



**CITY OF COLUMBIA  
POOL PERMIT APPLICATION  
GUIDELINES & INSTRUCTIONS**

**What are the Building Permit Application Requirements?**

The items listed below must be submitted to the Building & Zoning Office. All swimming pools constructed in the Columbia City limits are required to have an approved Swimming Pool Permit issued prior to construction.

**Building Permit Application Requirements Check List**

**Applications will not be accepted unless all of the following have been submitted.**

► **Submit the following completed applications/forms & site plans to the Building & Zoning Office:**

- Swimming Pool Permit Application** (MUST include electrical contractor information)
- Construction Documents** (this includes the pool specs.)
- Site Plan** (To comply with Section 15.04.032 (F) of the City Municipal Code – attached.)
- Erosion Control Plan**
- Home Owner Association (HOA) / Developer Approval:** If applicable, include written approval. City approval does not constitute subdivision approval. Property Owner/Permit Holder is responsible for compliance with subdivision covenants and restrictions for swimming pool restrictions and installation. Contact subdivision Trustees/Developer for any requirements.

- I have submitted ALL of the above information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned to me via mail at the address provided.**

|  |             |
|--|-------------|
| <b>Sign and return this page with your application</b> |             |
|  |             |
| <b>Permit Holder – Contractor Signature</b>            | <b>Date</b> |

## Review Process

- ▶ After submitting all completed forms and required documents, the proposed project is:
  - Reviewed by the building official for zoning compliance so that the location of the structure is within the setback regulations for your property;
  - Reviewed by plan reviewers who will verify proper materials are used and that the City of Columbia Building Codes are enforced.
- ▶ If all requirements are met, permit is approved.
- ▶ Applicant will be informed by City staff of permit status. If approved, you can pick up the approved permit upon fee payment at the City Clerk's Office.
- ▶ Construction may begin.

## IMPORTANT REMINDERS

**Storm Water and Soil Erosion Control Regulations** – According to the City of Columbia Ordinance No. 1320, the amount of soil erosion must be kept to a minimum. A detailed erosion control plan shall be submitted with the site/construction plans.

**Burning Ordinance** – According to the City of Columbia Ordinance No. 1775, the City prohibits the burning of building construction debris, materials, or other substances created by the construction of buildings or other structures. Failure to comply could result in the issuing of a “stop work” order and/or fines.

**Water & Sewer Tap – In** – Water & Sewer tap-ins must be inspected BEFORE closing excavations.

### \_\_Information below for Residential Building Permits\_\_

**\*Subdivision Approvals** – City approval does not constitute subdivision approval.

The City recommends you contact trustees in your subdivision for any subdivision requirements.

**Construction Materials** – If using vinyl siding, minimum thickness of siding must be .046 inch. Roof sheathing must be minimum ½” 5-ply fir plywood with sheathing clips or 5/8” Zip roof sheathing. Must use approved truss connections.

**Premise Identification** – All premises are to have the proper street number identification, four (4) inches high, easily visible from the street.

**Radon Resistant Construction** – Radon resistant construction standards are required to be met on all new residential construction. See City of Columbia Ordinance No. 311 and the Illinois Administrative Code – Section 422.169 (Mitigation Standard for New Residential Construction).

### How much is the Building Permit fee?

The fee amount is determined by the square footage of project, water & sewer connection costs, etc. (A current fee schedule can be found on the City's website under Government – Departments & Services – Building & Zoning – Building Permits.) Once the Building Permit has been approved, City staff will call to let you know the Permit is ready to be picked up and will also inform you of the total fee amount due.

**What inspections are required, once the building process begins?**

Below is the inspection schedule required by the City of Columbia during the building process. Please call the phone numbers listed to schedule the inspections. **Project Manager and/or Building Permit Holder will be required to be at every inspection listed below.**

***NOTE: The number of inspections is to be determined upon review of application***

| Inspection Schedule |   |   |         |
|---------------------|---|---|---------|
|                     | Type of Inspection  | Contact                                       | Phone # |
| 1.                  | <b>Footing</b> – Inspection to be scheduled before footing for building is completed.   | Building & Zoning Office (618) 281-7144 x 105 |         |
| 2.                  | * <b>Electrical (rough-in and service entrance)</b> – Inspection needed for rough-in of electrical wiring before inside walls are insulated/ covered. |   |         |
| 3.                  | <b>Sidewalk Inspection</b> – must be approved prior to pour.  |   |         |
| 4.                  | <b>Electrical Final Inspection</b>  |   |         |
| 5.                  | <b>Final Building Inspection</b>  |   |         |

\* **Electrical** – Ameren IP and Monroe County Electric Co-Operative will not approve until a rough-in electrical inspection is completed.

