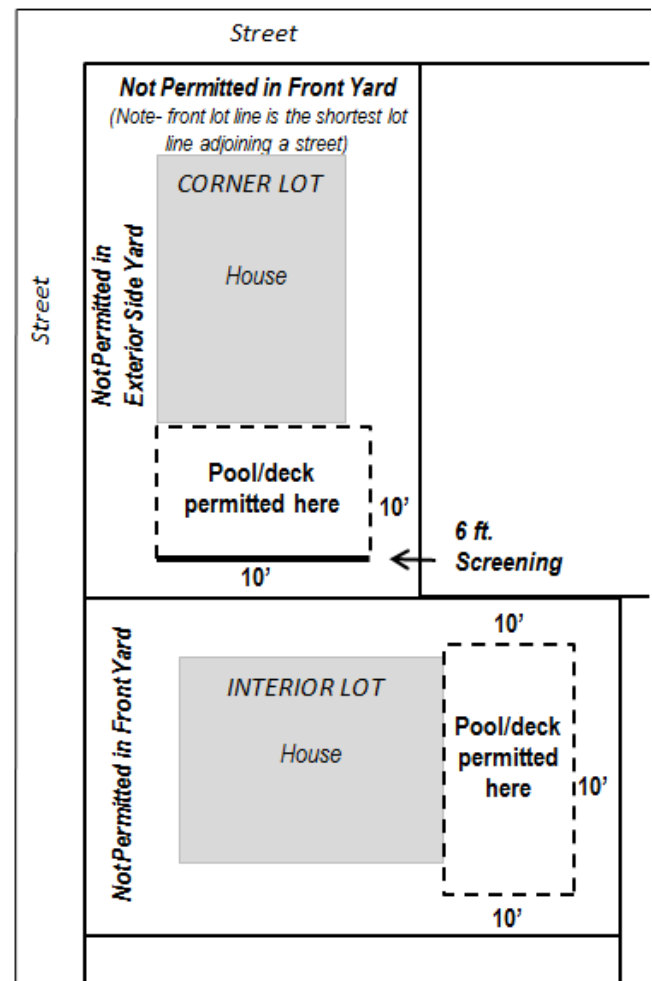
### DEFINITIONS:

Ch. 17.30 of the City Code contains the following definitions for Swimming Pool and Swimming Pool Deck:

- **Swimming Pool** – Any constructed pool, aboveground, on-ground, or below ground that is over 24 inches in depth.
- **Swimming Pool Deck** – An impervious area surrounding a swimming pool, up to 4 ft. in depth as measured from the outer edge of the swimming pool, which is intended for use by pool users

### REQUIREMENTS:

- 1) In all Zoning Districts except Single-Family Districts, Swimming Pools and Pool Decks may not be located within any required yard. Yard requirements for each zoning district can be found in Table 17.12-2: <https://codebook.stcharlesil.gov/1712-%E2%80%93-residential-districts/1712030> In Single-Family Zoning Districts (RE “Estate Residential”, RS “Suburban Residential”, and RT “Traditional Residential”):
  - Swimming Pools and Pool Decks may not be located within the front or exterior side (corner) yards.
  - Swimming Pools and Pool Decks must be a minimum of 10 ft. from the interior side and rear lot lines.
  - Swimming Pools may not be located in an easement. Easements are typically no larger than 10 ft. wide however larger easements do exist.
  - Where a swimming pool in the rear yard of a corner lot is adjacent to a front yard or interior side yard on an adjacent lot, 6 ft. high screening by means of fencing or landscaping shall be provided in accordance with Section 17.26.070(C): <https://codebook.stcharlesil.gov/1726-%E2%80%93-landscaping-and-screening/1726070>
  - Swimming Pools and Pool Decks are not included in the calculation of building coverage.
  - Swimming Pools and Pool Decks are included in the calculation of rear yard lot coverage.



MORE INFORMATION - PLEASE CONTACT COMMUNITY DEVELOPMENT AT (630) 377-4443



## SWIMMING POOL GRADING CERTIFICATION

We, the below listed signees, acting as owners of the below listed property and on behalf of \_\_\_\_\_(contractor responsible for grading around the swimming pool),  
verify the following:

1. We will provide positive drainage, within the City of St. Charles grading requirements of **2.0% minimum slope to 4:1 maximum slopes**, to drain around the pool to be installed on said property.
2. If easements exist, we certify that the pool, deck, or associated grading **will not be installed within any easements.**
3. If no easements exist, we certify that the pool, deck, or associated grading **will not be installed within 5-feet of a side yard lot line or within 10-feet of the rear yard lot line.**
4. As part of this grading, we will not adversely affect any of our neighbors' property.

*If the criteria listed above is not met, the applicant would need to submit a detailed grading plan for review and approval and this form shall not be used.*

Street Address: \_\_\_\_\_

PIN Number: \_\_\_\_\_

Signed: \_\_\_\_\_  
(contractor responsible for grading around the swimming pool)

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
(property owner)

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
(property owner)

Dated: \_\_\_\_\_

**CITY OF ST CHARLES**  
**Applications for Building Permit – Swimming Pools and Spas**  
**Department: Building & Code Enforcement Division**  
**Phone: (630) 377-4406**



Application Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

I, \_\_\_\_\_, do hereby apply for a permit for the following described work

located at \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No If yes, your application will need to be approved by the Historic Preservation Committee.
- Building Permit Application – Completely Filled Out.
- Five (5) sets of construction details on the swimming pool that include two sets of information on the filtering systems.
- Five (5) copies of the Plat of Survey with the pool and all other construction drawn on the survey & note the path of the electric service line to the house.
- Grading Certification Form – Filled Out.
- Submittal fee is due at time of submittal. (**Inground Pool- \$400.00 Above Ground Pool - \$200.00**) Cash, Check made payable to the City of St. Charles or Credit Card. Credit Cards accepted in our office only.

**\*Applications missing Submittal Items will not be accepted.**

**Owner of the Property:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Other Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**REPORT OF THE BUILDING OFFICIAL**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_