



CITY OF OTTAWA

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161
www.cityofottawa.org

POOL PERMIT APPLICATION

Please Print Clearly!

For Office Use:	
Permit:	_____
Date Issued:	_____
Permit Fee:	_____
___ \$50-Inground Pool	
___ \$25-Above Ground Pool	
___ \$75-Inground Pool/Fence	
___ \$50-Above Ground Pool/Fence	
Payment Method:	_____
___ Cash ___ Check ___ CCard	

Owner: _____ Mailing Address: _____

Project Address: _____ Phone #: _____

Installer Name: _____ City Lic. #: _____ PHONE: _____

Electric Contractor: _____ City Lic. #: _____ PHONE: _____

PROPOSED POOL INFORMATION:

Type of Pool? _____ Above Ground or _____ Below Ground

Size of Pool? _____ Height of pool walls (top of pool to grade on shortest area of wall)

_____ Surface Area of Pool _____ square feet

Proposed Setbacks of Pool _____ Side Yard _____ Side Yard _____ Rear Yard.

Pool will be at least 5 feet from all structures? Yes or No

Will the Pool be enclosed by a fence? Yes or No If Yes, proposed Height of fence? _____ inches

Is there an existing fence? Yes or No If Yes, height of existing fence? _____ inches

Is a fence application attached? Yes or No

If the pool wall is rigid and is 48" or greater on all sides (grade to top of wall) then a fence is not required.

SWIMMING POOL INFORMATION

- Swimming pool setbacks are the same as accessory structures.
- A minimum of 5 ft. from the property line & adjacent structures must be maintained.
- A permit is required for any manmade pool that is capable of holding 24" of water or more.
- Private pools must be protected by a fence that is a minimum of 4 ft. in height.
- Gates must have self-closing and self-latching devices.
- For ABOVE ground pools, the standard fencing at the pool or deck walls is acceptable, provided the ladder(s) have a latch or other device to lock the ladder in an UP position to prevent access by children.
- The fence MUST be in place before the pool is filled.
- All plumbing shall be in accordance with the State of Illinois Plumbing Code.
- The water supply shall provide a 6" gap to prevent pool water from being drawn into the house plumbing or public water main.
- No direct connection shall be made to the sanitary sewer system.
- Outdoor wiring shall be installed with ground fault circuit breakers or receptacles with an inservice cover in accordance with the National Electric Code 2017 (see applicable electrical requirements attached).
- Private pools with a capacity of 2,500 gallons or more shall have a recirculating and filtering system.
- State Energy Code requirements must be followed (timers on pumps, heaters, etc.)
- **POOL SHALL NOT BE USED UNTIL A FINAL/COMPLETION CERTIFICATION IS ISSUED**
- **CONSTRUCTION AND ALL INSPECTIONS SHALL BE COMPLETED WITHIN 6 MONTHS**

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Please use the box below to demonstrate the location of the proposed pool on your property. The sketch should include the property dimensions, location of any power lines (either underground or overhead), location and size of pool, existing/proposed fence/enclosure, the pools setback distance from the property lines and any other structures, and a notation indicating which direction is north on your sketch. An aerial image can also be used to demonstrate location of pool, but must include all information.

The City will not review or issue a permit if a site diagram is not provided

I, the undersigned, certify that if a permit is issued to me I will comply with all provisions of building, electric, plumbing and other applicable ordinances of the City of Ottawa 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 part of this application. I am familiar with the applicable ordinances and the provisions thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, trades people, workers and shall call for inspections required at a minimum of 24 hours before they become due.

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

This is to certify that I have examined the within detailed statement, together with a copy of the plans relating thereto, and find the same to be in accordance with the provisions of the Local Ordinance, relating to pools in the aforementioned address, and that the same has been **APPROVED / DENIED** and entered in the records this date.

BUILDING OFFICIAL: _____ DATE: _____

ELECTRICAL INSPECTOR: _____ DATE: _____