

RESIDENTIAL BASEMENT FINISH INFORMATION

PERMIT REQUIRED

A building permit is required from any person desiring to finish or build-out their basement. **The following conditions and requirements apply:**

- On April 22, 2008, US EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. www.kanehealth.com/lead.htm
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Basement finish permits are authorized on a case-by-case basis.

APPLICATION CHECKLIST

Applications for a basement finish permit shall include the following items and information:

- a completed short-form permit application listing the contractor(s) performing the work;
- valid contractor registration with the Village of Sugar Grove;
- a detailed plan, drawn to scale, showing the size, shape and dimensions of the basement, with all rooms labeled with the intended use (If larger than 11x17, submit 3 copies) including:
 - ceiling height and covering;
 - wall construction including the type of insulation, R-value and wall covering/finish;
 - electrical layout including outlets, lighting, switches, smoke and CO2 alarm locations;
 - all means of egress including escape windows and openable window(s) with dimensions and sill heights above the floor;
 - location of the stairs, furnace, water heater and electrical panel;
 - all plumbing fixtures;
 - isometric drawing (line diagram) indicating waste, vent and piping details for all new plumbing fixtures.
- **Stamped architectural drawings are required if the value of the improvement is over \$10,000** (If the drawings are larger than 11x17, submit 3 copies);
- load calculation documentation for the HVAC equipment, such as a Manual J;
- a copy of the contract with the property owner's signature;

CONTRACTOR REGISTRATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit is required to be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, a registration application can be obtained from the Building Division at 630.391.7220 or from the Village's website www.sugargroveil.gov

INSPECTIONS REQUIRED

Inspections may include: underground plumbing, gas & electric, radiant heat, pre-pour concrete, rough plumbing, rough electric, HVAC and framing, fireblocking, insulation, final plumbing, and final building depending on the scope of construction. The owner/contractor is responsible for scheduling all required inspections. Please call 630.391.7220 to schedule the inspections. Please schedule the inspections by 3:30 PM THE DAY BEFORE you want it.

PLAN REVIEW

Please allow 10 (ten) working days for processing.

PERMIT FEE

- With plumbing work \$.31/SF **\$450.00 minimum fee**
- Without plumbing work \$.31/SF **\$180.00 minimum fee**
Additional fees may be charged if there is a grade change proposed or the proposed modification requires review and inspection by the Village Engineer.

The permit fee is paid when the permit is picked-up after the application has been approved.

NO WORK CAN BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. WORK BEGUN PRIOR TO ISSUANCE OF THE PERMIT WILL INCUR A FINE, PENALTY OR BOTH.

For Office Use Only
 Permit # _____
 Building Dept Approval:

 Fees: _____



**601 HEARTLAND DRIVE
 Sugar Grove, IL 60554
 Phone 630-391-7220
 Fax 630-391-7245
 www.sugargroveil.gov
 permits@sugargroveil.gov**

**BUILDING PERMIT APPLICATION
 (FOR MINOR PERMITS; NOT NEW CONSTRUCTION)**

| | | | | | | |
|---|--|-----------------------------------|---|--------------------------------|---|--|
| Application Date: _____ | Permit Type | | | | | |
| Value of Work: _____ | Basement <input type="checkbox"/> | Deck <input type="checkbox"/> | Garage/ Shed <input type="checkbox"/> | Patio <input type="checkbox"/> | Screen Porch <input type="checkbox"/> | Window/ Door <input type="checkbox"/> |
| Square Footage: _____ | Commercial Remodel <input type="checkbox"/> | Driveway <input type="checkbox"/> | Gazebo/ Pergola <input type="checkbox"/> | Pool <input type="checkbox"/> | Sign <input type="checkbox"/> | |
| | Decorative Brick <input type="checkbox"/> | Fence <input type="checkbox"/> | Irrigation <input type="checkbox"/> | Roof <input type="checkbox"/> | 3 Season Room <input type="checkbox"/> | Other <input type="checkbox"/> |
| Start Date _____ | End Date _____ | | | | | |
| Description of Work: _____ _____ _____ | | | | | | |
| Property Information | | | | | | |
| Address _____ | | Lot _____ | Subdivision _____ | | Parcel Number _____ | |
| Property Owner Name _____ | | Email Address _____ | | | Phone _____ | |
| Property Owner Street Address _____ | | City _____ | | State _____ | Zip _____ | |
| Contractor Information | | | | | | |
| Name(s) of Contractor (s) | Phone# | Email | | City | Zip | |
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I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract) Address (if different) Phone No. _____

Signature & Printed Name of Responsible person in Charge of Work & Email Phone No. _____