



## COMMUNITY DEVELOPMENT DEPARTMENT

200 East Wood Street • Palatine, IL 60067  
(847) 359-9042 [www.palatine.il.us](http://www.palatine.il.us)

## 2026 ABOVE GROUND POOL & HOT TUB HANDOUT



Express permits are exclusively available online at our  
Citizen Self Service Portal.

Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

### CONSTRUCTION REQUIREMENTS:

- Pools/hot tubs and associated elements shall be constructed in accordance with 2021 International Swimming Pool and Spa Code and the electrical requirements of the 2020 National Electrical Code.
- Hose bibs used to fill the pool must be equipped with a vacuum breaker.
- **Fences (barriers), as outlined in section 305 of the ISPSC, are required for all exterior inground pools.**

### ZONING REQUIREMENTS:

- An above ground swimming pool, hot tub, spa and any accessory equipment can be located in either a rear or side yard, however, above ground swimming pools are not permitted in front yards or side yards abutting a street. An above ground swimming pool, hot tub, spa and any accessory equipment must be situated a minimum of four (4) feet from the principal structure and shall not be located closer than five (5) feet from any rear or side lot lines. Pools, hot tubs, spas and accessory equipment shall not be located in an easement.
- Ground floor area:
  - Rear yards: The ground floor area of all accessory structures located in a rear yard shall not exceed the lesser of:
    - Twenty (20) percent of the area of such rear yard or;
    - Seven hundred (700) square feet
    - Fifty percent (50) of the floor area of the principal structure

### CSS SUBMITTAL REQUIREMENTS

- Upload a copy of signed contract.
- Decks require a separate permit.
- Upload a copy of manufacturers specification sheets explaining the pool/hot tub design and mechanical features.
- Indicate in the submittal the method of making the pool/hot tub inaccessible to small children (per the 2021 International Swimming Pool and Spa Code). **Fences are required for exterior inground pools.**
- Upload a copy of a fully dimensioned plat of survey showing the proposed work with dimensions and setbacks indicated.
- Please note that plans shall accurately show dimensions and construction of the pool/hot tub and appurtenances and properly established distances to lot lines, buildings, walks and fences, as well as details of the water supply system, drainage and water disposal systems, and all appurtenances pertaining to the swimming pool/hot tub. See attached reference guide.
- Express permits require a 5 day plan review.
- The permit fee is \$103.00. The permit is good for 90 days from date of issuance.
- Contractor must be registered and bonded with the Village – Letter of intent required from plumber.

### INSPECTIONS

- Contractor or homeowner to be on site with stamped approved "job copy"
- Schedule inspection(s) through your CSS account

### The following inspections are required:

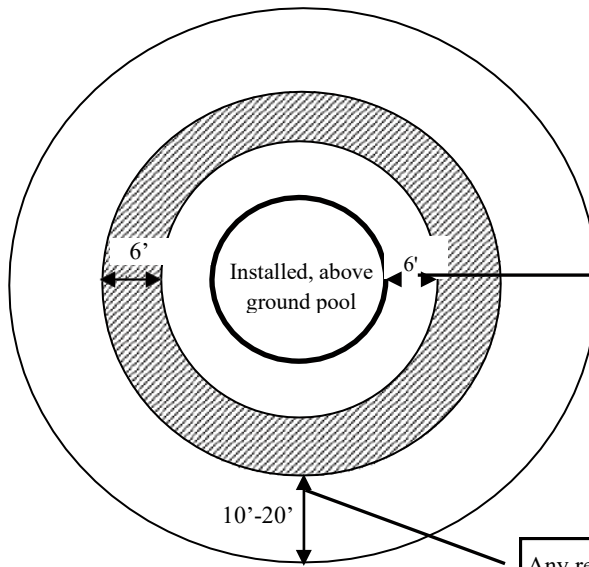
- **A POOL LOCATION INSPECTION must be completed and approved prior to applying for a permit.** Before you schedule the pool location inspection, all underground utility lines should be located by J.U.L.I.E. (Joint Utility Location Information for Excavators at 1-800-892-0123) and the proposed pool location should be accurately located by spray painting the outline on the ground.
- Underground perimeter ground
- Pre-pour inspection for slab/patio supporting the hot tub.
- Final inspection - when work is completed, prior to any usage of the pool/hot tub

### ADDITIONAL INFORMATION

Homeowner's Associations (HOA) may have covenants, conditions and restrictions that are more restrictive than the Village of Palatine's Zoning Ordinances. Therefore, it is the responsibility of the homeowner to acquire approval from their Homeowner's Association for any construction proposed under this building permit. The Village does not require HOA approval prior to issuing a permit.



