



THE CITY OF LAKE FOREST  
COMMUNITY DEVELOPMENT DEPARTMENT  
800 N. FIELD DRIVE, LAKE FOREST, IL 60045  
P: (847)810-3502 OR (847)810-3503,3521 F: (847)615-4383  
WWW.CITYOFLAKEFOREST.COM

**SWIMMING POOL, SPA OR FOUNTAIN PERMIT REQUIREMENTS**

*The following is required for a complete permit submittal.*

- SWIMMING POOL/SPA PERMIT, ELECTRIC PERMIT, PLUMBING PERMIT, FENCE/WALL PERMIT AND GRADING WAIVER APPLICATION.**
- HOMEOWNER'S ASSOCIATION APPROVAL.** Required if your subdivision has an active homeowner's association.
- PLAN REVIEW FEE.** According to the current fee schedule.
- 3 COPIES OF THE CURRENT PLAT OF SURVEY.** The plat shall show all existing and proposed conditions including structures, zoning setback lines, utility easements, utility services and the proposed pool, fencing and utility work.
- 2 COPIES OF DETAILED WORKING DRAWINGS.** Plans shall be drawn at 1/4" scale, sections at 1/2" scale. Plans shall be stamped by a State of Illinois Registered Architect.
- TREE REMOVAL PERMIT APPLICATION.** For any tree removal work is proposed with this project.

*For an above ground spa:*

- 2 COPIES OF THE MANUFACTURER'S SPECS ON THE ABOVE GROUND SPA.**

*For a fountain:*

- 2 COPIES OF THE MANUFACTURER'S SPECS AND ELEVATION OF THE FOUNTAIN.**

*Prior to issuance of the permit, the following information shall be up to date or submitted to the Community Development Department if it applies to the proposed project:*

- PLUMBER'S STATE OF ILLINOIS LICENSE.**
- PLUMBER'S LETTER OF INTENT.** This letter must be original.
- ELECTRICIAN'S LICENSE.**



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**POOL, SPA, FOUNTAIN**  
**PERMIT APPLICATION #:** \_\_\_\_\_  
  
**DATE:** \_\_\_\_\_

*Includes Construction, Rehabilitation or Demolition of a Swimming Pool, Spa and Fountain*

<b>PROJECT ADDRESS:</b>	
<b>PROPERTY OWNER:</b>	<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>	
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>	
<b>POOL CONTRACTOR:</b>	
<b>MAILING ADDRESS:</b>	
<b>PHONE:</b>	<b>FAX:</b>
<b>EMAIL ADDRESS:</b>	<b>CELL:</b>

**CHECK ALL THAT APPLY:**

<b>TYPE OF CONSTRUCTION:</b>	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> REHABILITATION
<b>TYPE OF UNIT:</b>	<input type="checkbox"/> SWIMMING POOL	<input type="checkbox"/> SPA	<input type="checkbox"/> FOUNTAIN
<b>TYPE OF INSTALLATION:</b>	<input type="checkbox"/> INGROUND	<input type="checkbox"/> ABOVE GROUND	

\$ \_\_\_\_\_ is the fair market value of the project including all materials, trades, architectural and engineering fees.

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

Signature of Property Owner: \_\_\_\_\_

Signature of Owner's Authorized Designee (must have Designee Form attached): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>POOL PERMIT FEE:</b>	\$ _____	<b>PLAN REVISIONS:</b>	\$ _____
<b>PLAN REVIEW FEE:</b>	\$ _____	<b>PLAN REVIEW (OVER 2 HOURS):</b>	\$ _____
<b>PUBLIC PROPERTY BOND:</b>	\$ _____	<b>STOP WORK ORDER:</b>	\$ _____
<b>PERMIT RENEWAL BOND:</b>	\$ _____	<b>ENGINEERING REVISION:</b>	\$ _____
<b>DRAINAGE WAIVER FEE:</b>	\$ _____	<b>TREE FENCING FEE:</b>	\$ _____
<b>WATER PLANT INVESTMENT FEE:</b>	\$ _____	<b>OTHER FEE:</b>	\$ _____
<b>TOTAL FEES: \$ _____</b>			



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**ELECTRIC PERMIT APPLICATION**  
 #: \_\_\_\_\_  
 DATE: \_\_\_\_\_

