



SPA Permit Application Checklist

Community Development Department

Revision Date: 07/22/2020

Required Permit Applications:

- ❖ [Fill out and submit Building Permit Application](#)

Submittal Requirements:

- ❖ Two (2) copies (for paper submission, One (1) copy for online submission) of Plat of Survey indicating the size and location of the spa and accessories with dimensions from the property lines
- ❖ Two (2) copies (for paper submission, One (1) copy for online submission) of spa and spa equipment information (spa, pump, filter, gas heater, step enclosures, etc.)
- ❖ Two (2) copies (for paper submission, One (1) copy for online submission) of detailed plan drawn to scale and containing the following:
 - Distances to lot lines.
 - Walk and fence construction.
 - Water supply system.
 - Drainage and waste water disposal system.
 - Deck framing (if one is to be installed).
 - Location of above and below grade utilities.

Permit Fees (Fee is not due until permit is ready):

- ❖ \$40.00
- ❖ Extra fee for any flatwork

License Requirements:

- ❖ Electrical

Other Requirements & Information:

- ❖ [Click here for additional Construction Requirements](#)
- ❖ Work must be started and completed within six (6) months of the issue date.
- ❖ With existing locking cover, fence is not required.
- ❖ Installing a spa on deck is allowed if structurally sound.
- ❖ After Permit is issued, as construction progresses, inspections are required. [Click here to schedule inspections online](#). Or call us at 847-658-2700 # 1003.
- ❖ Contact JULIE at 811 or www.illinois1call.com before you dig.

Adopted BUILDING CODES:

International Residential Code 2006 | International Building Code 2006 | International Fire Code 2006 | International Mechanical Code 2006 | International Fuel Gas Code 2006 | National Electrical Code 2002 | [Illinois State Plumbing Code 2014](#) | [Illinois Energy Conservation Code 2015](#) | International Existing Building Code 2006 | International Property Maintenance Code 2006 | Illinois Accessibility Code 1997

Please note that this checklist is not intended to be all-inclusive.
Due to changes in codes, regulations, and ordinances, other requirements may apply.