



Single-Family Residential Swimming Pool

Submit the application and drawing requirements listed below for the construction of a Single-Family Residential Swimming Pool to permits@northbrook.il.us.

Application Requirements:

- Permit Application Deposit of \$250 (Payment will be requested after the application is accepted)
- Form 1.1 - Permit Application
- Form 1.10 - Fence Application (*Needed for Outdoor Pools only*)
- Form 2.4 - Zoning Worksheet – Residential (*Needed for Outdoor Pools only*)
- Form 3.1 - Building Site & Utility Data Worksheet
- Tree Protection Agreement
- Form 5.1a - Fire Protection Letter of Understanding (*Needed for Indoor Pools only*)
- Form 6.2 - Contractor of Record

Drawing Requirements: (Submit with permit application)

- Architectural Drawings*
- Civil Engineering Drawings*
- Plat of Survey (Survey must be sealed and to scale)

*** Please submit independent Architectural Drawings and Civil Engineering Drawings. Do not submit a single drawing submittal with Architectural Drawings and Civil Engineering Drawings integrated into one plan set.**

Please direct any questions regarding the permit process to permits@northbrook.il.us
or call the Development and Planning Services Department at 847-664-4050.
Office hours are Monday-Friday, 8:30am – 4:30pm.



Permit Application

Permit Address _____ Application Date: _____

Property Type (check one):
☐ Commercial/Retail
☐ Other: _____
☐ Single Family Residential
☐ Office
☐ Multi-Family
☐ Industrial

Description of Work _____

Estimated Construction Value \$ _____ (required)

Primary Contact Information (note: all review correspondence will be emailed to the primary contact)

Name _____

Email _____ please print clearly

Phone _____ Fax _____

Check with the Permit Desk associates for any submittal questions 847-664-4050.

Property Owner's Information

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

Architect's Information ☐ Not Applicable

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Contractor's Information ☐ Type of Contractor _____

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Signature of Applicant: _____

Please Print: _____ Date: _____



northbrook

FORM 1.10

VILLAGE OF NORTHBROOK
Development and Planning Services

1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

Permit #: _____
Fee: _____

Fence Application

General Information

Property (Work) Address: _____

Owner: _____

Telephone _____ Fax _____ Email _____

Contact owner for permit pick up? _____

Contractor Information

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Fence Work Information

Does your lot abut more than one street? ☐ Yes ☐ No

Describe Fence Location: _____

Describe Fence Style: _____

Will this be a replacement of an existing fence? ☐ Yes ☐ No

Fence Material: ☐ Chain link ☐ Iron ☐ PVC ☐ Vinyl ☐ Wood ☐ Other

Proposed Fence Height 1 (Show on Plat) _____ (ft & in)

Proposed Fence Height 2 (If height varies, Show Difference on Plat) _____ (ft & in)

Proposed Fence Length (Total) _____ (ft & in)

Submittal Statement (Applicant)

Having submitted plans and specifications, I hereby apply to Development and Planning Services, of the Village of Northbrook, IL for a permit. If this permit is granted, I will comply with all ordinances relating to the permit and pay all required fees. No error in omission in either application or plans, whether said application or plans have been approved by Development and Planning Services or not, shall relieve the applicant from constructing the work in any manner than that provided for in ordinances of the Village relating thereto. The fence will be constructed and maintained solely on the Applicant's property.

I certify that the information contained in this application, attached plans, specifications and other attached documentation is true to the best of my knowledge. I also recognize that as the permit applicant, all fees and requirements associated with the review and future approval of the work described herein is my responsibility.

Print Name: _____

Signature: _____

Fence Guidelines

Fence permit applications are required for all new installations as well as for replacement of existing fencing exceeding 25% per side.

To apply for a fence, you must submit a completed fence application along with one (1) copy of the plat of survey for the property. The location of the proposed fence must be clearly detailed on the survey.

The owner or contractor must contact J.U.L.I.E at least 48 hours before construction.

As required by Code, the finished side of the fence must face your neighbor under all circumstances, even in cases where you abut a street, alley, or railroad.

