

Obtaining A Residential Building Permit

VILLAGE OF PALATINE

DEPARTMENT OF BUILDING AND INSPECTION SERVICES

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Obtaining a Residential Building Permit: Submittal Requirements

The Village of Palatine Building Division has created this customer information document to inform the general public about the effect of codes and regulations on their projects. These documents are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult Village of Palatine Building staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.



Permit submittals are now available online at our
Citizen Self Service Portal.
Please visit the link below to apply
<https://Citizen.palatine.il.us>

Residential Codes

This document serves as a guideline to help customers understand the requirements for obtaining a residential building permit. Please keep in mind that the detail in this bulletin pertains only to residential structures with one primary dwelling unit or to accessory dwelling units. Residential structures with two or more primary dwellings without individual entries are considered to be commercial developments, the application requirements for which are outlined in the *Commercial and Multi-family Building Permit Submittal Requirements* document.

For smaller residential projects such as fences, decks, sheds, driveways and other similar projects, express permits are available. Express permits are processed in 5 business days. Visit the Building and Inspection Services website at <https://www.palatine.il.us> for more information.

Each proposed project will be reviewed for compliance with the following codes as applicable.

- (1) International Residential Code, 2015 Edition (with amendments).
 - (a) Appendix A, Sizing and Capacities of Gas Piping
 - (b) Appendix B, Sizing of Venting Systems Serving Appliances Equipped with draft Hoods
 - (c) Appendix C, Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems,
 - (d) Appendix E, Manufactured Housing used as Dwellings
 - (e) Appendix F, Passive Radon Gas Control Methods
 - (f) Appendix H, Patio Covers
 - (g) Appendix J, Existing Buildings and Structures
 - (h) Appendix K, Sound Transmission
 - (i) Appendix M, Home Day Care R-3 Occupancy
- (2) International Mechanical Code, 2015 Edition (with amendments).
- (3) International Fuel Gas Code, 2015 Edition.
- (4) International Energy Conservation Code, 2018 Edition (with Illinois Amendments)
- (5) International Swimming Pool and Spa Code, 2015 Edition
- (6) National Electrical Code, 2017 Edition (with amendments).
- (7) Illinois Plumbing Code, 2014 Edition
- (8) Village of Palatine Code of Ordinances

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The specific rules and regulations that apply to a proposed application will depend upon the type and scope of the proposed project.

Permit Submittal Requirements

A pre-submittal meeting is required for those that want to submit in person for a residential building permit. To schedule a pre-submittal meeting, please contact Mary May at 847-359-9042. Wait times for appointments vary due to seasonal issues and customer demand, however, we will make every effort to schedule appointments within one week of the request.

To have an application reviewed and approved in a timely manner, it is critical to have all forms completed and submitted along with other necessary materials at the time of submitting an application for review. Review of applications will not begin until customers have submitted all required materials. **The Village strongly encourages the use of the online permitting system for efficiency.**

In order to obtain a permit for new construction, additions and remodels, customers must provide the following information. A detailed explanation of each is provided later in this document. Incomplete submittals will not be accepted. **Incomplete submittals will not be accepted.**

- A. Building Permit Application and Copy of Signed Contract
- B. Building Permit Contractor List Form
- C. Current Plat of Survey (1 copy)
- D. Plat of Survey Affidavit
- E. Working Drawings (or construction documents, blueprints, plans) (1 copy)
- F. Manufacturers Specifications for Heating/cooling systems, Fireplaces and Stoves (1 copy)
- G. Shop Drawings for Specialty Items such as Trusses and Sprinkler Systems (1 copy)
- H. Miscellaneous (1 copy)

A. Building Permit Application- If submitting in person

The Building Permit Application identifies the scope of work, project valuation, property information, property owner, applicant, and other contact information. This form is required for all building permits and must be fully completed. Please be sure to verify that all contact information; names, addresses and telephone numbers are accurate. If an address has not been established, you must contact the Fire Prevention Bureau at (847)359-9029 for address assignment. Incomplete applications will not be accepted.

B. Building Permit Contractor List Form- if submitting in person

Information for each contractor working on the project must be provided. Contractors must be registered and bonded with the Village of Palatine and where applicable with the State of Illinois. This information is not required at time of application but must be provided before a permit will be issued. When choosing a contractor, please refer to the Illinois States Attorney publications website for useful tips.

http://www.ag.state.il.us/consumers/consumer_publications.html

C. Current Plat of Survey -1 copy or CD/USB if submitting in person

A plat of survey is a drawing that represents a single property that has been surveyed in the field and certified by an Illinois licensed land surveyor. This plat shows all property lines and existing structures on an individual residential lot. Everything on the plat must be drawn to-scale. A plat of survey must include the legal description of the property. If your project involves only interior work and does not add any additional coverage to the lot, a plat of survey is not required.