**What building codes are enforced in Columbia?**

The codes governing construction within the city limits of Columbia, Illinois are as follows:

|                         |   |
|-------------------------|---|
| <b>Building Codes</b>   | 2006 International Building Code<br>2006 International Existing Building Code<br>2006 International Property Maintenance Code<br>2006 International Fuel Gas Code<br>2006 International Mechanical Code |
| <b>Electric Code</b>    | National Electric Code 2005<br>Columbia Municipal Code, Ch. 15.32   |
| <b>Plumbing Code</b>    | State of Illinois 2014<br>Columbia Municipal Code, Ch. 15.40  |
| <b>Street Graphics</b>  | Columbia Municipal Code, Ch. 15.44  |
| <b>Zoning Ordinance</b> | Columbia Municipal Code, Title 17   |
| <b>Fire Prevention</b>  | 2006 International Fire Code  |

| <b>List of Local Utilities</b>          |  |
|---|--|
| <b>Power Company (Electric and Gas)</b> | Ameren IP<br>1 - (800) 755-5000  |
|   | Monroe County Electric Co-Operative<br>907 N. Illinois Route 3<br>Waterloo, IL 62298<br>(618) 939-7171                               |
| <b>Telephone Company</b>                | Harrisonville Telephone Company<br>P.O. Box 149<br>213 S. Main Street<br>Waterloo, IL 62298<br>(618) 939-6112                        |
| <b>Water Company</b>                    | City of Columbia (Water, Sewer & Trash)<br>P.O. Box 467<br>208 S. Rapp Avenue<br>Columbia, IL 62236-0467<br>(618) 281-7144, ext. 100 |
|   | Illinois American Water Co.<br>(618) 277-1151<br>(Country Crossings Subdivision Only)  |
| <b>Storm/Sanitary Sewer</b>             | City of Columbia<br>P.O. Box 467<br>208 S. Rapp Avenue<br>Columbia, IL 62236-0467<br>(618) 281-7144, ext. 100                        |
| <b>Underground Locator</b>              | JULIE (Utility Lines, etc.)<br>1 - (800) 892-0123  |
|   | Charter Communications Cable Television<br>1- (800) 231-2517   |

*This is a general guide for the Building Permit Application within the City of Columbia, IL. All code requirements are too extensive to list within this guide. For specific questions or further information, please contact the BUILDING & ZONING OFFICE AT (618) 281-7144 ext. 105.*

**City of Columbia Municipal Code**  
**Section 15.04.032**

**F. Accessory Structures.**

1. The following information shall be shown on the site plan:
  - (a) Location map, north arrow, graphic plan scale.
  - (b) Zoning district, subdivision name, lot number, and parcel number.
  - (c) Name, address, and telephone number of the person or firm submitting the plan and the person or firm who desires the review comments forwarded to them.
  - (d) Actual shape, location, and dimensions, and distance of the lot drawn.
  - (e) Location and identification of all existing and proposed easements.
  - (f) Location of any and all stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
  - (g) Proposed building line and setback requirements for the district in which the property is located.
  - (h) Shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any existing building or structure. The distance to property lines and other structures on the lot shall also be indicated.
  - (i) Location of existing and proposed utilities, including service lines and connections.
2. If the subject property includes stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, floodplains, wetlands, sanitary sewage treatment and/or septic fields, a professional engineer or surveyor shall sign and seal site plans and perform field layouts for accessory structures.



# SWIMMING POOL PERMIT APPLICATION

See Pages 2-3 Instructions

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

|                       |                   |                           |                 |
|-----------------------|-------------------|---------------------------|-----------------|
| <i>(Staff use)</i>    |                   |                           |                 |
| <b>Application #:</b> |                   | <b>Building Permit #:</b> |                 |
| <b>Permit Fee:</b>    | <b>Date Paid:</b> | <b>Cash:</b>              | <b>Check #:</b> |

## A. Location of Swimming Pool

**Address:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

**County:**            Monroe                            St. Clair                            **Zoning District:** \_\_\_\_\_

## B. Property Owner Information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

## C. Permit Holder - Contractor / Company Installing Swimming Pool

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

## D. Subcontractor Information

### Electrician – Must be registered with the City of Columbia

**Business Name:** \_\_\_\_\_

**License#:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## E. Swimming Pool Details

In Ground             Above Ground

**Size of Pool:** \_\_\_\_\_ **Cost of Pool** \$ \_\_\_\_\_

**F. Is there a fence currently in place to surround proposed swimming pool?**

**Yes**                      **No**                      (If no, Fence Permit Application shall accompany this application.)

**Note:** A minimum fence height of four feet is required and shall comply with all other applicable International Building Codes.

**G. Distance of swimming pool installation from:**

|   |  |
|---|--|
| <b>House:</b> _____                     | <b>Accessory Buildings:</b> _____        |
| <b>Side Property Line:</b> _____        | <b>Fence:</b> _____                      |
| <b>Rear Property Line:</b> _____        | <b>Overhead Utilities:</b> _____         |
| <b>Street Side Property Line:</b> _____ | <b>Underground Utilities:</b> _____      |
|   | <b>Pool Cover (if applicable):</b> _____ |

**Disclosure & Signature:** The information submitted with this application may be used by the City of Columbia and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances and codes of this jurisdiction, including those adopted by the City of Columbia. I understand the City assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and/or other documents.

\_\_\_\_\_  
**Permit Holder – Contractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner**

\_\_\_\_\_  
**Date**

(Staff use below):

Approved

Denied

\_\_\_\_\_  
*Building Official*

\_\_\_\_\_  
*Date*