Table 10-108-A-2(a) Maximum Fence and Wall Height						
Property Line	District					
	<i>R-1, R-2 Districts</i>	<i>R-3, R-4, R-5 Districts</i>	<i>R-6, R-7, R-8, RS, MFRC, VGRC Districts</i>	<i>O-1, O-2, O-3, O-4, C-2, C-3, C-4, C-5 Districts</i>	<i>ICS, I-1, I-2 Districts</i>	<i>I-B, OS Districts</i>
Front	5 feet [2]	4 feet	4 feet	prohibited	6 feet [3]	6 feet [4]
Corner Side [1]	5 feet [2]	4 feet	4 feet	prohibited	6 feet [3]	6 feet [4]
Interior Side	6 feet [4]	6 feet [4]	6 feet	8 feet	8 feet	8 feet [3] [4]
Rear	6 feet [4]	6 feet [4]	6 feet	8 feet	8 feet	8 feet [3] [4]
Notes						
[1] If facing the front yard of a residential lot(s) across the street, front yard standards shall apply.						
[2] Driveway gates installed within the fence may be up to 8 feet in height.						
[3] Fence or wall shall be setback a minimum of five feet from the property line and materials shall be restricted to architectural block, masonry, stone, or stucco on masonry only.						
[4] The Village Manager may approve, as an Administrative Adjustment (Section 2-104) an increase in fence height up to 12 feet to accommodate outdoor recreation areas. Sport courts with a 12 foot fence shall be set back a minimum of 10 feet from all lot lines.						

Table 10-108-A-2(c): Maximum Fence and Wall Opacity						
Property Line	District					
	<i>R-1, R-2 Districts</i>	<i>R-3, R-4, R-5 Districts</i>	<i>R-6, R-7, R-8, RS, MFRC, VGRC Districts</i>	<i>O-1, O-2, O-3, O-4, C-2, C-3, C-4, C-5 Districts</i>	<i>ICS, I-1, I-2 Districts</i>	<i>I-B, OS Districts</i>
Front	50%	50%	50%	N/A	100%	100%
Corner Side [1]	100%	50%	100%	N/A	100%	100%
Interior Side	100%	100%	100%	100%	100%	100%
Rear	100%	100%	100%	100%	100%	100%
Notes						
[1] If facing the front yard of a residential lot(s) across the street, front yard standards shall apply.						

As a point of information, fencing can be constructed up to and on the property line. Fences may abut one another. It is the responsibility of the homeowner to see that the fence is not installed on the neighbor's property. The Village does not have a licensed surveyor on staff to determine legal boundaries, therefore we cannot get involved in property line disputes.

If you elect to install a fence in an easement which is indicated on your plat of survey, you must take full responsibility for the fence in the event that any work is necessary in the easement. The Village and the utility companies will not pay for any damages to fences or other structures located in an easement. Under no circumstances may you prevent access to a manhole or utility box.

If the property is located within a designated Floodplain area, please contact the Public Works Department for additional information and requirements.

There is to be a MINIMUM 3 ft. of clearance between a fence and an existing fire hydrant.

Solid wood fences which are installed perpendicularly in drainage easements must be kept at least four (4) inches from the ground to allow for the flow of surface drainage. **The height of the fence is measured from grade, therefore any gap between the fence and the ground must be counted toward the total height of the fence.**

All excavated soil/materials and building materials must be removed from the site immediately following construction.

If you have questions regarding fences, please contact the Zoning Administrator at (847) 664-4055.



Zoning Worksheet – Residential Accessory Uses

(See Instructions on Page 2)

Address of Proposed Project

Type of Project: ☐ Deck ☐ Shed ☐ Spa or Hot Tub ☐ Swimming Pool ☐ Other ☐

Zoning Class

☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ R-5 ☐ Other ☐

Lot Area

s.f.