Pump receptacles, and no other receptacles permitted here.  
 Pump receptacles shall be single, locking, and GFCI protected (6'). (NEC 680.21 (A)(2))



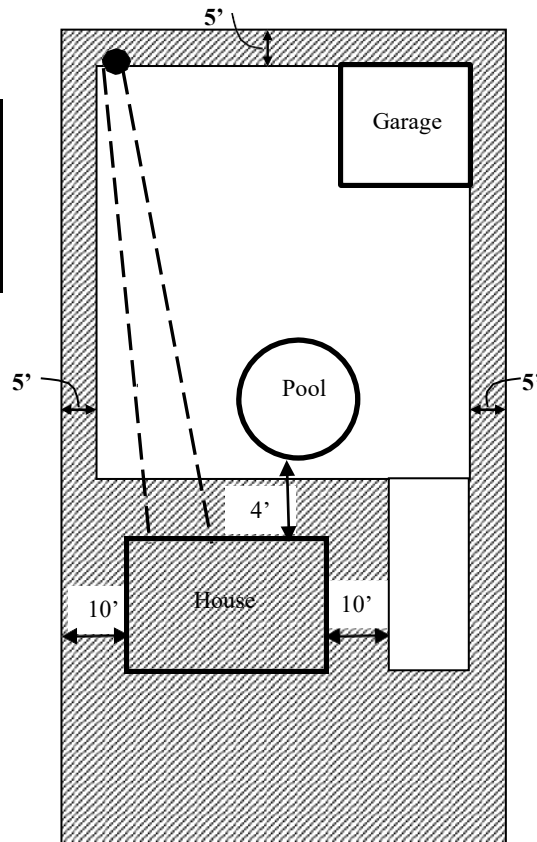
No receptacles in this zone (0'-6'). NEC 680.21 (A)(3)

Any receptacles permitted here, of any configuration; however, all 125v receptacles must have GFCI protection. (10'-20') NEC 680.21 (A) (4)

## RECEPTACLE LOCATIONS

Underground electrical service, 5'-0" minimum horizontal separation and not permitted under the pool unless this wiring is necessary to supply pool equipment.

Overhead electrical service, 10'-0" minimum horizontal separation and not permitted over the pool.



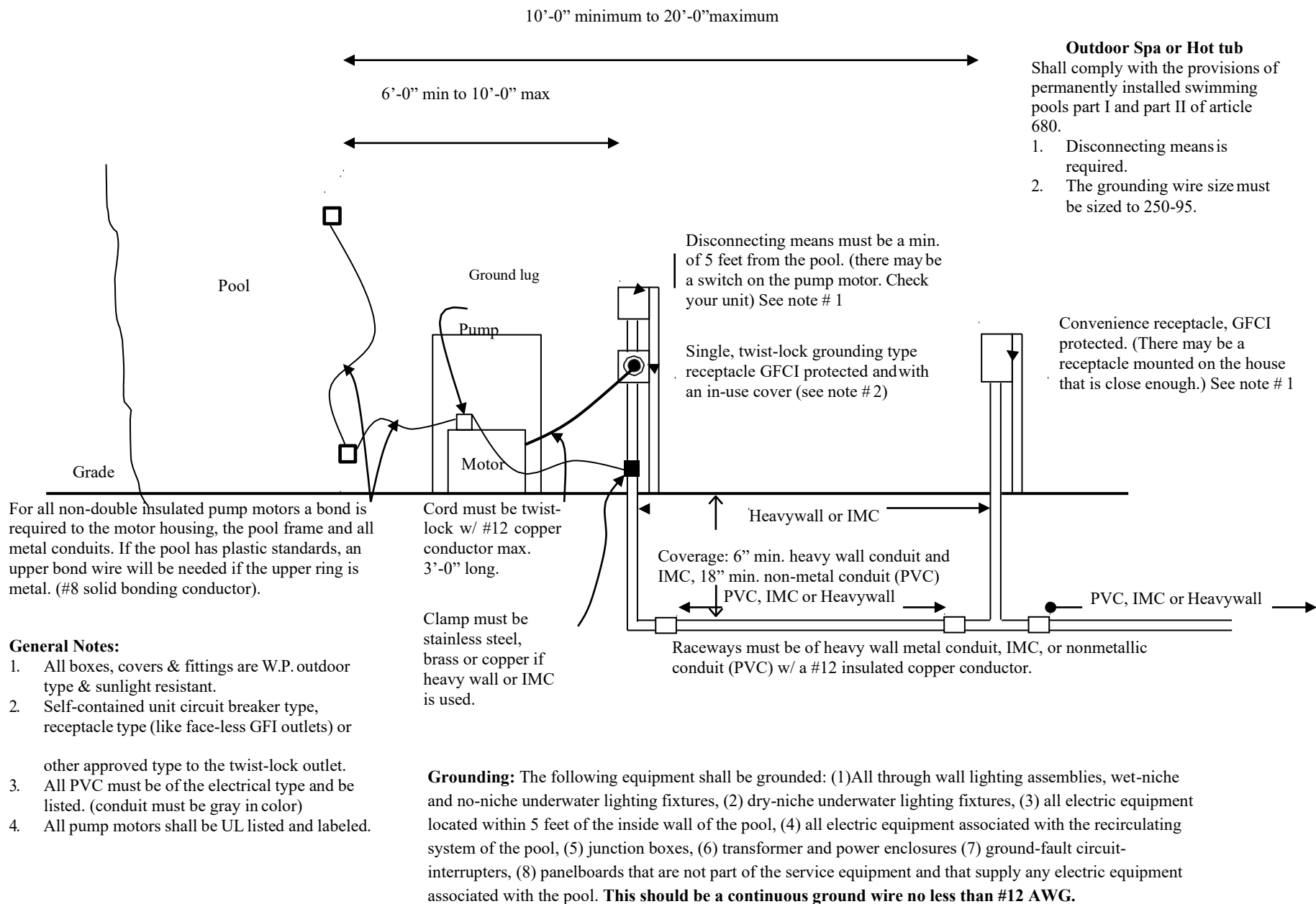
Indicates areas where a pool **MAY NOT** be located.

