



## **GENERAL INSTRUCTIONS FOR A HOT TUB PERMIT**

### **Need to submit:**

1. Building permit application filled out completely, including cost of job for labor & materials (page 4).
2. Copy of contract.
3. Plat of survey showing the location of the hot tub with all dimensions and distances to lot lines and structures on the property.
4. Copy of the manufacturer's installation instructions for the hot tub.
5. Description or scope of work pertaining to the required electrical work to be performed as part of the hot tub installation.
6. Completed Impervious Surface worksheet (page 3).

### **All hot tubs shall comply with the following:**

1. Utility wiring
  - a. Underground utilities shall not be located within 5 feet of the tub's edge.
  - b. Overhead utilities shall not be located within 10 feet of the tub's edge.
2. Location in relation to property line and other structures on the property:
  - a. Hot tubs shall not be placed in any easement areas.
  - b. Hot tubs are allowed in the rear yard only.
  - c. Hot tubs must be a minimum of 10 feet from any other structure, with the exception of a permanent deck or patio. When placed near other structures on the property, consideration should be made to the manufacturer's recommendations. Provide adequate clearance for the service of this equipment.
  - d. Any windows located within 5 feet of a hot tub, whirlpool, or sauna's edge where the bottom exposed edge of the glazing is less than 60 inches measured above grade will require these windows to be constructed of tempered glass.
3. Electrical (2020 National Electrical Code – with amendments)
  - a. All electrical shall be installed in conduit and approved for the environment in which it is placed. EMT type conduit is not permitted at the exterior to the home where subject to moisture.
  - b. Wiring shall be sized in accordance with the manufacturer's installation instructions and be rated for the environment in which it is placed.
  - c. GFCI protection shall be provided for the circuit providing power to the tub with a means of disconnection provided within sight of this equipment. It is recommended that disconnection point be labeled as hot tub disconnect.
  - d. No receptacle outlet shall be located within 6 feet of the hot tub's edge.
  - e. A GFCI protected receptacle outlet shall be provided for general service and located no closer than 6 feet and no greater than 20 feet from the tub's edge.
  - f. Any receptacle outlet located within 20 feet of the tub's edge shall be GFCI protected.
4. Barriers
  - a. Hot tubs not provided with approved covers using functional locking straps meeting the requirements of ASTM F 1346 shall be provided with barriers as required for swimming pools.



BUILDING & PERMITS DEPARTMENT  
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5. Standards

- a. Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6.

**Note to applicant:** Contact your Homeowner's Association before you begin work. The Village of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner's Association.



**IMPERVIOUS SURFACE WORKSHEET**  
 INCLUDE WITH PERMIT APPLICATION

Residential lots have a maximum impervious surface coverage requirement. “Impervious Surface” refers to surfaces that alter the natural course or rate of absorption of stormwater, and may include, but is not limited to, principal structures, accessory structures, decks, walkways, paved parking lots, and paved driveways.

To assist staff in calculating the impervious surface of your property, please provide the below information with your permit application:

Impervious Surface Type	Impervious Surface Area (sq ft)	
	Existing	Proposed
Building Footprint (including attached garage)		
Driveway		
Walkways		
Decks, Porches, Patios		
Swimming Pools, Hot Tubs		
Detached accessory structures (sheds, gazebos, garages)		
Other		
<b>TOTAL</b>		



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RECEIVED \_\_\_\_\_  
 ENTERED \_\_\_\_\_  
 APPROVED \_\_\_\_\_  
 CONTRACTOR REG. \_\_\_\_\_  
 COMPLETE \_\_\_\_\_

# Building Permit Application

Permit No. \_\_\_\_\_

<b>CUSTOMER/OWNER INFORMATION</b>	Name _____ Project Address _____ Sub-division _____ Lot No. _____ Phone No. _____ Email _____
<b>CONTRACTOR INFORMATION</b>	Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____ Email _____ Field Contact Name _____ Phone No. _____

**Approximate Construction Cost (Including Labor): \$** \_\_\_\_\_  
 \*\*\*All permit applications require supplementary documents for each permit request\*\*\*

<b>EXISTING &amp; NEW STRUCTURE REQUESTS</b>	<input type="checkbox"/> Re-roof <input type="checkbox"/> Siding <input type="checkbox"/> Replacement Windows <input type="checkbox"/> Replacement Doors <input type="checkbox"/> Deck <input type="checkbox"/> Patio/Side Walks <input type="checkbox"/> Driveway <input type="checkbox"/> Radon Mitigation <input type="checkbox"/> Solar <input type="checkbox"/> Fence <input type="checkbox"/> Shed <input type="checkbox"/> Pergola <input type="checkbox"/> Hot Tub <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Above <input type="checkbox"/> Inground <input type="checkbox"/> Temporary <input type="checkbox"/> HVAC <input type="checkbox"/> Water Heater <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Electrical Work <input type="checkbox"/> Additions <input type="checkbox"/> Basement/Remodel • Location _____ <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	<b>CHICKEN COOP &amp; TENT</b>	<input type="checkbox"/> Chicken Coop <input type="checkbox"/> Tent
<b>COMMERCIAL &amp; NEW HOME REQUESTS</b>	<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Senior Housing <input type="checkbox"/> Two Family Residence (Duplex) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Multi-Family Residence • (No. Units _____) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Demolition <input type="checkbox"/> Commercial/Industrial Building (NEW) <input type="checkbox"/> Commercial/Industrial Remodeling (Build outs) <input type="checkbox"/> Fire Protection: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Alarm <input type="checkbox"/> Ansul <input type="checkbox"/> Storm Water Connection <input type="checkbox"/> Right of Way	<b>Square Footage of All Areas</b>	1st Floor _____ 2nd Floor _____ 3rd Floor _____ Add. Floors _____ Basement _____ Crawlspace _____ Garage _____ Porch _____ Deck/Patio _____ Outdoor Seat. _____ Outdoor Storage _____ <b>Total</b> _____
	<b><u>New Residential Only</u></b> No. of Bedrooms _____ No. of Baths _____	<b><u>New Construction Only</u></b> No. of Tenant Spaces _____ No. & Sizes of Water Connect _____ _____	

## Certificate:

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

The applicant agrees to conform to all applicable Federal, State, and Local laws of this jurisdiction. They also agree that all work performed under this permit will be in accordance with plans and specifications accompanying this application, except for changes as may be required by the adopted Building Code and inspection officials.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_