



Village of Tinley Park - Building Department  
Above-Ground Swimming Pool  
Permit Requirements

16250 S. Oak Park Avenue  
Tinley Park, Illinois 60477  
(708) 444-5100 Fax (708) 444-5199  
www.tinleypark.org

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The following information must be filled-out on the application in order to approve the permit.

- Date of Application
- Name of Owner of Property and Phone Number
- Project Address
- Description of Project
  - ▶ Indicate the size of the pool
  - ▶ Indicate if there is an existing fence
- Cost of Project
- General Contractor's Name, Address, Phone and License Number  
(This is the name of the pool installer, not where you purchased the pool)
- Electrical Contractor's Name, Address, Phone and License Number  
(Indicate "Homeowner" if a licensed contractor is not being used)
- Copy of written contracts from **ALL** contractors
- Sign and Date Permit Application

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**J.U.L.I.E.**

**BEFORE YOU PURCHASE YOUR POOL** it is recommended that you call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at 8-1-1. They will mark all utilities that run throughout the yard. **The Village follows the Commonwealth Edison Guidelines which require the pool wall to be five (5) feet from the underground electrical lines and ten (10) feet from overhead electrical lines.** The ComEd lines need to be drawn onto your Plat of Survey.

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**PLAT OF SURVEY**

A copy of the Plat of Survey of the property must accompany the permit application. This will not be returned to the property owner; however our office would be happy to make a copy. Draw the pool on the plat in its exact location. Draw the distance from the pool wall to the side and rear lot lines. Draw a dotted line to indicate where electrical lines are located and indicate the distance from the pool wall to the electric line. **Again, the Village follows Commonwealth Edison Guidelines which require the pool wall to be five (5) feet from underground electrical lines and ten feet from overhead electrical lines.**

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**ZONING**

Pools, including transitional grading, accessory items such as pavers or concrete and equipment must be placed in rear yards only, and must be placed five (5) feet from the rear and side property lines and cannot encroach into any easements. If the pool cannot conform to these guidelines, consider a smaller sized pool.

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## FENCING & SAFETY

A minimum fence of five (5) in height with a locking gate surrounding the yard or a minimum fence of two (2) feet in height with a locking ladder surrounding the pool top is required. This fencing must be in place before pool may be filled with water.

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## EXCAVATING

All dirt from the excavation of the pool site **must be removed** from the property. The grade of the property cannot be changed, as this effects drainage for the entire subdivision.

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## FEE

The fee for an above ground pool permit is \$100.00. If existing pool is being replaced, the fee is \$50 as long as there is proof of a previous permit for the original pool. Payment is not required until the permit is picked-up at the Clerk's Office.

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## PERMIT ISSUANCE

Permits take approximately **SEVEN TO TEN BUSINESS DAYS** to process. The Building Department will notify the property owner by telephone when the permit is ready. **All permits are to be picked-up at the Village Clerk's Office located at the Village Hall, NOT the Building Department.**

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## PERMIT EXPIRATION

The life of a permit is six (6) months from the date of issue. A permit may be extended past the six (6) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within three (3) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.

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## CONTRACTORS

All contractors doing work in the Village of Tinley Park must be licensed and bonded with the Village prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. At any time during the permit approval process or during construction after permit is approved and issued a decision is made to change any contractor listed on the application, a Change of Contractor form must be completed and submitted to the Building Department. Verification of the new contractor's license and bond status as current must be confirmed by the Village before work on the project can resume.

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## PROPERTY OWNERS

**Permits are required for all new and replacement pools.** The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit before any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.

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## ELECTRICAL

Pool pump, lighting, or other electrical needs must be supplied by a separate power source located at least five feet away from the pool wall. This source must be GCFI protected at the outlet or by breaker. The waterproof box for the receptacle should be fastened to a post. This power supply must be provided before completion and use of the pool. No extension cords can be used to connect to the power source.

A ground wire shall be installed between the filter receptacle and the house electrical panel. Your filter uses a large amount of current and shall be put on its own circuit. Make sure all wire is #12 or larger, as needed.

Pool electric supply may be run with cable rated for underground wet locations or electrical tubing rated for underground wet locations. Some of the common methods of installing the underground to your filter are heavy wall conduit, intermediate conduit, plastic electrical conduit, and UF cable. Do not use electrical metallic tubing (EMT or thinwall).

If you choose to use UF cable, it must be buried 24 inches deep. It must all be in rigid met conduit where it comes out of the ground. Do not run UF cable into your house.

