



COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

**Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be placed on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

RESIDENTIAL REMODEL/ALTERATION: (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application; include all who are performing work, describe all changes, estimate of construction cost and the application must be signed.
- ☐ Permit Addendums – all signed. Residential Remodel/Alteration, Kitchen/Bathroom Remodel, Electrical renovation.
- ☐ Name and address of all **licensed** and **bonded** contractors. Contractors Registration for those not registered with Village.
- ☐ Contractors Proposal or Quote with a List of all materials to be used.
- ☐ The following plans must be submitted:
 - A floor plan that clearly shows all room dimensions and features, of all areas where work is proposed **including, but not limited to:**
 - Doors and windows
 - Electrical lighting, switches, outlets, piping and wiring.
 - Sleeping areas
 - Bathrooms
 - Mechanical equipment
 - If Kitchen:
 - Provide the kitchen layout with dimensions, appliance and receptacle locations. Include any framing changes in your plan. You must detail if any plumbing changes are to be made or appliance locations moved.
 - If Bathroom:
 - Provide the bathroom layout with details on plumbing and electric fixtures, what materials to be changed, etc.
- ☐ Deposit required, when applicable.

I attest that I have submitted all information as required above regarding the permit applied for at:

_____ Glendale Heights, IL 60139

_____ Name (Printed)

_____ Signature

_____ Date



VILLAGE OF GLENDALE HEIGHTS
300 Civic Center Plaza
Glendale Heights, Illinois 60139
Community Development Department
(630) 260-6030

BUILDING PERMIT APPLICATION
(Please Print CLEARLY)

DATE: _____
PROPERTY ADDRESS: _____ GLENDALE HEIGHTS, IL 60139
APPLICANT NAME: _____
APPLICANT ADDRESS: _____
APPLICANT PHONE NUMBER: _____
APPLICANT EMAIL ADDRESS: _____
IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY
EST. CONST. COST: \$ _____ HOMEOWNERS ASSOC. ☐ YES ☐ NO

CHECK ONE:

- | | | | | |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST. | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> SIDING | <input type="checkbox"/> HVAC | <input type="checkbox"/> SIDEWALK | <input type="checkbox"/> SHED |
| <input type="checkbox"/> REMODEL | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY | <input type="checkbox"/> DECK |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> DOORS | | <input type="checkbox"/> DRIVEWAY APRON | |
| <input type="checkbox"/> OTHER _____ | | | <input type="checkbox"/> OTHER PAVEMENT | |

SCOPE OF WORK/DESCRIPTION: _____

****ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

Name

Address

Phone Number

OWNER: _____	_____	_____
OCCUPANT: _____	_____	_____
ARCHITECT: _____	_____	_____
ENGINEER: _____	_____	_____
GEN. CONT.: _____	_____	_____
PLUMBING: _____	_____	_____
ELECTRIC: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/ OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) _____

SIGNATURE OF APPLICANT _____

DIR. OF COMM. DEVELOPMENT: _____

DATE APPROVED: _____

DO NOT WRITE IN THIS SPACE

Permit No.: _____

Date Issued: _____

Permit Expires: _____

Zoning District: _____

Initial Deposit: _____

Construction: _____

Fire Protection: _____

Site Improvement: _____

Sewer Connection: _____

Water Connection: _____

Water Meter: _____

Penalty: _____

Building Deposit: _____

Engineering Deposit: _____

Permit Fee: _____

Required Deposit: _____

TOTAL FEE: _____



A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE

**Registrations will not be accepted
unless completed in full.**

***Plumbing, Roofing, Alarm and Sprinkler contractors
must submit a copy of their State License.**

***Electricians must submit a copy of their Municipal
License**

OFFICE USE ONLY

LICENSE NUMBER: _____

DATE ISSUED: _____

FEE RECEIVED: \$ _____

CONTRACTOR REGISTRATION

Type of Contractor (General, Concrete, Carpentry, Electrician, etc.): _____

Company Name: _____

Company Address: _____

Company City: _____ State: _____ Zip Code: _____

Company Phone: _____ Emergency Contact Phone: _____

State/City License #: _____ Expiration Date: _____

**NO REGISTRATION SHALL BECOME EFFECTIVE UNTIL SUCH DATE AS THE REQUIRED SURETY
BOND IS ON FILE WITH THIS DEPARTMENT.**

Bond #: _____ Expiration Date: _____

Signature of Applicant: _____ Date: _____

FEE:

General Contractor	\$100
Plumber/Electrician/Alarm	N/A
All other Subcontractors	\$50

BOND:

All trades, except those listed below	\$20,000
Plumbing, Fire Alarm, Fire Sprinkler	N/A



PERMIT ADDENDUM – RESIDENTIAL REMODELING / ALTERATION

PERMIT _____ DATE _____

ADDRESS _____

Permit approval is subject to the following conditions:

GENERAL / BUILDING

1. All work shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
 - 2006 International Residential Code
 - 2014 Illinois Plumbing Code
 - 2008 National Electric Code
 - 2018 Illinois Energy Conservation Code
 - 2006 International Property Maintenance Code
2. The permit applicant shall be responsible for providing clear access to and means for inspection of all work. Rough inspection of framing, plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, and before fixtures or appliances are set or installed.
3. Door separating the garage and residence shall be solid wood not less than 1-3/8" in thickness, solid or honeycomb steel doors not less than 1-3/8" in thickness, or 20-minute fire-rated doors, shall be weather-stripped, equipped with a self-closing device, and have a U-factor ≤ 0.32 .
4. Where any work is performed that exposes building insulation or otherwise impacts the building thermal envelope, that element shall be modified to meet the following requirements: (IECC R402)
 - a. Wall insulation shall achieve an R-value ≥ 20 (or R-13 cavity + R-5 continuous)
 - b. Attic insulation shall achieve an R-value ≥ 49 (or R-38 wherever the full height of uncompressed R-38 insulation extends over the wall top plate at the eaves)
 - c. Baffles shall be installed or maintained adjacent to soffit and eave vents that maintain an opening equal or greater than the size of the vent, extending over the top of the attic insulation.
 - d. Attic access shall be weather-stripped and insulated to a level equivalent to the insulation on the surrounding surfaces.
 - e. All new or replacement exterior windows and doors shall have a U-factor ≤ 0.32
 - f. Basement wall insulation shall be a minimum R-15 continuous or R-19 cavity.
 - g. Floor insulation for slab-on-grade or above crawl spaces shall achieve an R-value ≥ 30 (or insulation sufficient to fill the framing cavity, R-19 minimum)

Exception: Existing ceiling, wall, or floor cavities exposed during construction need not comply with the above minimum insulation R-values provided that these cavities are filled with insulation.

PERMIT ADDENDUM – RESIDENTIAL REMODELING / ALTERATION

Permit _____ Date _____ Address _____

5. Basements and every sleeping room shall have at least one (1) operable emergency escape and rescue opening that meets the following opening requirements:
 - a. Minimum Width = 20"
 - b. Minimum Height = 24"
 - c. Minimum Area = 5.0 Sq. Ft. for a window on the ground floor level and 5.7 Sq. Ft. above or below the ground floor level.
 - d. Maximum Height (from floor to sill) = 44"
6. For any emergency escape and rescue window located below the adjacent ground level, a window well must be provided that meets the following criteria:
 - a. Minimum Width = 36"
 - b. Minimum Depth = 36"
 - c. Minimum Area = 9 Sq. Ft.
 - d. Maximum Height (without a ladder) = 44"

If the window well is higher than 44", a ladder must be provided within the window well that projects from the wall at least 3" and no more than 6".

7. Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches or more in diameter. (IRC R312.2)
8. Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches or more in diameter. (IRC R312.2)

PLUMBING

1. All plumbing work requires a permit. All work shall be inspected by a State of Illinois certified plumbing inspector.
2. All existing plumbing that may pose a health or safety hazard shall be modified to meet the 2014 State of Illinois Plumbing Code.
3. The following tests shall be performed at the time of rough inspection:
 - a. A stack test is required on all new waste and vent piping
 - b. 75 psi air test (or water test) is required on all new water piping.
 - c. 25 psi air test is required on all new gas piping.

MECHANICAL

1. Range hoods are required for all kitchens. (IRC M1503.1)
2. Bathrooms shall have 50 CFM (min.) mechanical ventilation and shall exhaust directly to the outside. (IRC R303.3) Bathroom exhaust outlets shall be at least 3 feet above or to the side of all operable windows and doors (not below), and 10 feet from any mechanical air intake. (IMC 501.2.1)

PERMIT ADDENDUM – RESIDENTIAL REMODELING / ALTERATION

Permit _____ Date _____ Address _____

3. Existing HVAC systems that are replaced (in whole or in part) or otherwise modified in any way **shall be equipped with a programmable thermostat.** (IECC 403.1.1)
4. Dryer exhaust shall meet all of the following criteria:
 - a. Only (1) section of flexible duct allowed, not to exceed 8'-0" overall length
 - b. 0.016" (0.4 mm) rigid metal with smooth interior required after initial section of flexible duct (or where concealed), not to exceed 25'-0" overall length
 - c. Joints must run in direction of air flow, without screw penetrations
 - d. Termination shall be equipped with a back draft damper, without a screen, and outside of the building, at least 3'-0" from any opening into the residence
5. Fuel-fired appliances shall not obtain combustion air from any of the following spaces: (IRC M1701.4)
 - a. Sleeping rooms
 - b. Bathrooms / Toilet rooms
 - c. Any area in which flammable vapors present a hazard
6. All new gas pipe and fittings shall be tested in accordance with IFGC section 406.
7. Installation of appliances shall conform to the conditions of their listing and label and the manufacturer's installation instructions, **including the stove anti-tip bracket.** The manufacturer's operating and installation instructions shall remain attached to the appliance. (IMC M1307.1)