Setbacks (Yards)

	Minimum Setback Required (ft)	Proposed Setback(ft)	Easement/Encroach.
Front			
Corner / Side			
Side	5' - access. structure 6' - pools/spas		
Rear	5' - access. structure 6' - pools/spas		

Height

Max. allowed from lowest grade ____ ft Proposed

Maximum Lot Coverage (Impervious Surface)

50% lot area maximum allowed:

☐ This section not applicable
Allowable Lot Coverage: ____ x .5 = ____
Lot Area Max. Allowable Lot Coverage

Proposed Impervious Surface Calculation:

	Existing Imp. Surf.	New/Added	Total Imp. Surf. (sf)
Building footprint (Incl. attached garage & shed)			
Detached Garage			
Driveway			
Walks / Stoops			
Deck / Patio / Spa or Hot Tub / Pool			
Total Impervious Surface Areas	^b		^a

Net Increase / Decrease (circle): $a - b =$

Impervious Surface Ratio:

÷ =
Total Impervious Surface Lot Area Impervious Surface Ratio

Requirements for Swimming Pool

☐ This section not applicable

Fence/Wall: 5' high (minimum) around pool & Gate: Self-closing / self-latching (54" above grade)

☐ Existing fence/wall (complies with all requirements)

☐ Fence Permit Application submitted

Requirements for Spa / Hot Tub (pre-fab)

☐ This section not applicable

Method of protection:

☐ Locking Cover

Or

☐ Fence Permit Application submitted (see above)

Applicant to Complete the Following Information

Name of person completing this worksheet (please print) _____

Date _____

Telephone / FAX _____

☐ Homeowner ☐ Contractor ☐ Architect ☐ Zoning Reviewer

For office use only:

Approval
Signature
& Date

Instructions

Lot Area:

The area is determined by taking the length x width of your lot. For irregular lots you may have to triangulate in sections and then add the total.

Setbacks:

You must complete the proposed setback column. Please enter the distances proposed from the subject improvement to each of the adjacent property lines.

Height:

For sheds and gazebos, etc. enter the height as measured from the lowest grade around the structure to the highest point of the shed. For decks, please enter the height as measured from the lowest grade around the deck to the top level of decking.

Maximum Lot Coverage:

In the existing impervious surface column please enter the total existing square footage for each of the categories listed. You can often calculate these areas off of the dimensions found on your plat of survey.

In the new/added column please indicate only changes in square footage by category – this change can be plus or minus – for example if you are removing a patio to construct a deck, indicate both of those changes in this column.

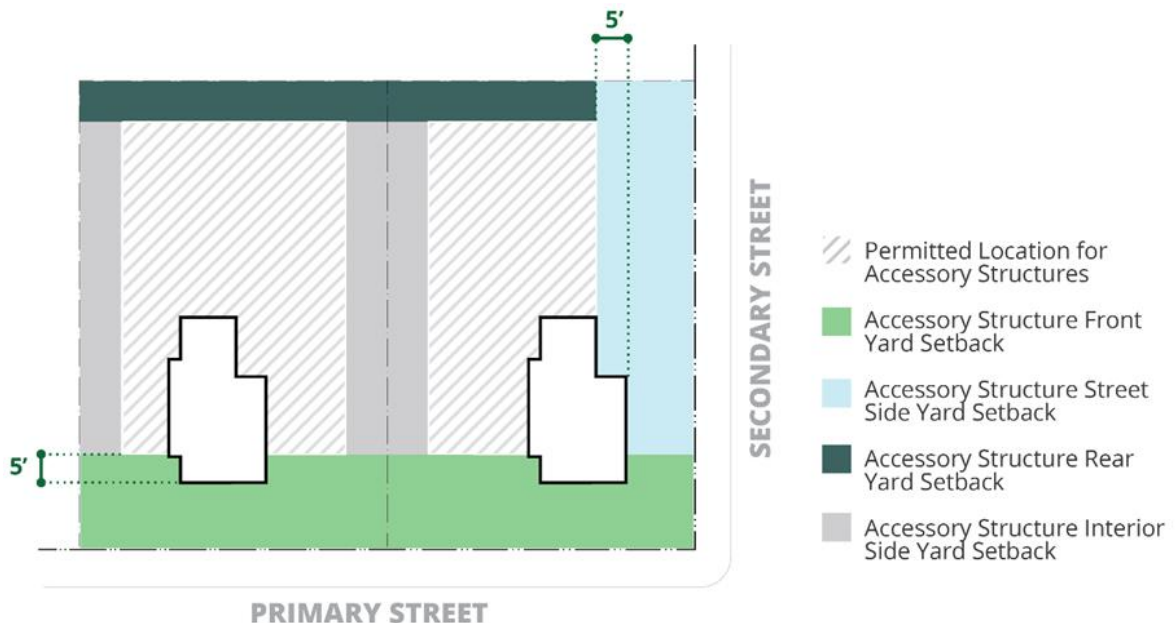
In the total impervious surface column please indicate the total square footage for each of the categories after the proposed construction takes place. The areas from the first two columns should be added and a total should be entered in each of the categories in this third column.

