ADDITION/REMODELING REQUIREMENTS

The following is a guideline of requirements that need to be met along with the completed application.

**PERMIT FEE:**

The addition permit fee is based on .03¢ per cubic foot if the cubic foot exceeds 5,000. If project is less than 5,000 cubic foot the permit cost is $150.00. The Electric and Plumbing inspections are $25.00 per inspection. All re-inspect fees (failed inspections) must be paid before the certificate of completion is issued.

**APPLICATION:** Check off items when complete. ☑ An incomplete permit packet will not be accepted.

- ☐ Submit a competed application.
- ☐ Submit two (2) copies of your current plat of survey indicating the location of the addition and indicate how far off the front yard, side yard(s) and rear yard the addition will be. (Additions only)
- ☐ Complete the Addition Material Worksheet.
- ☐ Submit 2 copies of the complete floor plan drawn to scale with measurements. Include the room layout, and identify the room uses, door and window locations and sizes, HVAC supply and return sizes and locations, electrical panel location and service size, switches, receptacles, smoke and carbon monoxide alarms, and all electrical fixtures. Plumbing: identify pump locations, identify new and existing locations for underground plumbing, water supplies, drains and all plumbing fixtures.
- ☐ Include all elevations and roof plans.
- ☐ Submit letter of intent. All letters of intent shall be on company letter head from plumbing and electrical contractors when applicable. Letters from corporations must have their corporate seal. Sole-proprietors, partnerships and homeowners shall be notarized.
- ☐ Check with your Homeowners Association regarding covenant restrictions.
- ☐ Contact JULIE, INC. @ 811 – Two (2) working days prior to digging to locate utilities.

**CODE REQUIREMENTS:**

- ☐ The addition cannot be located within any easement and must maintain required setbacks.
- ☐ See Residential Plan Review Requirements.
- ☐ See Residential Construction Requirements.

**INSPECTIONS:**

- ☐ See attached Inspection list for Additions/Remodeling Construction.

A permit number is required when scheduling an inspection. The Cut-off time for scheduling inspections is 3:00 p.m. the day before the scheduled inspection. Cancellations must be called in by 8:30 a.m. the day of scheduled inspection. Cancellations after 8:30 a.m. will be charged a re-inspection fee. The contractor is responsible for rescheduling the inspection (No Exceptions).

**NOTE:** If permit is not picked up within 30 days of approval it will be VOIDED and you will have to reapply.
VILLAGE OF PLAINFIELD

RECAPITULATION OF BUILDING CODES

The Village of Plainfield utilizes the following codes during the plan review and inspection process:

BUILDING

- 2015 International Building Code
- 2015 International Residential Code
- International Energy Conservation Code – Residential
  - Current edition as per the State of Illinois
- International Energy Conservation Code – Commercial
  - Current edition as per the State of Illinois
- 2015 International Property Maintenance Code
- Village of Plainfield Amendments
- 2015 International Existing Building Code

ELECTRICAL

- 2014 National Electrical Code (NEC)
- Village of Plainfield Amendments

MECHANICAL

- 2015 International Mechanical Code
- 2015 International Fuel Gas Code
- Village of Plainfield Amendments

PLUMBING

- 2014 State of Illinois Plumbing Code
- Village of Plainfield IDPH Amendments

FIRE PREVENTION

- 2015 International Fire Code – (Including all the latest Plainfield or Oswego Fire District amendments)

NOTE: Fire protection requires inspections for all commercial, industrial, institutional buildings and residential structures over two (2) units.
ADDITION/REMODELING PERMIT APPLICATION

ADDRESS: ________________________________________ Estimated Value: $ ___________ Zoning: ____

Subdivision: ______________________________________ Flood Plain: Yes  No

Scope of Work: ______________________________________

Who do we contact when permit is ready? ______________________________________

NEW SQUARE FOOTAGE LIVING AREA  NEW CUBIC FEET  ADDITIONAL ROOMS/QUANTITY

<table>
<thead>
<tr>
<th>Floor</th>
<th>1st Floor</th>
<th>2nd Floor</th>
<th>Basement</th>
<th>Garage</th>
<th>1st Floor</th>
<th>2nd Floor</th>
<th>Basement</th>
<th>Garage</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
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<td>Bedrooms</td>
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<td>2nd</td>
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<td></td>
<td>Bathrooms</td>
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<tr>
<td>Basement</td>
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<td>Garage/Cars</td>
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<tr>
<td>Garage</td>
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SUBCONTRACTOR INFORMATION:

Plumbing: ______________________________________________
Carpentry: _____________________________________________
Electrical: _____________________________________________
HVAC: __________________________________________________
Concrete: ______________________________________________
Water/Sewer: __________________________________________
Siding: ________________________________________________
Other: _________________________________________________

Roofing: ______________________________________________
Gypsum: ______________________________________________
Insulation: ____________________________________________
Excavator: ____________________________________________
Masonry: ______________________________________________
EFIS: __________________________________________________

OWNER:
Name: _____________________________________________
Address: __________________________________________
City, State, Zip: ________________________________
Contact Number: ________________________________
Email: ___________________________________________

GENERAL CONTRACTOR:
Contractor: ________________________________________
Contact Name: ____________________________________
Address: _________________________________________
City, State, Zip: ________________________________
Contact Number: ________________________________
Email: ___________________________________________

I hereby declare that the above and attached information is correct and agree, in consideration of and upon issuance of a Building & Use Permit, to do or allow to be done only such work herewith applied for, and that such premises and its existing and proposed buildings or structures shall be used or allowed to be used for only such purposes as are set forth above or other uses permitted in the district.

