

ADDITIONS TO EXISTING RESIDENCES

INFORMATION

PERMIT REQUIRED

A permit is required from any person desiring to add on to an existing residence. (Commercial Addition is addressed under separate information) **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
- Construction is required to comply with the minimum required setbacks for the zoning district. Additionally, depending on the property location there are lot coverage limitations. This includes all improvements on the property.
- If the property is in an area having a Homeowner's Association, the property owner is obligated to check with the Homeowner's Association to ensure compliance with their regulations.
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Additions are authorized on a case-by-case basis.

APPLICATION CHECKLIST

All applications for an addition 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, showing the size, shape and dimensions of the addition, as well as the contiguous face of the existing building (If larger than 11x17, submit 3 copies) (see the Residential Plan Review Checklist) including:
 - the existing and/or intended use of each room or part of the building;
 - the number of proposed dwelling units the altered building is designed to accommodate;
 - the location of escape window and smoke detectors for any additional bedrooms;
- **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 plat of survey, drawn to scale, showing the location and dimensions of the addition with grading and dimensions to all lot lines and other existing buildings (If 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: footing (a soil test required), backfill, underground plumbing, gas & electric, 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, as well as a final as-built plat of survey. 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

- \$.31 per square foot **\$630.00 minimum fee**
- Plus, certificate of occupancy **\$100.00**
- Plus, Village engineer review **\$490.00**

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.

VILLAGE PRESIDENT

P. Sean Michels

VILLAGE ADMINISTRATOR

Brent M. Eichelberger

VILLAGE CLERK

Cynthia Galbreath



COMMUNITY DEVELOPMENT

VILLAGE TRUSTEES

Kevin Geary
Sean Herron
Mari Johnson
Ted Koch
Rick Montalto
David Paluch

Residential Plan Review Information & Checklist

When submitting for a building permit...

Architectural drawings are required to fully indicate the scope & details of the proposed construction. A State of Illinois licensed design professional (architect or structural engineer) is required to seal the drawings for all new single family residences, additions to existing buildings, and those portions of alterations of an existing structure that have walls removed or relocated.

Drawings are to include (as necessary for the project):

Site Plan (required for new residences, additions & alterations to the exterior of a residence) indicate the following on the site plan:

- Zoning district setbacks
- All structures, proposed & existing (for additions & alterations)
- Dimensions from the property lines to the new structure
- Easements
- Floor overhangs shown dotted (with dimensions from the wall face to the overhang and from the overhang to the property lines)
- Paving dimensions
- A/C location with dimensions from the property lines

Floor Plans (including roof plan)

Elevations

Sections

Details

Energy code compliance diagrams (see more info below)

Architectural Drawing Plan Review Checklist

(Based on the International Residential Code)

To help us perform a quick plan review for building code compliance, please address all applicable items below on the submitted drawings.

State of Illinois Professional Licensing

- Design Professional Seal Required (see above)
- Design Firm Professional Registration (when appl.)

Building Planning

- Design Loads
- Material design values
 - Soil
 - Concrete
 - Lumber
 - Steel
- Light & Ventilation
 - Habitable Rooms
 - Basement
 - Crawl Space
 - Attic
 - Safety Glazing (locations identified)
 - Garage Separation
 - Walls / Ceiling
 - Door/Self-close
 - Slab Elevation
- Escape Windows
 - Locations
 - Requirements
- Window Sills-Protection from Falling
- Hallway Widths
- Exit Doors / Landing Sizes
- Stair
 - Headroom
 - Width
 - Riser / Tread / Nosing
 - Handrail
 - Guardrail
- Smoke & CO Alarm Locations
- Protection against Decay
- Flame Spread / Smoke Developed / Ignition Barrier (Where insulation materials are exposed)

Foundation

- Foundation Wall Width
 - Height Abv Grade (6" or 4")
 - Dampproofing
- Footing Size
 - Drain Tile Loop W/ Sump Pit (Fdn. Plan)
 - Depth 3'-6" min. (incl. @ window wells)
- Sill Plate Treated
 - Anchorage
 - Size

Floor

- Concrete Slab (w/WWF)
- Radon Mitigation per State of IL & IRC Appendix F
- Framing Floor Joist Size/Span/Spacing/
 - Floor Trusses (draftstopping)
 - Floor Openings (@ stairs, etc.)
- Sheathing Type / Thickness

Wall Construction

- Framing Stud Size / Spacing / Height
 - Sheathing Type / Thickness / Bracing
- Header Sizes

Wall Covering

- Weather Resistant Barrier
- Masonry Veneer (incl. anchors / flashing / weeps)
- EIFS (drainage plane)/ Stucco Details
- Flashing @ Windows/Doors/Wall to Roof / Lintels
- Gypsum Board (typical & @ fire rated garage)
- Cement Board (@ tubs / showers)

Roof / Ceiling Construction

- Ceiling Joist - Size / Spacing / Span
- Rafters - Size / Spacing / Span
- Roof Trusses
- Beams
- Sheathing / Thickness
- Attic Access Size / Location
- Ice Barrier
- Roof Venting Area Req'd/provided Calcs
 - Soffit/Ridge/Box Sizes (free area)
 - Cathedral Venting

Roof Assemblies

- Roof Underlayment (@ high/low slopes)
- Ice Barrier Underlayment **required** (IRC R301.2(1) Municipal Amendment #22)

Fireplace

- Masonry
 - Plan w/Firebox Width/Depth, Hearth Extension Width
 - Section w/ flue/firebox height /hearth ext., lintel, surround (mantel) size
 - Chimney termination above roof
 - Combustion Air
 - Sealed doors per IECC (wood burning fireplace)
- Prefab Fireplaces & Chimneys listed & labeled per UL127 & installed per manufacturer instructions (specs required for bedroom locations)

Energy Code Compliance – 2015 IECC

- Prescriptive or Performance noted on Cover Sheet
- Floor Plan Key Diagrams to illustrate thermal envelope
- All Building Components Identified
 - Foundation R value (insul. to top of fdn)
 - Wall R value (above grade)
 - Roof/Ceiling R value (R above wall plates)
 - Window/Door/Skylight U value
 - Furnace AFUE
 - Window/Door/Skylight U value
 - A/C SEER
 - Mandatory Requirements: Ducts Piping
- NOTE: No heat allowed to unconditioned spaces
- Whole House Ventilation Method
- Blower Door Test Req'd w/report submitted

Mechanical

- Identify Combustion Air
 - Equipment Size based on bldg. loads
 - Furnace location
 - Condensate Disposal
 - Kitchen Exhaust >400cfm
 - Method of Radon Mitigation
 - Access/Service Space

Plumbing

- Water Service Size (proposed or existing)
- Plumbing Walls (5 ½" min.)
- Ejector Pit
- Floor Drain
- Steam Shower
- Water Heater(s) (w/pan required above living areas)
- Protection from Freezing (see IECC)

Electrical

- Identify Electrical Panel & Service Size (Amended NEC 230.11(B) Service Size)
- Lighting locations
 - Closet/Storage (>6sf)
 - 3 way switching (NBK amend.)
- Receptacles: GFCI (kitchen, bath, exterior, garage, unfin. basement)
 - AFCI (living areas)

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	

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.