Requirements for Swimming Pool:

A minimum 5-foot high fence or wall is required to enclose an in-ground pool. You may enclose just the pool itself or the entire yard. If you install a fence, it must have a self-closing and self-latching gate, and the latch must be located at least 48" above grade. Please indicate in this section whether your existing fence or wall meets these requirements or whether you are submitting an application for a new fence or wall with your pool permit application.

Requirements for Spa/Hot Tub:

For spas and hot tubs, you have the option of protecting the water with a locking cover or with a fence/wall meeting the restrictions listed immediately above for swimming pools. Please indicate in this section how you which way you will protect the water.





Building Site & Utility Data Worksheet

Property Address	Date
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NOTE: If your construction project will result in an increase in impervious surface coverage of greater than four hundred (400) square feet, all building site and utility data must be depicted on Civil Engineering Drawings. All other projects may submit this information (if applicable) on a Site Plan or Plat of Survey – See Sample

1. Construction Fencing

- Will your project require any excavation? ☐ Yes ☐ No
 If 'Yes', will excavation exceed four (4) feet in depth? ☐ Yes ☐ No
 Will the property be vacant during construction? ☐ Yes ☐ No

If you answered 'Yes' to any two (2) questions above, construction fencing (6' chain-link fencing) must be erected and displayed on a Site Plan or the Civil Engineering Drawing that encloses the entire **construction activity area**¹.

¹Construction activity area is the entire area that will be affected by the construction, including any access route across both public right-of-way and private property to the area of construction

2. Tree Preservation Requirements

- The following tree preservation requirements must be shown on the Site Plan or Civil Engineering Drawings: **Check if Applicable**
- All trees on the subject property located within the **construction activity area** (See Above) ☐
 - All trees located on neighboring properties that may be affected by construction ☐
 - Location of wood slat fencing around all trees greater than six (6) inches in diameter ☐

3. Water Service

- Will your project require any plumbing work (i.e. new/change piping or connections)? ☐ Yes ☐ No
 What is the existing water service size? (Addition/Alteration Only) inch ☐ Lead ☐ Copper
 Is there any change to the water service size to be included in this permit application? ☐ Yes ☐ No
 If 'Yes', what is the proposed water service size and show location on a Site Plan or the Civil Engineering Drawings. Contact Engineering Division, 847/272-4711 for site utility questions inch

4. Sewer Service

- Is there any change, or new connection, to the existing sanitary or storm sewers to be included in this permit application? ☐ Yes ☐ No
 If 'Yes', please indicate which and show on a Site Plan or the Civil Engineering Drawings. Contact Engineering Division, 847/272-4711 for site utility questions ☐ Sanitary ☐ Storm
 If 'Yes', please describe (briefly) the change or the new connection:

5. Electrical Service

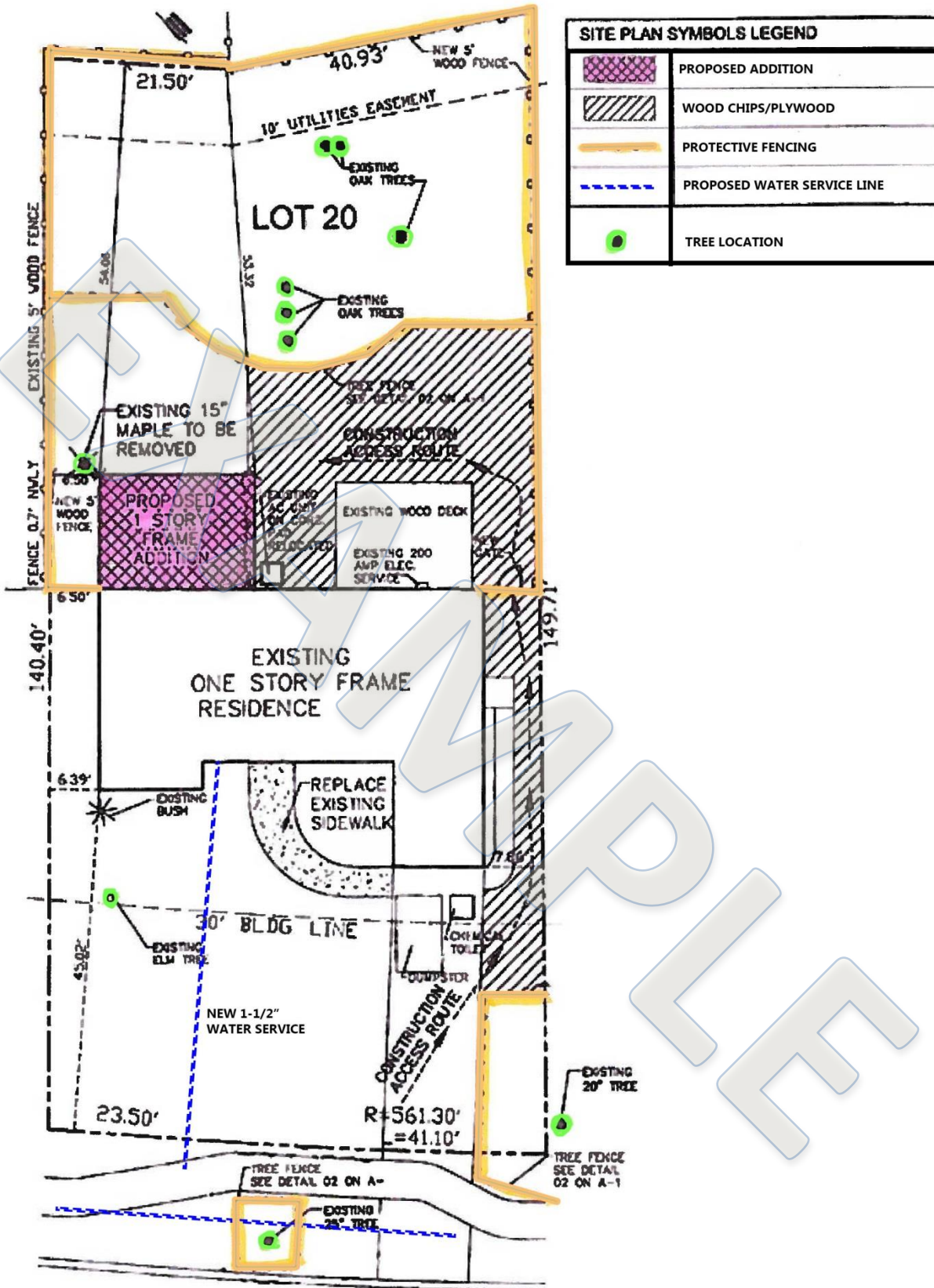
- What is the existing electrical service size? (Add'n/Alt'n Only) amps ☐ U/Ground ☐ O/Head
 Is there any change to, or new, electrical service to be included in this permit application? ☐ Yes ☐ No
 If 'Yes', what is the proposed electrical service? amps ☐ U/Ground ☐ O/Head

6. Mechanical (HVAC) Service

- Is there any change to, or new, mechanical system, or a new mechanical system to be included in this permit application? ☐ Yes ☐ No
 If 'Yes', please describe (briefly) the modification or new system:

Person completing this form:

Building Site & Utility Data Worksheet – Site/Plot Plan Example



SITE PLAN

SCALE: 1/16"=1'-0"



Tree Protection Agreement

Property Address _____ Suite # _____ Date _____

Owner's Name _____

Owner's Telephone Number _____ e-mail _____

Contractor's Name _____ Contractor's Phone Number _____

Scope of Work:

- ☐ Driveway/Patio (remove and replace in kind or under 400 sq ft new)
- ☐ Emergency Sanitary Sewer Repair
- ☐ Interior Alterations
- ☐ Drainage Project/Storm Sewer installation or repair
- ☐ Walkway
- ☐ Water Service
- ☐ Other _____

Is there work to be performed within the public right-of-way? ☐ Yes ☐ No**If yes, please contact Public Works at 847-272-4711 for further information regarding parkway trees.**

I understand that I am not required to provide a tree protection plan for review prior to permit issuance for this emergency or improvement work.