Interior Lot

Street

## POOL LOCATION







## COMMUNITY DEVELOPMENT DEPARTMENT

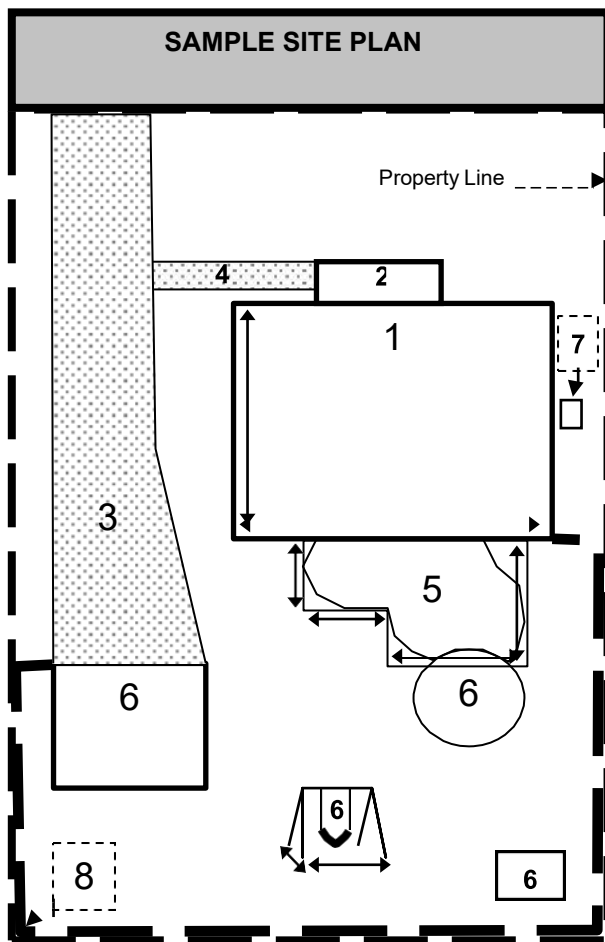
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Telephone (847) 359-9042  
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## PLAT OF SURVEY REQUIREMENTS

### Submission Requirements for Zoning Review

Review by the Planning and Zoning Department is completed prior to the issuance of a permit. Zoning review checks for compliance of lot coverage and building coverage for all improvements on a parcel. Size, location (setbacks) and height of the proposed construction are also reviewed. In order for Staff to complete the zoning review, a scaled plat of survey shall be submitted with your permit application. On this plat of survey indicate the proposed construction and any additions to the property since the plat was drawn. This must be drawn to scale.

**Information for all existing structures shall be included on your Site Plan. If your Plat does not include all of the applicable information, correct any deficiencies by adding any missing structures or paving to the Site Plan. Site Plans and Plats of Survey should be to scale.**



#### Existing Structures:

Please note the dimensions and locations of:

1. Residence, including garage
2. Porches/stoops
3. Driveways - The width at the property line as well as the width at the widest point should be indicated.
4. Sidewalks
5. Patios or Decks - The height of the deck or patio shall be noted as measured from grade
6. Accessory structures, such as
  - Detached garages
  - Pools. Note if the pool is above ground, or in-ground, and any patios/deck surrounding it.
  - Sheds
  - Play equipment
7. A/C Units and Generators
8. Fences

#### Proposed Construction:

Indicate the location, setbacks from the residence and property line(s), and height.

#### Helpful Hints:

- A plat of survey notes the property as it existed at the time the survey was drawn. It is acceptable for you to update this plat of survey by drawing to scale any additions to the property since the plat was drawn. In addition to existing information, show the proposed work to scale.
- You can find dimensions of many structures on your property

on your Plat of Survey.

- Irregular shaped structures, like patios or playground equipment, may be "boxed" as a simple way to indicate the approximate dimensions.
- Building Coverage is defined as all roofed structures (porches, garages, sheds) and any structure over 16 inches in height from grade (decks, patios, playground equipment, above ground pools).
- Lot Coverage consists of all structures included in the Building Coverage as well as any impervious surfaces (driveways, sidewalks, brick patios, etc.)

If you have any questions regarding the zoning review submission requirements, please contact the Planning and Zoning Department at (847) 359-9042.