D. Plat of Survey Affidavit

When a project is an addition to an existing structure or adding an accessory structure to an existing property, a current plat of survey is not always required. An old plat of survey can be used if it is updated with any improvements that have been added to the property since the date the plat was created. See the plat of survey affidavit form for directions. A plat of survey affidavit is not required when a current plat of survey is submitted.

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E. Working Drawings (or construction documents, blueprints, plans) 1 copy or CD/USB if submitting in person

Working drawings are graphical pictures of the structure customers are planning to build. These working drawings are used to provide the plan reviewer with information on how applicants plan to construct a proposed project.

An Architect is not required to prepare working drawings but at times the use of an Architect can be helpful. If customers plan to build higher than two stories, or plan to use unconventional materials, please contact the building division to set up a meeting to discuss your project specifics. The building official may require additional drawings, details, sections, or stamped engineered calculations and/or details for any building or site.

The following drawings are required. All plans should be a minimum of 18" x 24" size paper.

- **Site Plan** – (no less than 1"= 20' scale);
- **Grading/Utility Plan** – May be indicated on the site plan (no less than 1"= 20' scale);
- **Foundation Plans** - (Required scale: 1/4" = 1' - 0");
- **Floor Plans** of each floor above the foundation (Required scale: 1/4" = 1' - 0");
- **Building Cross Section(s)** - Usually through the most complex area(s) (Required scale 1/4" = 1' - 0");
- **Exterior Elevations** - (Recommended scale 1/4" = 1' - 0") for all sides of the building;
- **Roof Framing Plans** - May be indicated on the uppermost floor plan (Required scale 1/4" = 1' - 0");
- **Floor Framing Plans** - May be indicated on a floor or foundation plan (Required scale 1/4" = 1' - 0");
- **Wall Bracing Plans** of each floor above the foundation (no less than 1"= 10' scale);
- **Electrical Plans** - May be indicated on the floor plans (Required scale 1/4" = 1' - 0");
- **HVAC Plans** - May be indicated on the floor plans (Required scale 1/4" = 1' - 0");
- **Plumbing Isometrics for Waste/Vent and Water** (no scale);
- **Miscellaneous Structural Details** - (Recommended scale 3/4" = 1' - 0");
- **Typical Wall Section** - (Recommended scale 1/2" = 1' - 0").

Drawing Sets Shall Be As Follows:

- Clear and with readable writing;
- Stapled together with plat of survey as the first sheet;
- In order, with each page numbered consecutively;
- No pencil drawings;
- Reproductions on substantial paper are required.

THE WORKING DRAWINGS SHALL EFFECTIVELY DESCRIBE OR SPECIFY THE FOLLOWING

1. Indicate location and type of all of impervious surface areas. (driveways, walks, decks, pools, etc)
2. Existing grading for new structures over 500 square feet in size.
3. Proposed new grading for new structures over 500 square feet in size.
4. Provide percentage of exterior glazing.
5. Indicate the codes used on the cover sheet.
6. Indicate the loading used on the cover sheet.
7. All existing and new underground utilities – sanitary, storm, water, etc.
8. Location and dimensions of all property lines and easements and building setback lines.
9. Location and dimensions of all existing and proposed buildings, structures, uses and distances to property lines, other buildings and easements.

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10. Line of structure above - particularly overhangs and cantilevers, roofs, etc.
11. Crawl space vents - call out typical size and quantity
12. Crawl space access - call out size of opening
13. Light and vent schedule
14. Footings continuous and pads - call out sizes
15. Columns/post - call out member size
16. Bearing wall - call out for clarity
17. Framing (floor, roof, deck) - show direction of layout, size, species, grade and spacing.
18. Beams & headers - call out size, species and grade.
19. Under slab vapor barrier - 6 mil. polyethylene or equivalent
20. Connectors - beam to beam, post to beam, truss to beam, hangers; call out size. provide detail and engineering for custom fabricated connectors
21. Miscellaneous structural components - show doubled joist, blocking, etc.
22. Spaces (rooms) - label areas; (example: crawl space, closet, bedroom, deck, etc.)
23. Heating system - show location and call out size in btuh or other appropriate unit
24. Electrical system – show location of panel, receptacles, switches, etc.
25. Stairs - show direction of travel (up or down), dimensions, notes and details
26. Show Plumbing fixture – toilets, tubs, whirlpools, sinks, lavs, etc.
27. Mechanical ventilation – furnace location, supply and return diffusers
28. Doors - show swing; if pocket door, show pocket area. Indicate sizes
29. Windows - call out size. Indicate if fixed or operable. Window sizes must meet minimum requirements for light and ventilation. Windows in sleeping areas and basements must meet emergency escape requirements.
30. Half walls/guardrails - show height
31. Decking - call out type;
32. Line of floor or ceiling openings - call out stairs, elevator shafts, laundry chutes or dumbwaiters,
33. Skylights - call out size
34. Attic access - call out size
35. Masonry fireplace - provide a cross section
36. Ridges - call out size and species of ridgeboard
37. Hips - call out size and species of hip rafter
38. Valleys - call out size and species of valley rafter
39. Roof framing
 - a. Trusses - show direction of layout; call out spacing. show and label hip masters, hip jacks, end jacks, girder trusses, hangers, bearing areas, etc
 - b. Conventional roof framing - show direction of roof rafter and ceiling joist layout; call out spacing; and
 - c. Show and label rafter ties, purlins, blocking, support joints, bearing points and/or walls, etc.
40. Smoke detectors
41. Carbon monoxide detector
42. Passive Radon Mitigation System- New Residential Construction
43. Slope of roof - show rise and run
44. Finish roof material - call out type of roofing and underlayment;
45. Roof sheathing - call out size; indicate if solid or spaced
46. Roof members - call out size; indicate if stick framed or trussed
47. Insulation baffle - 1" minimum clear vented air space above the insulation
48. Eave blocking/attic ventilation
49. Gutter and downspouts
50. Overhang - dimension
51. R values for foundation, wall, and attic insulation
52. Gypsum wall board - call out thickness
53. Floor - call out system. (example: 3/4" t&g plywood decking over 2 x 10 floor joist @ 16" o.c.)