I understand I am required to take all necessary measures to preserve and protect any trees within the designated work area including but not limited to tree fencing, trunk protection and root pruning.

I guarantee there will be no excavating through critical root zones, no materials, equipment or dumpsters stored, or vehicles parked on any unpaved or soft surface within the drip line of any tree on the subject or neighboring property and there will be no drilling into the bark, trunk or branches whereby the tree becomes a structural support for any accessory structures in or around the tree.

I understand that in the event I do not root prune prior to excavation, I will have to root prune any roots within the excavation flush to the wall of the excavation prior to backfilling.

I understand that I may be required to auger and/or bore the new utility rather than open trench within the critical root zone of any tree.

I recognize that the Village of Northbrook has a Tree Preservation Ordinance (Municipal Code Chapter 25). In the event I violate the Tree Preservation Ordinance or this Tree Protection Agreement, I will be subject to all applicable fines and tree replacements and understand I may be subject to a stop work order and be required to provide a full tree protection plan.

I agree to contact the Tree Preservation Officer at 847-272-4711 prior to excavating within 6 feet of any tree._____
Signature of Property Owner or Agent_____
Signer's Printed Name_____
Date**For Office Use Only**

Permit # _____

Date _____

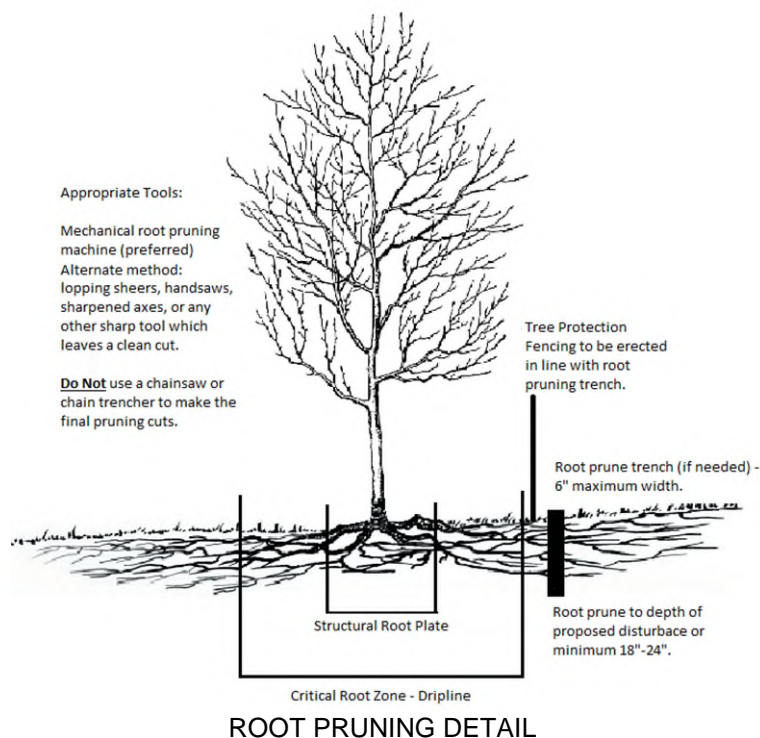
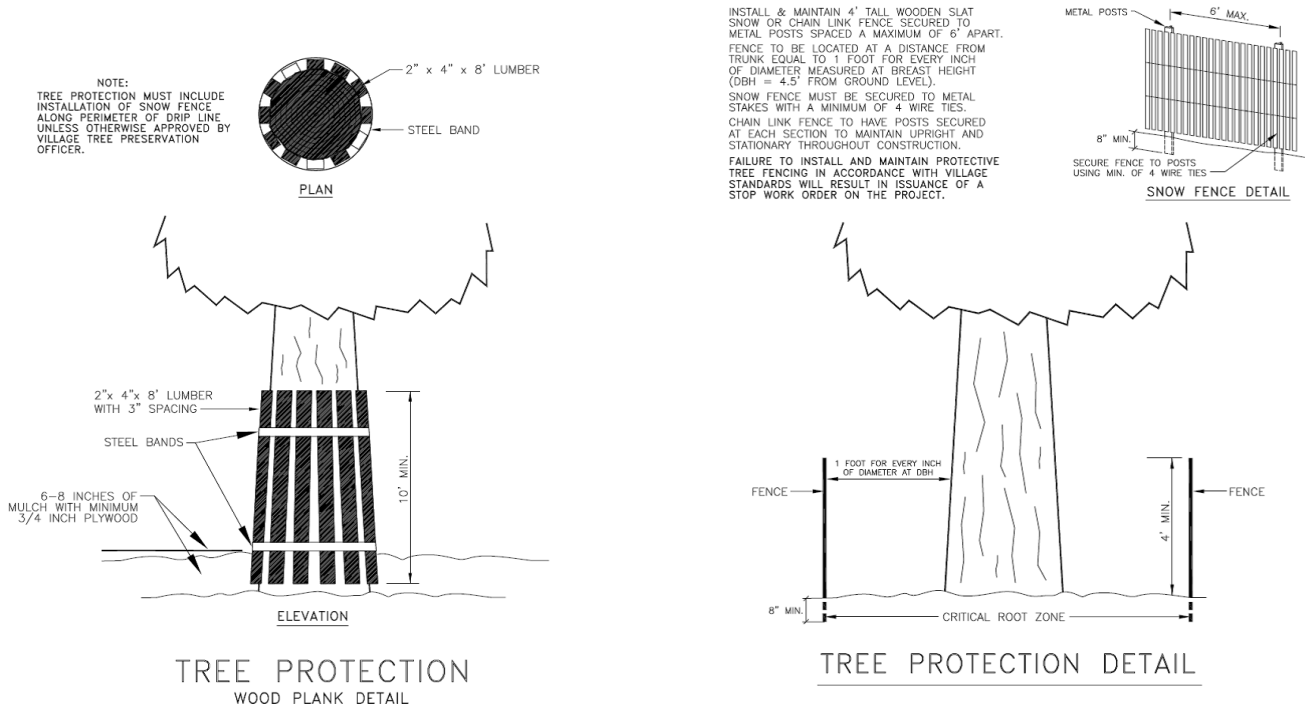
Form Revision Date: 2-29-2024

