



## Community Development Department

200 EAST WOOD STREET • PALATINE, IL 60067

Telephone (847) 359-9042

[www.palatine.il.us](http://www.palatine.il.us)

### BATHROOM REMODEL HANDOUT



Permit submittals are now available online at our  
Citizen Self Service Portal.

Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

This information is designed to assist an applicant in applying for a permit for a bathroom remodel. This handout is not all inclusive. It identifies items we find are most often missing in permit submittals. Special circumstances or unique designs may require Village Staff to request additional information or details.

#### **CONSTRUCTION REQUIREMENTS:**

- Drawings must include the following information:
  - Dimensional floor plans including the existing and proposed new of the following:
    - All electric (outlets and lights)
    - HVAC including the exhaust fan or changes to ductwork
    - Indicate if outlets are existing GFI or new GFI will be installed
    - Locate plumbing fixtures on plans- specify if no additional fixtures (if adding additional fixtures submit a water fixture calculation worksheet)
  - If walls are to be removed, please indicate “load-bearing” vs. “non-load bearing” and how this was determined. If load bearing walls are to be removed, please include structural details/calculations for the proposed change.

#### **SUBMITTAL REQUIREMENTS:**

- Full set of construction drawings meeting the above requirements
- Written scope of work and signed contract including the code statement
- Letter of Intent from the plumber
- Contractors must be registered and bonded with the Village prior to the permit being issued

For additional building information, please visit our website <http://www.palatine.il.us>