



Village of Itasca

Community Development Department

550 W. Irving Park Rd. Itasca, IL 60143

Phone: 630-773-5568 Fax: 630-773-0852

www.itasca.com

Swimming Pool/Hot Tub/Spa Permit Checklist

Submittal for a Permit:

- Three (3) paper copies (minimum size drawings 24" x 36") & one (1) electronic submittal to commdev@itasca.com – Pool specifications.
- Three (3) paper copies & one (1) electronic submittal to commdev@itasca.com – Plat of Survey.
 - Proposed work drawn to scale on Survey (show the location of structure and any other impervious surfaces being installed).
 - Location of the electric and trench including disconnect, grounding and pump location.
 - Location of the gas and the trench.
- One (1) electronic submittal to commdev@itasca.com – Detailed plans with specifications (i.e., dimensions, fencing, setbacks, and decking – if applicable).
- One (1) electronic submittal to commdev@itasca.com – Manufacturer’s specifications and installation instructions on pool equipment.
- One (1) electronic submittal to commdev@itasca.com – An electrical plan that indicates all electrical features - GFCI receptacles, underground electrical installations (include piping, wire sizes and type, and burial depth), pool equipment, electrical service panel schedule indicating existing and new pool circuits and any other related electrical installations.
- A completed Building Permit Application.
 - All contractors must register with the Village of Itasca.
 - See Contractor Registration Form.
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Item	
Plat of Survey (3 copies)	<input type="checkbox"/>
Complete Set of Plans (3 copies)	<input type="checkbox"/>
Manufacturers Specifications (1 Electronic Copy)	<input type="checkbox"/>

Electrical Plan (1 Electronic Copy)	<input type="checkbox"/>
Complete Permit Application	<input type="checkbox"/>

Swimming Pool/Hot Tub/Spa Guidelines

- Electrical work must comply with the 2017 National Electric Code