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54. Wall - call out system - (example: exterior - 1 x 8 bevel cedar siding over 1/2" plywood sheathing over 2 x 6 studs @ 16" o.c. with r-19 batt insulation on 1/2" gwb. interior - 2 x 4 studs @ 16" o.c. with 1/2" gwb each side.)
55. Dampproofing and waterproofing of foundation walls enclosing a room below
56. Foundation wall - indicate type of construction and size.
57. Floor To Floor, Floor to Top Plate - Minimum 7' 0" ceiling height for IRC applications.
58. Garage Separation - Refer to Section R309.2 of the IRC. 5/8" type 'X' GWB is used on ceilings below habitable space. Garage to house walls, and garage walls supporting habitable space above shall be protected with a least 1/2 inch GWB
59. Pressure Treated Sill - Call out size
60. Anchor Bolts - Call out size and spacing.
61. Reinforcing Bars (Rebar) - Call out size and spacing
62. Drain Tile
63. Grade - Show on elevations; and patios, decks - call out materials. Indicate distance of finished floor from grade.
64. Show existing structural foundations, framing and roofing on remodels and additions. Indicate openings such as windows and doors; and distinguish new from existing; a dashed line should indicate structures or items to be removed.

F. Manufacturers specifications for Heating/cooling systems, Prefab Fireplaces, Hottubs and Pools-1 copy or CD/USB if submitting in person

Manufacturer's specifications and installation instructions are required to check for compliance with the requirements of the International Residential Code. Provide documentation indicating the appropriate HVAC equipment sizing and efficiency rating for whole house mechanical ventilation system. Provide documents confirming that all new heating and cooling equipment are sized in accordance with ACCA Manual S based on building loads, calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. New or replacement heating and cooling equipment shall have an efficiency rating equal to or greater than the minimum required by federal law.

G. Shop Drawings for Specialty Items such as Trusses and Sprinkler Systems-1 copy or CD/USB if submitting in person

Shop drawings are drawings, diagrams, schedules, fabrication/installation drawings, erection, and other data specially prepared for the work by the Contractor or a Subcontractor, manufacturer, supplier or distributor to illustrate some portion of the work in greater detail than the working drawings provide. Shop drawings shall be prepared in accordance with current modern engineering practice and shall be of a size and scale to clearly show all necessary details. The purpose of the shop drawing submittal is to ensure that the products, materials, equipment, etc. provided are in compliance with code requirements and are coordinated with the rest of the project. Hydraulic calculations shall be submitted for new residential sprinkler systems along with sprinkler equipment cut sheets.

H. Miscellaneous

- Energy Code Compliance: Plans and specifications must comply with the IRC energy requirements. If the exterior glazing area exceeds 15%, a ResCheck energy report must be submitted.
- For additions, include the floor plans of existing adjacent rooms.
- For second floor additions, verify existing foundation size and loading capacity.
- Provide engineering calculation and details for retaining walls four feet or higher.
- Provide engineering calculations and details for beams, joists, trusses, lateral loads that exceed the prescriptive tables in the IRC.
- Soil testing reports are required for New Single Family Homes.
- A soils engineer report is required to be provided at time of footing inspection for new homes built on tear down sites. The requirement for a soils engineer report at time of footing inspection shall be noted on the plans.

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- An engineering analysis by an Architect or licensed Engineer may be required if poor soils are encountered.
- Additional engineered drawings, sections, details and structural plans may be required.
- A residential sprinkler system is required for all new residential construction and may be required if the category of work falls under the definition of reconstruction as defined by the International Residential Code. In addition, if exposed engineered wood floor joists are used in remodeling projects a residential fire sprinkler system may be required.

The items detailed in this bulletin are required for a complete application. The information noted above is not all-inclusive of what may be required for a building permit application. Because each project and site are different, additional information may be requested during the application process.