If you choose to run plastic conduit, it must be buried at least 18 inches deep. Do not run this plastic conduit into your home.

Follow all manufacturers' installation instructions.

Make sure pool filter and pump are rated for permanently installed swimming pools. Some filters available are for storable pools only.

Rigid pipe may also be used 6 inches underground.

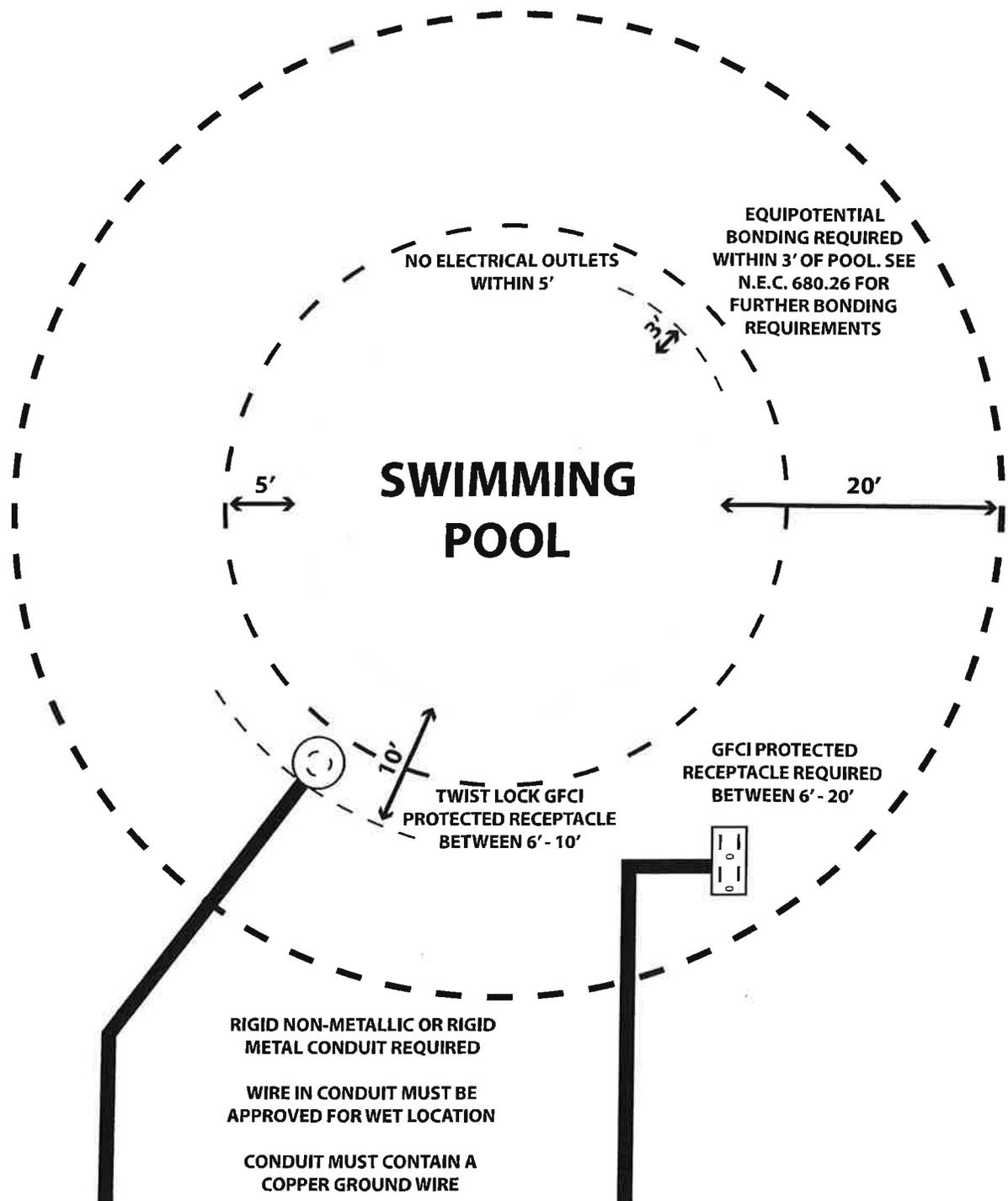
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## GAS HEATERS

If a gas heater is being installed with an above ground pool, heater specifications are required as part of the permit submission. If the heater is installed independently of the pool permit, a separate permit is required at that time. A gas shut off valve shall be located at the appliance or at the gas meter to the residence. The gas line must be a minimum of twelve (12) inches below grade per International Fuel Gas Code (IFGC 2006). Follow manufacturers' specifications for installation requirements.

