



Village of Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 870-5675

Email: building@mountprospect.org

In-ground Pool Removal Supplement

PERMIT SUBMITTAL REQUIREMENTS

- **APPLY ONLINE** go to www.mountprospect.org/permits upload the documents listed below
- **APPLYING IN PERSON BRING** Building Permit Application completed & signed by contractor and homeowner.
- 1 Copy of the plat of survey. On the plat indicate location of the existing pool and any surrounding patios or decks that will be removed as well.
- 1 Copy of the signed estimate between the homeowner and contractor.
- 1 Copy of the detailed scope of work if owner doing all the work.
- Upload 1 legible printed or typed scope of work, or signed proposal which **must** include the following:
 - All electrical lines will be removed completely to the source within the house.
 - All plumbing drains and supplies will be removed completely to the source within the house. Plumbing dead end lines are limited to a maximum of 2 feet in length.
 - The concrete walls of the pool shall be removed to a minimum depth of 4 feet below finished grade.
 - The pool floor shall be broken into pieces not larger than 2 feet by 2 feet to allow for drainage under the new fill.
 - What material will be used for backfilling and how will it be compacted.
 - Verify at least 4 inches of clean topsoil will be placed over the compacted fill.
 - Landscape restoration shall be completed prior to final inspection being scheduled.