<b>PROJECT ADDRESS:</b>	
<b>PROPERTY OWNER:</b>	<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>	
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>	
<b>ELECTRIC CONTRACTOR:</b>	
<b>MAILING ADDRESS:</b>	
<b>PHONE:</b>	<b>FAX:</b>
<b>LICENSE #:</b>	<b>ISSUED BY:</b>

<b>EXISTING ELECTRIC SERVICE:</b>	_____ AMPS	___ OVERHEAD
	_____/_____/_____ VOLTAGE	___ UNDERGROUND
<b>PROPOSED ELECTRIC SERVICE:</b>	_____ AMPS	___ OVERHEAD ___ UNDERGROUND
	_____/_____/_____ VOLTAGE	___ TEMPORARY
<b>QUANTITIES OF GENERAL WIRING:</b>	_____ OUTLETS	_____ FIXTURES (INC. EXHAUST FANS)
		_____ SWITCHES
<b>LOW VOLTAGE WIRING:</b>	_____ CONTROL/SIGNAL	_____ VOICE/DATA/VIDEO _____ ALARM/SAFETY DEVICE
<b>ELECTRIC HEATING:</b> (600 V.A. AND LARGER)	_____ TOTAL K.V.A.	_____ TYPE OF HEATING UNIT
<b>ELECTRIC MOTORS:</b>	_____ MOTORS	_____ TOTAL COMBINED H.P.
		_____ H.P. OF LARGEST MOTOR
<b>AIR CONDITIONING UNITS:</b>	_____ NUMBER OF UNITS	_____ TOTAL K.V.A.
<b>STANDBY GENERATOR:</b>	_____ H. P. OF MOTOR	_____ OUTPUT IN K.V.A.
<b>LANDSCAPE LIGHTING:</b>	_____ OUTLETS	_____ FIXTURES

**OTHER WORK:** \_\_\_\_\_

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

Signature of Property Owner: \_\_\_\_\_

Signature of Owner's Authorized Designee (must have Designee Form attached): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>ELECTRIC PERMIT BASE FEE:</b>	\$ _____	<b>PER UNIT CHARGE:</b>	\$ _____
<b>ELECTRIC SERVICE FEE:</b>	\$ _____	<b>MOTORS:</b>	\$ _____
<b>TOTAL FEES: \$ _____</b>			



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**FENCE PERMIT APPLICATION**  
**#:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

*Includes Fence, Wall and Pillars*

<b>PROJECT ADDRESS:</b>		
<b>PROPERTY OWNER:</b>		<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>		
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>		
<b>CONTRACTOR:</b>		
<b>MAILING ADDRESS:</b>		
<b>PHONE:</b>		<b>FAX:</b>
<b>EMAIL ADDRESS:</b>		<b>CELL:</b>

**COMPLETE ALL THAT APPLY:**

<b>FENCE:</b>	LENGTH	HEIGHT	MATERIAL
<b>WALL:</b>	LENGTH	HEIGHT	MATERIAL
<b>PILLARS:</b>	QUANTITY	HEIGHT	MATERIAL

**IS THE PROPOSED FENCE NEW OR A REPLACEMENT OF AN EXISTING?** \_\_\_\_\_

**IF THERE ARE MODIFICATIONS TO THE FENCE, PLEASE DESCRIBE THEM:** \_\_\_\_\_

**\$\_\_\_\_\_** is the fair market value of the project including all materials, trades, architectural and engineering fees.

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

*Signature of Property Owner:* \_\_\_\_\_

*Signature of Owner's Authorized Designee (must have Designee Form attached):* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_ *Contact Phone Number:* \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>FENCE PERMIT FEE:</b>	\$ _____	<b>STOP WORK ORDER:</b>	\$ _____
<b>PERMIT RENEWAL BOND:</b>	\$ _____	<b>ENGINEERING REVISION:</b>	\$ _____
<b>DRAINAGE WAIVER FEE:</b>	\$ _____	<b>TREE FENCING FEE:</b>	\$ _____
<b>LANDSCAPING BOND:</b>	\$ _____	<b>RECORDING FEE FOR ROW:</b>	\$ _____
<b>OTHER FEE:</b>	\$ _____	<b>TOTAL FEES: \$ _____</b>	



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**PLUMBING PERMIT APPLICATION #:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>PROJECT ADDRESS:</b>	
<b>PROPERTY OWNER:</b>	<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>	
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>	
<b>PLUMBING CONTRACTOR:</b>	
<b>MAILING ADDRESS:</b>	
<b>PHONE:</b>	<b>FAX:</b>
<b>STATE OF ILLINOIS LICENSE #: 055-</b>	