**If you have any questions, please contact the Building Department at (708) 444-5100.**

# VILLAGE OF TINLEY PARK, ILLINOIS - BUILDING DEPARTMENT



## NOTES:

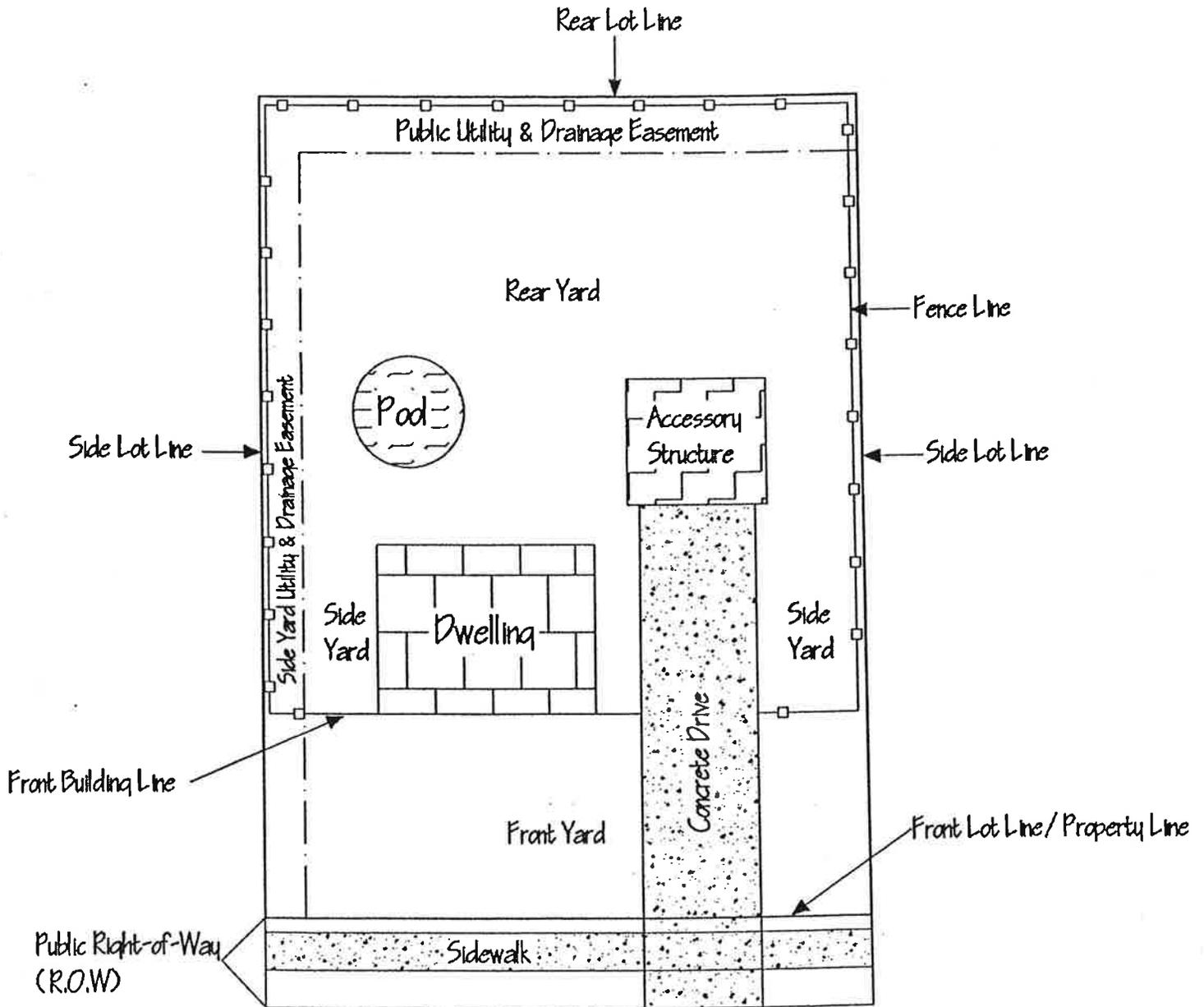
1. USE 12 GAUGE WIRE TO THE PUMP MOTOR.
2. A SEPARATE CIRCUIT IS REQUIRED.
3. NO UNDERGROUND WIRING UNDER OR WITHIN 5' OF POOL.



