SWIMMING POOL
Village of Manhattan

CHECKLIST:

☐ Permit application completed
☐ Plat of survey – Marked accordingly
  • Swimming pool 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 Pool & 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.
☐ If applying for Above-Ground Pool with Deck, provide all materials required for the deck (see deck guidelines).
☐ Contractor Registered with the Village?
☐ Is Homeowners Association Approval Required?
  ☐ Yes  ☐ No  ☐ Applied  ☐ Not applied  ☐ Attached Approval

TYPE OF SWIMMING POOL:

Type: ☐ Above-Ground without Deck  ☐ Above-Ground with Deck  ☐ In-Ground  ☐ Heater

Dimensions of Pool: ____________________________

Is there an existing fence?  ☐ Yes  ☐ No  ☐ Height and Type of Fence: ____________________________

Will pool have a 2-foot rail topper with self-locking gate for above-ground?  ☐ Yes  ☐ No

If “No”, you must include proposed fencing plans. Proposed Height/Type of Fence: ____________________________

PERMIT FEE:

Permit fee is paid when the permit application is submitted.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Above-ground pool over 36 inches in depth WITHOUT deck</td>
<td>$240.00</td>
</tr>
<tr>
<td>Above-ground pool over 36 inches in depth WITH deck</td>
<td>$345.00</td>
</tr>
<tr>
<td>In-Ground pool</td>
<td>$455.00</td>
</tr>
<tr>
<td>Heater, separate from pool installation</td>
<td>$90.00</td>
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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.

**A safe pool installation is, and always has been, the primary concern of the Village of Manhattan. These guidelines do not relieve the property owner or pool installer from liabilities associated with pool ownership and installation, should accidents occur. We recommend that the owner check with their insurance agency as to degrees of liability associated with pool ownership.**

DO NOT USE THE POOL PRIOR TO FINAL INSPECTIONS!
INSPECTIONS:

<table>
<thead>
<tr>
<th>ABOVE-GROUND POOL:</th>
<th>IN-GROUND POOL:</th>
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</thead>
<tbody>
<tr>
<td>1. Pool location prior to installing</td>
<td>1. Footing</td>
</tr>
<tr>
<td>2. Underground Electrical</td>
<td>2. Backfill</td>
</tr>
<tr>
<td>3. Final Pool</td>
<td>3. Underground Electrical</td>
</tr>
<tr>
<td>4. Final Electrical</td>
<td>4. Underground Plumbing</td>
</tr>
<tr>
<td></td>
<td>a. Pressure Test required (minimum of 1 ½ times operating pressure but not to exceed manufacturing recommendations for 15 minutes)</td>
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<tr>
<td></td>
<td>5. Pool Bonding</td>
</tr>
<tr>
<td></td>
<td>6. Pre-Pour Slab around Pool</td>
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<td></td>
<td>7. Final Pool</td>
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<td></td>
<td>8. Final Electrical</td>
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<td></td>
<td>9. Final Plumbing</td>
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INSPECTIONS THAT MAY BE REQUIRED DEPPENDING ON THE PROJECT:

| 1. Underground Gas for Heater | 2. Post Hole – Fence / Final Fence |
| | 3. Post Hole – Deck / Deck Framing / Final Deck |

- 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.

PLAN REVIEW:
All swimming pools 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.
SWIMMING POOL 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.

- **FENCE/BARRIER**
  - Must have 4 foot high fence around the yard – OR – 2 foot high rail around the above-ground pool with a locking gate.
  - Swimming pools shall be completely enclosed with a code compliant 48 inch high barrier that has a self-closing and self-latching gate that opens away from the pool.
  - A permanent barrier or fencing shall be in place prior to filling.
  - The steps or ladder must be designed to be secured, locked, or removed to prevent access – OR – the steps or ladder shall be surrounded by a barrier that complies with code.

- **ELECTRICAL**
  - No portion of a pool shall be located within 5 feet of underground electric service.
  - Horizontal limit of aerial clearance (to the nearest electrical wires, lights, etc.) is to measure no less than 10 feet from the inside wall of the pool, platform, tower, or observation stand.
  - **Underground wiring may be:**
    - Direct burial cable (24 inches below grade)
    - Rigid metallic conduit or intermediate metal conduit (a minimum of 6 inches below grade)
    - PVC listed for electrical use (a minimum depth of 18 inches below grade)
  - A properly sized ground wire, identified with green insulation, shall be included with the circuit conductors in the raceway.
  - Pool pump motor cord shall be no longer than 3 feet and shall have a grounded and locking type plug. Equipment receptacle shall be no less than 5 feet and no more than 10 feet from the inside wall of the pool and be a twist lock type and GFCI protected. **DO NOT MODIFY ANY FACTORY PROVIDED CORDS FOR PUMP OR HEATER MOTORS.**
  - All boxes, covers, and fittings shall be rain proof in the use outdoor type and sunlight resistant.
  - There shall be a convenience outlet on a GFCI protected circuit a minimum of 10 feet and a maximum of 20 feet from the inside pool wall.
  - A disconnecting means for all the pool equipment shall be located at least 5 feet from the inside pool wall and shall be visible from the pool.
  - A bonding conductor shall pick up all metal parts of the pool, installed pool equipment, electrical conduit, junction boxes, switches, outlets, and light fixtures within 5 feet horizontally from the inside wall of the pool and 12 feet above the maximum water level. This conductor shall be a solid cooper wire of a size no less than #8 AWG.

- **POOL HEATER**
  - Pool heaters shall be installed in accordance with the manufacturer’s installation instructions. Proximity of pool heaters to windows, vents, or other passageways or combustible materials should be considered when locating the equipment.

- **POOL DECKS/PLATFORMS**
  - In addition to standard building requirements for decks, if pool decks are utilized as barriers they shall conform to the building code barrier guidelines.
• PLUMBING
  o The exterior hose bib used for water supply to the pool shall have a vacuum breaker to prevent any cross connection contamination.

• DRAINAGE
  o The pool and its equipment shall not change, alter, or affect the existing approved grading and drainage of the property. If grading is to be changed in any way, a new grading and drainage plan shall be submitted.

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.