_________________________________  _____________________________________
(Owners Signature)                        (Contractors Signature)

Issued By: ___________________________ Date: ________________
Addition Material Worksheet

NAME: __________ ADDRESS: ______________

Roof Covering _______ and Sheathing Paper

Ice Dam Protection (Ice And Water Shield)

Roof Sheathing ________

Roof Framing ____x____ @ 16" O.C.

Ceiling Joist ____x____ @ 16" O.C.

Gutters are required

Insulation - Ceiling ________min R-49

Insulation - Walls _________min R-20

or R-13 cavity plus R-5 continuous

Wall Framing ____x____ @ 16" on center

Headers to be 2- ____x____

Windows over 4 feet wide must
have 2 - framing members on the sill

Wall Sheathing to be minimum 1/2" OSB

Housewrap required

Exterior Wall Finish ________

Treated plate ____x____

Sill sealer required

Finished Grade min. 6" below foundation

Foundation wall - minimum 8" wide with
2- #4 rebar top and bottom

Water proofing required ________and must be pinned to existing foundation

Water proofing, drain tile with
stone and sump pump required
if slab is below finish grade

Height of the building to the peak of the roof

Ceiling Finish ________

TOP PLATES TO BE LAPPED ON ALL WALLS

Interior Wall Finish __________

Smoke Detectors Required on each
level plus one in each sleeping room
110V - Series) interconnected

Electrical wiring must be in conduit

There must be a ground fault circuit
in any outlets within 6 feet of any
water supply

Heating - __________

Floor - Finish ____ Sub Floor ____

Floor Framing ____x____ @ 16" O.C.

1/2" plate bolts max. spacing 6' O.C.

Concrete footing 10" x 20" min.
and must be pinned to existing footing

06/14
Basement Wall Section

- Existing Floor Joist
- Top Plate
- Existing Sill Plate
- Wall Studs 16" on Center
- Insulation Minimum Requirements:
  - Cavity R-19
  - Continuous R-15
  - Material ________________________
- Air Space ___"
- Treated Bottom Plate
- Existing Concrete Floor

- Ceiling Finish Material ________________________
- Wall Finish Material ________________________
- Floor Finish Material ________________________
- Height from Floor to Ceiling ___"
CONSTRUCTION CONDUCT

The Village of Plainfield has established a variety of regulations to protect and promote the health, safety and general welfare of the citizens. In general terms, the Village expects construction projects to be conducted with consideration and courtesy towards neighboring residents. Among these regulations, contractors and subcontractors should be aware of the following critical areas:

- **STREETS AND SIDEWALKS** – All streets and sidewalks shall be kept free of rubbish, debris, dirt, gravel and mud during all phases of construction. Streets shall be cleaned day-to-day or as deemed necessary upon determination by the Village Building Official.

- **DUST CONTROL** – Construction and demolition projects causing dust and airborne particles must take all necessary steps to control such dust. This may include watering down work sites.

- **MATERIAL ON PUBLIC PROPERTY** – Upon completion of related work, all material shall be promptly removed from public property including all streets, alleys and sidewalks. Such public property shall be restored to its pre-construction condition.

- **RUBBISH CONTROL** – All construction rubbish and waste materials must be properly contained in a metal container at all times during the construction project to maintain an orderly condition.

- **OPEN BURNING** – No person or contractor shall cause or allow the burning of refuse or construction debris on any site within Village limits. If open burning does occur, a “Stop Work” order shall be posted immediately, the fire extinguished, the site cleaned of all debris and a fine of up to $500 shall be imposed, before the stop work is removed and construction continues.

Signature: _______________________________ Date: __________________________
INSPECTION LIST FOR ADDITIONS/REMODELING

The cut-off time for scheduling inspections is 3:00 p.m. the day before the inspection.

CANCELLATIONS: Inspections cancelled after 8:30 a.m. the day of inspection will be charged a re-inspection fee and it is the responsibility of the contractor to reschedule the inspection.

BUILDING INSPECTIONS: as needed

- FOOTING
- FOUNDATION WALL
- BACKFILL
- GARAGE FLOOR
- BASEMENT FLOOR
- DRIVEWAY
- APRON
- FRONT STOOP – When in excess of 9 square feet or being used for structural support.
- PUBLIC WALK
- HOUSEWRAP
- ROUGH-IN
- INSULATION
- FINAL
ELECTRICAL INSPECTIONS:

- UNDERGROUND
- ROUGH-IN
- FINAL

PLUMBING INSPECTIONS:

- UNDERGROUND
- ROUGH-IN
- FINAL

GENERAL NOTES:

- Spot survey must be approved 24 hours prior to Backfill inspection.
- All Electrical, Plumbing and HVAC must be completed by Rough inspection.
- Entire building envelope must be watertight, water meter installed by Rough inspection.
- Exterior completed and interior in a move-in condition by Final inspection.
- HVAC inspections are inspected at the Rough and Final building inspections.
- Re-inspection fees are applied, if an inspection does not pass.
- If exterior covering is started prior to rough inspection (i.e. siding, brick, and EIFS) then a house wrap inspection is required.
- Separate deck and patio permits will be required if not included on house plan.
- Final grade survey must be turned in and approved 24 hours prior to scheduling a Final inspection.
- Carbon Monoxide Alarm(s) in operating condition within 15 feet of every room used for sleeping purposes.

ADDITIONAL INSPECTIONS MAY BE REQUIRED AS THE BUILDING DEPARTMENT DEEMS NECESSARY.