Excavation Trenches:

1. When any roots are cut or torn during construction, it is **critical** that you **sharply cut all the ends of any exposed roots immediately**. Failure to do so will leave crushed and torn roots. This leads to decay and inhibits growth of new roots.
2. Pile soil on the side of the trench opposite the tree. If this is not possible, place the soil on a plastic tarp, plywood or a thick bed of mulch.
3. Do not compact the backfill on the trench more than its original firmness.
4. Water the backfill to allow the roots to begin healing.

Trenching near a tree can kill as much as 40%-50% of the tree's roots.

If the tree you are working around is in a confined space and your equipment will be coming close, it is important for you to protect the trunk. Wrap the tree trunk in old tires or place 2" x 4" studs around the tree and rope or band them together.





Fire Protection *Letter of Understanding*

Permit Address: _____

Please complete this sheet for all building construction permit applications by marking (☒ or ☑) the appropriate category:

- ☐ **New Building, Additions & Major Renovations** (see *Single Family Residence Addition Exception* in box below with **new municipal amendment Sec 6-63:27. R313.2 Automatic Fire Sprinkler Systems Required for Major Renovations**)

Fire protection systems for all new buildings and additions to existing buildings, are required. Submit a separate Fire Protection Permit Application for review and separate permit issuance.

Please be aware that Fire Sprinkler permit must be approved/issued prior to scheduling "Rough Framing" inspection. Failure to have received this approval will result in the immediate cancellation of this inspection until approval is granted.

Single Family Residence Addition Exception:

Additions to single family residences that are not equipped with fire protection are not required to be sprinklered **unless the amount of added habitable floor area (excluding basement area) exceeds 115 percent of the habitable floor area (excluding basement area) of the existing dwelling, in which case an automatic residential sprinkler system shall be required for the entire residence. Such permits shall be classified as Major Renovation Permits.**

- ☐ Check this box if this is for an addition to a single family residence that **does not** have a fire protection system (fire sprinklers) **and does not qualify as a Major Renovation**

- ☐ **Alterations**

Please check the appropriate box indicating:

- ☐ YES, there is an existing fire sprinkler system ☐ NO, there is not an existing fire sprinkler system

If there is an existing fire protection system, then a separate fire protection permit application and documents are required to be submitted.