# How to Read Your Plat of Survey

LOT 1 IN BLOCK 1 IN TINLEY PARK VILLAS, A SUBDIVISION IN THE WEST 1/2 OF SECTION 30, TOWNSHIP 36 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

(sample description)

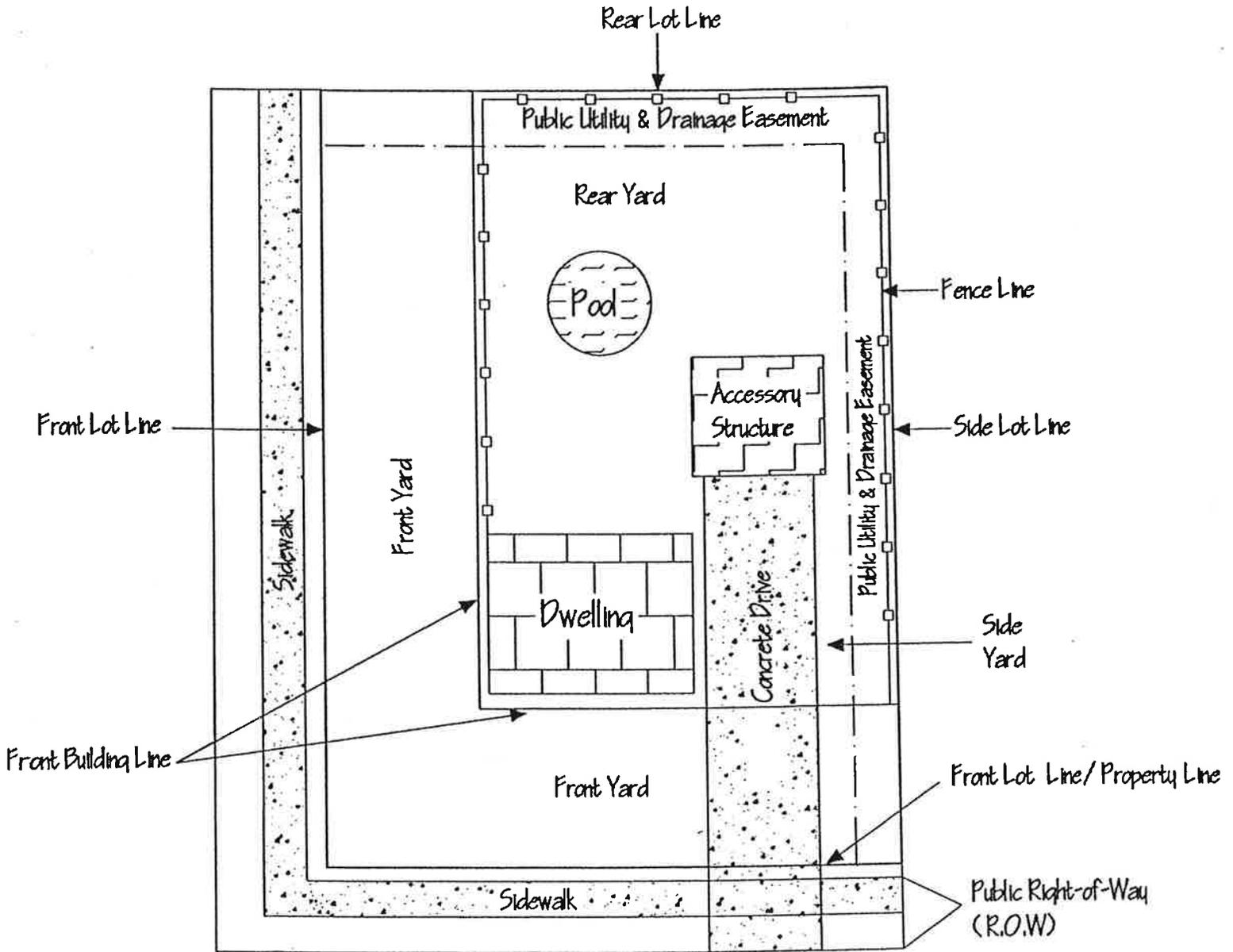


Contact Tinley Park Building & Planning Department at (708) 444-5100 for further questions



# How to Read Your Corner Lot Plat of Survey

LOT 1 IN BLOCK 1 IN TINLEY PARK VILLAS, A SUBDIVISION IN THE WEST  
1/2 OF SECTION 50, TOWNSHIP 36 NORTH, RANGE 15 EAST OF THE  
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.  
(sample description)



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