**NUMBER OF NEW OR REPLACED PLUMBING FIXTURES**

___ CLOTHES WASHER	___ HOSE BIB	___ SUMP PUMP	___ ICE MAKER	___ BATHTUB	___ SHOWER
___ SEWAGE EJECTOR	___ FLOOR DRAIN	___ DISPOSAL	___ DISHWASHER	___ BAR SINK	___ BOILER
___ WATER HEATER	___ TOILET (BIDET)	___ LAUNDRY TUB	___ LAVATORIES	___ SINK	___ <b>TOTAL</b>
					<b>FIXTURES</b>

**SWIMMING POOL AND IRRIGATION SYSTEM INFORMATION:**

___ # OF IRRIGATION SYSTEM HEADS	___ IS A RPZ VALVE PROPOSED?
___ ARE HEADS PROPOSED ON THE CITY RIGHT OF WAY?	___ POOL/SPA PIPING

**SEWER AND WATER INFORMATION:**

DESCRIBE THE <b>EMERGENCY REPAIR:</b> _____		
___ # OF FEET OF SANITARY SEWER	___ 1 1/2" TAP	___ 2" TAP
___ # OF FEET OF STORM SEWER	___ 1 1/2" METER	___ 2" METER
___ # OF FEET OF WATER SERVICE	___ OTHER TAP (SIZE)	___ OTHER METER (SIZE)
<b>WILL WORK BE DONE ON CITY PROPERTY?</b>	___ <b>YES</b>	___ <b>NO</b>

**OTHER WORK:** \_\_\_\_\_

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*Signature of Property Owner:* \_\_\_\_\_

*Signature of Owner's Authorized Designee (must have Designee Form attached):* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_ *Contact Phone Number:* \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>PLUMBING PERMIT FEE:</b>	\$ _____	<b>SANITARY SEWER FEE:</b>	\$ _____
<b>TAP FEE:</b>	\$ _____	<b>STORM SEWER FEE:</b>	\$ _____
<b>WATER SERVICE INSPECTION FEE:</b>	\$ _____	<b>METER FEE:</b>	\$ _____
<b>STREET OPENING FEE:</b>	\$ _____	<b>STREET OPENING BOND</b>	\$ _____
<b>SWIMMING POOL PIPING FEE:</b>	\$ _____	<b>WATER PLAN INV. FEE:</b>	\$ _____
<b>IRRIGATION SYSTEM:</b>	\$ _____	<b>RECORDING FEE FOR ROW:</b>	\$ _____
<b>SANITARY SEWER CONN. FEE:</b>	\$ _____	<b>STOP WORK ORDER:</b>	\$ _____
<b>TOTAL FEES: \$ _____</b>			

**LAKE FOREST CONSTRUCTION STANDARD REV. 5/08**

**6.02 WAIVER FOR SITE GRADING PERMIT**

The City of Lake Forest  
Application for Waiver of the Site Grading Permit

Application is hereby made for a waiver of a site grading permit at the following described property:

**ADDRESS:** \_\_\_\_\_

**PROJECT DESCRIPTION** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**CONTRACTOR'S PHONE:** \_\_\_\_\_

**Conditions:**

A waiver of the Grading Permit **may be** approved by the City Surveyor and Engineer only on property previously improved with the principal use or structure; where the project consist only of minor additions to existing dwellings or structures, the construction of accessory buildings, tennis courts, swimming pools, or minor landscaping.

The waiver request shall include:

1. **Address or legal description** of the property.
2. **Description of the project.**
3. **Site plan of the project** including the dimensions(s) from the project to the nearest Lot Line(s), provisions for roof drainage (location and direction of discharge), and proposed grading limits.
4. **A statement signed by the property owner** agreeing to the following:

*The applicant hereby certifies that he is the owner of the property described above, and certifies that to the best of his knowledge, the above described project will not disturb existing topography or will not create adverse drainage problems on adjacent property. The applicant further agrees to assume all responsibility for any drainage problems that may be caused directly or indirectly by any action involving the above described project and further absolves The City of Lake Forest of any responsibility for problems or actions that may result from the granting of the waiver of the Site Grading Permit requirements.*

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Printed Name of Signature Above Telephone Number

Waiver Granted \_\_\_\_\_ Date: \_\_\_\_\_  
City Surveyor and Engineer