Please be aware that Fire Sprinkler permit must be approved/issued prior to scheduling "Rough Framing" inspection. Failure to have received this approval will result in the immediate cancellation of this inspection until approval is granted.

Please read and sign below:

I acknowledge and understand there are separate permit submittals required for any new or altered fire protection systems as indicated above; and that the failure to follow the submittal requirement may affect the granting of any occupancy of the structure or space.

Name (print)

Signature

Company Name (print)

Date



CONTRACTOR(S) OF RECORD

****IMPORTANT – Must be completed before permit can be issued****

This **completed** form can be submitted anytime during review process or at permit pick up. It is the applicant's responsibility to COLLECT ALL REQUIRED DOCUMENTS (requirements of each contractor are listed below) and submit all together to the Village.

Permit Address: _____ Date: _____

General Contractor:

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Electrical Contractor:

◆ Provide copy of current Electrical License

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Plumbing Contractor: INTERIOR WORK ONLY

◆ Provide copy of Plumber's 055

◆ Submit a Plumbing Letter of Intent

Name:

Address:

City, State, Zip:

Phone:

Email:

Plumbing Contractor: WATER SERVICE ONLY

◆ Provide copy of Plumber's 055

◆ Submit a Plumbing Letter of Intent

Name:

Address:

City, State, Zip:

Phone:

Email:

Mechanical Contractor:

◆ Contractor License NOT required

Name:

Address:

City, State, Zip:

Phone:

Email:

Sewer Contractor:

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Concrete Contractor: FOUNDATION ◆ Contractor must have a current Village License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Concrete Contractor: BASEMENT/GARAGE SLAB ◆ Contractor must have a current Village License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Driveway Contractor: ◆ Contractor must have a current Village License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Patio Contractor: ◆ Contractor must have a current Village License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Patio Electrical Contractor: ◆ Provide copy of current Electrical License ◆ Contractor must have a current Village License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Patio Plumbing Contractor: ◆ Provide copy of Plumber's 055 ◆ Submit a Plumbing Letter of Intent	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Other:	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Other:	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:



northbrook

FORM 6.1

VILLAGE OF NORTHBROOK Development & Planning Services

1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050

www.northbrook.il.us

Contractor Business License Application

****Completed applications can be submitted via email to Permits@northbrook.il.us****

This application is required to be completed for all new and renewal licenses

COMPANY NAME _____

D/B/A _____

ADDRESS _____ SUITE _____

CITY, STATE ZIP _____

PHONE _____ CELL PHONE _____

EMAIL (required) _____

(Please print email address legibly!!)

CONTRACTOR TYPE (Please check appropriate box):

☐ **General Contractor \$100**

☐ **Plumbing Contractor N/A [No Village License required; Provide copy of current State Registration (055)]**

☐ **Sewer Contractor \$70**

☐ **Electrical Contractor \$70 [Provide Contractor Registration acknowledging both company and corresponding license holder]***

* If registration does not identify both, a Letter of Intent will be required identifying both company and license holder.

☐ **Pavement Contractor \$70**

Please check one of the following: ☐ **Concrete** ☐ **Asphalt/Sealcoat*** ☐ **Pavers**

* Contractors performing **sealcoating** are required to complete and submit the Village required [Seal Coat Affidavit](#).

☐ **Landscape Contractor \$0**

* Contractors performing landscaping activities utilizing equipment including but not limited to mowers, trimmers, leaf blowers, or hedge clippers must obtain an annual landscape contractor business license.

Has the applicant(s) ever been convicted of or pleaded no contest to a crime of moral turpitude? (check box). ☐ Yes ☐ No

Has the applicant(s) ever been convicted of a felony or unsuccessfully defended a criminal or civil proceedings charging fraud, misrepresentation or unscrupulous business conduct (check box). ☐ Yes ☐ No

AFFIDAVIT

I (we) swear and affirm that all work performed pursuant to this business license application shall be in strict compliance with all provisions of the Northbrook Building Code and all other applicable statutes, laws, rules, regulations and ordinances. I (we) understand that, in the event noted code violations are not corrected during the construction of a permitted improvement, the Village of Northbrook reserves the right to revoke this license.

DATE _____

SIGNATURE OF OWNER _____

Issued License no. _____