



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: March 24, 2021

www.villageofglencoe.org

Pool Pumping Permit Application

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 an annual license to work within Village limits. The annual fee is \$100 per pool location and this fee 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

1. Create a new account or login to our new CSS Portal by clicking [here](#) or typing the following address into your URL: <https://glencoeil-energovpub.tylerhost.net/Apps/SelfService#/home>
2. Submit the following documents:
 - a) This Pool Pumping Permit Application.
 - b) Submit License Bond in the amount of \$10,000.
 - c) Submit Certificate of Insurance covering general liability *and* automobile liability. See the attached insurance sample for coverage amounts and wording. Please remember it is your responsibility to maintain the required insurance coverage throughout the year.
3. Pay your annual permit fee (\$100 per location) online at www.villageofglencoe.org/pay.
4. Receive your annual Pool Pumping Permit via e-mail within 5-10 business days.
5. Submit your Pool Pumping Compliance form within 12 hours of pool pumping.

Please note that the Village of Glencoe cannot applications or payments at Village Hall.

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.



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675 Village Court, Glencoe, Illinois 60022
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Last Updated: March 16, 2021

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Pool Pumping Permit Application

NOTE: ALL APPLICATIONS AND PAYMENTS MUST BE SUBMITTED ON-LINE. IN-PERSON APPLICATIONS WILL NOT BE ACCEPTED.

- o Submit application and supporting documents to licenses@villageofglencoe.org.
- o Submit payment (\$100) for each pool location at www.villageofglencoe.org/pay.

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): _____

THE 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
- Payment confirmation (\$100) per pool pumping 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:
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VILLAGE OF GLENCOE
REQUIRED INSURANCE: GENERAL LIABILITY AND AUTO LIABILITY FOR CONTRACTORS PERFORMING
LANDSCAPE/TREE WORK, POOL PUMPING , EXTERIOR PLUMBING, SEWER WORK or SNOW PLOWING

SAMPLE - CERTIFICATE OF INSURANCE - SAMPLE

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

THIS CERTIFICATE IS ISSUED AS A MATTER OR INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

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

COMPANIES AFFORDING COVERAGE

COMPANY A:

COMPANY B:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMES ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS
	GENERAL LIABILITY				EACH OCCURENCE \$1,000,000
A	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (EACH OCCURENCE) \$100,000
	CLAIM MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>				MED EXP (ANY ONE PERSON) \$10,000
					PERSONAL & ADV INJURY \$1,000,000
					GENERAL AGGREGATE \$2,000,000
					PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (EACH ACCIDENT) \$1,000,000
A	X ANY AUTO				BODILY INJURY (PER PERSON)
	ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)
	SCHEDULED AUTOS				PROPERTY DAMAGE (PER ACCIDENT)
	HIRED AUTOS				
	NON-OWNED AUTOS				
A	UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR				EACH OCCURENCE
	X EXCESS LIAB <input type="checkbox"/> CLAIM				AGGREGATE
	DED <input checked="" type="checkbox"/> RETENTION \$				
B	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				X STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR /PARTNER EXECUTIVE/ OFFICER/MEMBER EXCLUDED? YES/NO? If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. EACH ACCIDENT
	THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				E.L. DISEASE - EACH EMPLOYEE
					E.L. DISEASE - POLICY LMIIT

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.

CERTIFICATE HOLDER:

CANCELLATION

Village of Glencoe
675 Village Court, Glencoe, IL 60022

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 :

Specifications for Pool Pumping Permits

1. A copy of your Village license must be available at each job site. Applicants 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.

