



Village of Bull Valley Building
Department
1904 Cherry Valley Rd, Bull Valley, IL 60098
815- 459 – 4833

GUIDELINES FOR POOL PERMITS

Please submit one electronic PDF of the following documents by email to bullvalleyfiles@gmail.com. All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted or reviewed. Documents will not be distributed for review until all listed items and bonds have been received. Lead time is 7-10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

*****IMPORTANT***** The Village of Bull Valley **only permits in-ground swimming pools**. Above-ground, temporary, inflatable, or portable pools of any size are not allowed and will not be approved. **Do not purchase or install any above-ground pool. It will be required to be removed at the owner's expense.**

SUBMIT PDF via EMAIL:

□ Building Permit Application

- Village of Bull Valley Building Permit Application, fully completed and signed by the property owner.
- Include the property PIN, zoning district (if known), and complete contact information for owner and contractors.

□ Plat of Survey (Stamped by an Illinois Licensed Land Surveyor)

Your plat must be current and to scale and must clearly show:

- Property lines, easements, and right-of-way lines.
- The existing single-family dwelling (primary residence) and all existing accessory structures.
- The proposed in-ground pool, pool deck/patio, any related retaining walls, and all pool equipment (filter, heater, pumps, etc.).
- Distances (setbacks) from the pool water's edge, deck/patio, and equipment to all lot lines, easements, and buildings.
- Any known wetlands, floodplain, or drainage swales on or adjacent to the property.

The pool, deck, and all related structures must comply with the setback, yard, and lot-coverage limits in the Bull Valley Zoning Ordinance and Table 1: Bulk Regulations for the property's zoning district. Show on the plat how these requirements are met.

□ Site / Grading & Drainage Plan (as required)

Depending on the scope of work, the Building Official may require a separate site or grading plan. When required, provide:

- Existing and proposed grades around the pool, deck, and patio.
- Direction of stormwater flow before and after construction.
- Any swales, berms, or other drainage features needed to ensure water does not drain onto neighboring properties or create nuisance conditions.
- Information necessary to demonstrate compliance with Chapter 16 (Soil Erosion and Sediment Control) and Chapter 25 (Storm Water Management Regulations), if applicable.

□ Construction Plans for Pool and Related Work

Provide clear construction documents (drawn to scale) showing:

- Plan and section views of the proposed in-ground pool, including dimensions, depths, and structural details.
- Pool wall, footing, and reinforcement details, including any engineering if required by the Building Official.
- Details for the pool deck/patio, steps, handrails, and any associated retaining walls or structures.
- Locations and specifications for pool equipment (pump, filter, heater, etc.).

- Any proposed accessory structures built in association with the pool (pergolas, cabanas, etc.), if applicable.

□ **Proposal or Contract**

- Contract or proposal from the pool contractor and any associated trades.
- Must be signed by the property owner.
- Scope of work must match the submitted plans (pool, deck, patio, equipment, fencing, restoration, etc.).

□ **Barrier / Fence Information**

- Identify whether you will be installing a new fence or barrier, modifying an existing fence, or relying on an existing compliant barrier.
- Provide fence height, material, gate locations, and gate hardware (self-closing, self-latching, lockable).
- If a new fence is required, you may also need to submit under the Fence Guidelines if the fence extends beyond the immediate pool area.

The pool barrier must comply with the Village of Bull Valley ordinances and the adopted building and safety codes. No pool may be filled or used until a compliant barrier is installed and approved.

□ **Electrical / Gas / Mechanical Information**

- Identify the electric service size, proposed new circuits, and panel location.
- Show routing and burial depth for any underground electrical conduits, and locations of any pool equipment disconnects and GFCI protection as required by the National Electrical Code (NEC).
- Identify fuel source for heaters (natural gas or LP), proposed gas line size and length, and piping material.
- Show gas meter or LP tank location and routing of gas line to pool equipment.

If separate licensed contractors are used, provide:

- Electrical contractor information.
- Plumbing/mechanical contractor information (if applicable).

□ **Stormwater / Soil Erosion Controls (as required)**

When land disturbance or grading reaches thresholds set by Village ordinance, you may be required to provide:

- Soil erosion and sediment control measures during construction (silt fence, inlet protection, etc.).
- Temporary and final stabilization (seed, sod, restoration plan).

