

# INTERIOR RESIDENTIAL REMODEL (not adding any additional square footage) INFORMATION

## PERMIT REQUIRED

A permit is required from any person desiring to remodel any part of an existing residence.

### 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](http://www.kanehealth.com/lead.htm)
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Residential remodel permits are authorized on a case-by-case basis.

## APPLICATION CHECKLIST

All applications for remodeling to an existing residence permit shall include the following items and information:

- a completed short-form permit application listing the contractor(s) performing work;
- valid contractor registration with the Village of Sugar Grove;
- a detailed plan, drawn to scale (minimum scale 1/8"=1'.0) including:
  - the existing and/or intended use of each room or part of the building;
  - ceiling height and covering;
  - wall construction including type of insulation, R-value and wall covering/finish;
  - electrical layout including outlets, lighting, switches, smoke and CO2 detector/alarm locations
  - all means of egress including escape windows and openable dimensions of the window(s) including the sill heights above the floor;
  - location of stairs, furnace, water heater and electrical panel;
  - all plumbing fixtures;
  - isometric drawing (line diagram) indicating waste, vent and piping details for all new 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);
- 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](http://www.sugargroveil.gov)

## **INSPECTIONS REQUIRED**

Inspections may include: underground plumbing, radiant heat, pre pour concrete, rough plumbing, rough framing, electric and HVAC, 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: _____	<b>Permit Type</b>					
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"/>
<b>Start Date</b> _____	<b>End Date</b> _____					
Description of Work:						
<b>Property Information</b>						
Address		Lot	Subdivision		Parcel Number	
Property Owner Name		Email Address			Phone	
Property Owner Street Address		City		State	Zip	
<b>Contractor Information</b>						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

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.