Swimming Pool Pumping License

Section A: Ordinance

All contractors performing swimming pool pumping work are required per Glencoe Ordinance No. 93-28-1933 and Ord. No. 2012-08-3309 to obtain a license to work within Village limits. The annual fee is $100 per pool location and covers the opening and closing of each pool serviced in the same calendar year.

By Village Ordinance all private swimming pool discharge must be pumped to the Village’s storm sewer system. To assure compliance with Village and regulatory requirements all pool water must be de-chlorinated (chlorine concentration of 0 ppm) and be pH neutral (pH value of 6.5 to 8.5). Contractors must submit a completed and certified Pool Pumping Compliance Form to the Department of Public Works within 12 hours following completion of the pool discharge. Failure to fully comply with this requirement will result in penalties ranging from a fine to suspension from future pool pumping permits.

Section B: Process

- Complete an application.
- Submit License Bond in the amount of $10,000.
- Submit Certificate of Insurance covering general liability and automobile liability. See insurance sample for coverage amounts and wording. Please remember it is your responsibility to maintain the required insurance coverage throughout the year.

It is the contractor’s responsibility to fully understand and comply with the Village’s Specifications for Pool Pumping Permits. Any contractor with repeat violations within a 12-month period will be ineligible to obtain another pool pumping permit for one year. Contact the Public Works Department at (847) 835-4111 if you have any questions.
Application for Discharge of Water from Swimming Pool to Storm Sewer

Company Name: ___________________________________________________________________________________

Company Address/Town/Zip: __________________________________________________________________________

Company Phone: _______________________ Fax: ________________________ E-mail:_________________________

Property Owner: ___________________________________________________________________________________

Location of Pool: ___________________________________________________________________________________

Type of Pump: ________________________ Pump Size (3” max.)_______________ Max. Capacity: ________________

Date to be performed (no pumping on weekends): ________________________________________________________

FOLLOWING ITEMS MUST BE ON FILE WITH VILLAGE BEFORE PERMIT ISSUANCE:
• Certification of Insurance, naming Village of Glencoe as additional insured
• License/Permit Bond in the amount of $10,000
• Fee of $100 per location

AFTER EACH POOL PUMPING:
• pH and chlorine test results submitted to Village

I certify that I represent the firm which will be performing the work at the location specified on this permit application and that I am authorized to submit the attached performance and/or license bond. I further certify that I and my firm will perform faithfully all work with due skill and in accordance with the directions and specifications of the Village of Glencoe and that I and my firm will indemnify and hold harmless the Village of Glencoe for and from any loss, damage, expense, claims and costs of every nature and kind arising out of or in connection with the work to be performed pursuant to this permit when such loss, damage, expense, claim, or cost is due to the negligence of me or my firm.

Print Name ___________________________ Signature ___________________________ Date ___________________________

To Be Completed by Staff: Bond: Certificate of Insurance:
## Certificate of Insurance

**Producer**
Insurance provider name and address here. Provider must be registered to do business in the U.S.

**Insured**
Your company name and address here. Must match name used on application.

### Companies Affording Coverage

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<tr>
<th>Company A:</th>
<th>Company B:</th>
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**Certificate Holder:**
Village of Glencoe
675 Village Court, Glencoe, IL 60022

**Cancellation:**
Should the above described policy be terminated or cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder names to the left.

**Authorized Representative:**

### Table: Policies Listed Below

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<tr>
<th>COLTR</th>
<th>Type of Insurance</th>
<th>Policy Number</th>
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<td>E.L. DISEASE - POLICY LIMIT</td>
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**Description of Operations/ Locations/ Vehicles/ Special Items:** (Please specify types of work being performed: Landscape / Pool Pumping/ Sewer/ Snow Removal)

Village of Glencoe, its Officers, Employees, Agents and Volunteers are named as additional insured.
Specifications for Swimming Pool Pumping Permits

1. A copy of Village permit must be available at each job site. Permittee shall be responsible for all personnel on site having full knowledge and understanding of these specifications. Village personnel are authorized to stop work at any location where evidence of permit or full compliance with the Village’s specifications cannot be demonstrated. Citations for violations will be issued.

2. Pool water must be pumped into the Village’s storm sewer unless otherwise directed. All pumping requires submittal of compliance form within 12 hours of completion of pumping. No pool water is to be pumped onto private property or the street in such a way as to create any ponding or flooding. If assistance is required in locating the proper storm manhole, contact the Public Works Department at (847) 835-4111.

3. Any manhole in which you are pumping must be adequately protected that persons or vehicles are forewarned that a hazard exists. Barricading of the work area shall consist of an adequate coverage of Type II barricades or traffic cones.

4. While you are actually pumping the pool, the Village’s manhole must be regularly monitored to prevent overcharging. It is important that you shut down your pump after 15 minutes, and about every hour after that, to observe how the water is flowing in the manhole you are pumping into. As you know when you are pumping, the white water created makes it hard to see the bottom of the manhole. By shutting off the pump you can observe the water level at the bottom of the manhole for about a minute to confirm that water is covering no more than half the pipe. Overcharging is that condition when water is higher than the top of the pipe at the bottom of the manhole (sewer profile “A”). If this condition exists, the pump must be turned off and Public Works Department notified at (847) 835-4111.

5. It is your responsibility to insure that manhole cover is reset on the frame and properly closed upon completion of your work.

6. Sewer gas can be deadly – at NO TIME are you authorized to enter ANY manhole without a Public Works Supervisor present.

SEWER PROFILE
This exhibit clarifies what constitutes a “charged” manhole structure.

![Diagram of Sewer Profiles]

- **“A”**
  - Overcharged: Do not pump

- **“B”**
  - Normal Flow: OK to pump
Pool Pumping Compliance Form

Section A: Acknowledgement and Signature

Pool address: _______________________________________________________________

Discharge date: _____________________________________________________________

Estimated volume of discharge: ______________________________________________

Estimated pumping duration (hours, minutes): _________________________________

Section B: Acknowledgement and Signature

POOL WATER TEST RESULTS

Testing date: __________________________ Testing time: ______________________ a.m. /p.m.

Concentration chlorine: __________________________ pH level: ______________________

Certified by: _______________________________________________________________

Company name: _____________________________________________________________

Contractors should submit this form to the Public Works Department within 12 hours upon completion of discharge certifying compliance with requirements. Failure to comply with this regulation will lead to fines and suspension of issuance of future pool pumping permits.

Questions regarding the Pool Pumping Discharge Compliance regulations can be directed to Glencoe Department of Public Works at (847) 835-4111.

Please e-mail, fax or deliver this form with any supporting material to:

Public Works Department
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4111  |  Fax: (847) 835-4234  |  E-mail: info@villageofglencoe.org