A separate Stormwater Management Permit or erosion control plan is required under Chapter 16 and Chapter 25.

IN-PERSON or ONLINE PAYMENTS:

- The Final Permit fee is calculated once plans are reviewed and approved

REQUIRED PLANS & SITE INFORMATION

Under Chapter 14, every building permit application must include the following technical documents unless specifically modified by the Building Inspector for minor work.

□ **Stamped Architectural / Structural Plans**

- Complete drawings of the proposed construction (floor plans, elevations, sections, structural details).
- Signed and sealed by an Illinois-licensed architect or engineer.
- The design professional must certify that the plans meet all applicable Village building codes.

□ **Plat of Survey**

- Current plat showing: existing and proposed buildings/structures, underground facilities, easements, and driveways, plus building footprints on adjoining lots.

□ **Site Plan**

- Drawn to scale; must show:

- Lot lines and dimensions
 - Setbacks from all property lines
 - Lot size (acres and square footage)
 - Location of all existing and proposed buildings and structures
 - Driveways and construction access
- This may be combined with the plat of survey when clearly legible.
- **Zoning Relief (if applicable)**
 - Proof of any approved variance, special use, or zoning action necessary for the proposed work.
- **Well & Septic Documentation**
 - One copy of the **well and septic plan and permit** from the McHenry County Health Department, if the work affects water or wastewater systems.
- **Driveway / Construction Access Permit** (if new or modified)
 - Culvert/driveway permit as required under Chapter 5 (Streets) and Section 5.13, including any required road bond.
- **Acreage, PINs, and Township**
 - Number of acres, all PIN(s) for the property, and township name.
- **Tree Preservation Plan** (for applicable projects)
 - Prepared in accordance with **Chapter 12, Section 12.14-K (Tree Preservation)**.
- **Lighting Plan** (for applicable projects)
 - Prepared in accordance with **Chapter 27 – Lighting**.
- **ADID Wetlands / Stormwater Approvals** (if any portion of the work is in or near wetlands or regulated stormwater areas)
 - Required reviews and letters from:
 - Illinois Department of Natural Resources
 - Illinois Endangered Species Protection Board
 - McHenry County Stormwater Department
 - No permit may be issued for new construction, remodels, accessory buildings, decks, swimming pools, or site grading **without** proof of review and approval by McHenry County Stormwater Department.
- **Additional Information as Requested**
 - The Building Inspector may require additional information (soil tests, manufacturer cut sheets, truss certificates, MSDS sheets, etc.) as needed to complete plan review.

Setbacks: Projects must be within the required setbacks.

- **Front yard:** 140 ft
- **Rear yard:** 75 ft
- **Total side yard width:** 200 ft (100 ft minimum on either side)
- **Yard abutting street:** 140 ft
- **Max lot coverage (buildings + impervious surfaces):** 5%

Lot Coverage Includes:

- All buildings, structures, patios, drives, pools, decks, and impervious surfaces

BUILDING DEPARTMENT REQUIREMENTS

- All inspections are scheduled the prior business day and are scheduled directly through B&F, NOT THE VILLAGE HALL. The phone number is 847-428-7010.
- Permit expires in either 2 or 6 months, depending on the project
 - A maximum of two permit extensions may be granted for half of the original time at ½ of the original fee, and only if applied for prior to the expiration of the original permit.
 - Permits that expired without all inspections and work completed are closed and not refundable.
- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

Road Permit information regarding Village Weight Limit

- Road permits are required for **any vehicles exceeding 16,000 lbs. by registration**, traveling within the Bull Valley jurisdiction on its municipal streets/roads.
- The objective is to manage overweight **vehicle traffic routes**. Providing the safest and shortest routes for vehicles that enter or exit the Village, to and from State and County thoroughfares
- Our 3rd party service (**oxcartpermits.com**) offers several categories for overweight traffic: One Round Trip, Multiple Trips, Seasonal Home Service, Agricultural Commodities, and **Construction Projects**.

APPLICABLE BUILDING CODES

- The 2024 International Building Code
- The 2024 International Residential Code
- The 2024 International Mechanical Code
- The 2024 International Fire Code
- The 2024 International Existing Building Code
- The 2024 International Property Maintenance Code
- The 2023 National Electrical Code
- 2024 Illinois Energy Conservation Code
- The Illinois State Plumbing Code, current edition
- The Illinois Accessibility Code, current edition