HOT TUB
Village of Manhattan

CHECKLIST:

☐ Permit application completed
☐ Plat of survey – Marked accordingly
  • Hot tub marked on plat with dimensions. Distance from lot lines & house/structures. Include any equipment, platforms, pavers, decks or fencing associated with the pool. Locations of buried and aerial utility lines. The location of gas pipe and proximity of the pool heater to windows, vents, or other air passageways or combustible materials shall also be indicated on the survey.
☐ Manufacturing information for Hot Tub & Pump (Pamphlet/Brochure)
☐ Estimate from Contractor – OR – If homeowner completing work, provide purchase receipt or list of materials being used.
  ☐ If homeowner completing electrical work, provide letter of intent.
☐ Contractor Registered with the Village?
☐ Is Homeowners Association Approval Required?
  ☐ Yes ☐ No ☐ Applied ☐ Not applied ☐ Attached Approval

TYPE OF HOT TUB:

Dimensions of Hot Tub: ____________________________

If deeper than 36 inches, is there an existing fence? ☐ Yes ☐ No Height/Type of Fence: ______________
If “No”, you must include proposed fencing plans. Proposed Height/Type of Fence: ______________ – OR – Will it have a hard cover? ☐ Yes ☐ No

Hot Tub will be placed on:
☐ Existing Deck ☐ New Deck ☐ Existing Concrete Pad ☐ New Concrete Pad
If you selected “New Deck” or “New Concrete Pad”, please see the appropriate guidelines to apply for that permit and complete a separate permit application as well.

PERMIT FEE:
Permit fee is paid when the permit application is submitted.

| Hot Tub | $170.00 |

NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT WILL INCUR A PENALTY RESULTING IN THE COST OF THE PERMIT FEE TO DOUBLE.

PLAN REVIEW:
All hot tubs require a third-party plan review. Plan reviews are performed Monday through Friday. Plans must be submitted by 3:00 P.M. the day prior to the intended review.

REQUIRED CONTRACTOR INFORMATION:
Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Manhattan. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Department at (815) 418-2042 or from www.villageofmanhattan.org.
INSPECTIONS (if applicable):

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<tbody>
<tr>
<td>1.</td>
<td>Location/Foundation</td>
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<td>2.</td>
<td>Underground electrical</td>
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<td>3.</td>
<td>Final Hot Tub</td>
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- Contact JULIE, INC at 1-800-892-0123. Contact two working days prior to digging to locate utilities.
- Please call (815) 418-2060 or email building@villageofmanhattan.org to schedule an inspection. Be prepared to give contact name, phone number, address, permit number, type of inspection as well as the date for the inspection to be scheduled.
- **Please note that building & plumbing inspections need to be called in by 3:00 P.M. in order to be scheduled for the following business day. Electrical inspections need to be called in by 3:00 P.M. in order to be scheduled for that business day.**
- Inspections are performed Monday through Friday.

HOT TUB INSTALLATION REQUIREMENTS:

- **LOCATION**
  - 10 feet from the side and rear lot lines.
  - 10 feet from the house, garage, or any other structure.
  - If it’s a corner lot, **30 feet** from street side.

- **BARRIER**
  - Must have a minimum of 4 foot high fence around the yard – OR – hard cover for hot tub

MISCELLANEOUS INFORMATION:

- Depending on the property location, there are certain limitations to lot coverage area that include all improvements (house, accessory structures, paving, decks, etc.) on the property.
- Other restrictions may also apply depending on subdivision and individual subdivision covenants.
- According to Village Code, construction noise resulting from the erection, demolition, alteration or repair may only occur between the hours of **7:00 A.M.** and **9:00 P.M.** Monday through Friday, and **8:00 A.M.** and **9:00 P.M.** Saturday and Sunday.