



Community Development Department

200 EAST WOOD STREET • PALATINE, IL 60067-5339

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www.palatine.il.us

KITCHEN 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 kitchen 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. Please read the [“Step by Step Guide to the Permit Process Handout”](#) for the actual process of obtaining a permit.

CONSTRUCTION REQUIREMENTS:

- Drawings must include the following information:
 - Cover Sheet indicating the specific building codes and pertinent project information, i.e. address, square footage, project notes, etc
 - Full floor plan including use of adjacent rooms, drawn to scale
 - Plans shall include existing and proposed new of the following:
 - Cabinet and appliance layout
 - Framing, Plumbing, Electrical and mechanical (HVAC)
 - Windows and door locations
 - Indicate location of all existing and new electrical receptacles and switches. All kitchen receptacles shall be 20 amp GFCI protected and located so that no point along the countertop is more than 24 inches from a receptacle outlet.
 - Detailed plumbing drawings/isometrics for all relocated or new plumbing fixtures. Provide the type of materials being used for water, waste, and vent piping.
 - Indicate if a garbage disposal and/or a dishwasher are to be installed. Indicate separate traps are required.
 - If installing a new kitchen island with a sink, provide venting detail.
 - If relocating the gas range, indicate material and size of gas piping.
 - 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.
 - Written scope of work and signed contract
 - Indicate if smoke and carbon monoxide alarms are installed per code or will need to be installed per code. Wireless interconnected systems are allowed.

IN PERSON AND ONLINE SUBMITTAL REQUIREMENTS:

- 1 set of construction drawings meeting the above requirements-
- Completed permit application (in person only) and copy of signed contract
- Contractors must be registered and bonded with the Village prior to the permit being issued
- **Pre-submittal meeting required for in person submittals. Contact Mary May to schedule a meeting at (847) 359-9042.**

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