ELECTRICAL

1. The electric service panel shall be installed in accordance with NEC section 230.70. It shall be located nearest the point of entrance of the service conductors, but cannot be located in a bathroom or storage area.
2. Provide and maintain minimum access and working space about the electric panel:
 - a. 36" deep in front of panel [NEC 110.26(A)(1)]
 - b. 30" wide in front of panel [NEC 110.26(A)(2)]
 - c. 6'-6" headroom in front of panel [NEC 110.26(E)]
3. Aluminum wire is not allowed for use as a conductor. (IRC E3601.6) Neutral conductors shall be white. (NEC 200.6) Grounding conductors shall be green. (NEC 250.19)
4. The electric service panel shall be equipped with grounding electrode conductors to both an exterior ground rod and the street side of the water meter. Bonding shall be provided across the water meter, as well as the hot, cold, and gas piping of the water heater. [NEC 250.4(A)]
5. The use of a shared neutral is limited to (2) circuits on opposite phases. Circuit breakers shall be connected with a handle tie to ensure that both circuits open/close simultaneously. Conductors shall be grouped with cable ties. (NEC 210.4)
6. All wiring shall be installed in conduit (EMT, IMC, or rigid pipe). Flexible Metallic Conduit (FMC) is allowed, but any length exceeding 6 feet requires an independent grounding conductor. The use of plastic pipe or other nonmetallic wiring systems is not allowed, except for specific exterior underground installations. (IRC E3701.2)

PERMIT ADDENDUM – RESIDENTIAL REMODELING / ALTERATION

Permit _____ Date _____ Address _____

7. Wall receptacle outlets shall be installed in accordance with 2006 IRC section E3801.2 and kitchen counter receptacle outlets shall be installed in accordance with 2006 IRC section E3801.4. **(separate handout available)**
8. All receptacles installed in kitchens, bathrooms, garages, laundry rooms, unfinished basements, crawl spaces, outdoors, and within 6 feet of any sink shall have ground-fault circuit interrupter protection. Garage door operators and sump pumps may be connected to simplex outlets. (IRC E3802, NEC 210.8)
9. A minimum of (2) 20-ampere small appliance branch circuits shall serve all wall and floor receptacle outlets in the kitchen. If installed, a food waste grinder must be on a separate circuit from the refrigerator. (IRC E3603.2)
10. **For any new or replaced ceiling fixture:** All ceiling boxes shall be fan rated except hallways and closets. (IRC E3805.9)
11. Dishwashers and other permanently connected appliances (with motors over 1/8 HP shall have a disconnecting means located within sight of the appliance. [2008 NEC 422.31(C)]
12. No light fixtures or fans may be installed in the "bathtub/shower area" (measured 3 feet horizontally and 8 feet vertically from the lip of the tub or threshold of the shower) unless specifically labeled by the manufacturer for wet locations.
13. If installed, a food waste grinder must be on a separate circuit from the refrigerator. (IRC E3603.2)

FIRE

1. All residential dwellings, **both new and existing**, are required to have smoke detectors and carbon monoxide detectors.
 - a. A smoke detector is required in every room used for sleeping.
 - b. A smoke detector is required on every floor level.
 - c. A carbon monoxide alarm is required within 15' of every room used for sleeping.
 - d. Smoke alarms shall be interconnected and hard wired (where access is provided without removal of interior wall or ceiling finishes exposing the structure).

The above list identifies many of the most common code requirements that apply to residential remodeling /alteration projects. It is not a comprehensive list of all code requirements, nor is it intended to take the place of a thorough inspection.

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature

Date



PERMIT ADDENDUM – RESIDENTIAL KITCHEN & BATHROOM REMODELING

PERMIT _____ DATE _____

ADDRESS _____

Permit approval is subject to the following conditions:

GENERAL / BUILDING

1. All work shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
 - 2006 International Residential Code
 - 2014 Illinois Plumbing Code
 - 2008 National Electric Code
 - 2015 Illinois Energy Conservation Code
 - 2006 International Property Maintenance Code
2. The permit applicant shall be responsible for providing clear access to and means for inspection of all work. Rough inspection of framing, plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, and before fixtures or appliances are set or installed.

PLUMBING

1. All plumbing work must be performed by a State of Illinois licensed plumber, or by the occupant who will take possession of and live in the premises as his or her bona fide sole and exclusive residence for a period of not less than 6 months after the completion of the plumbing work performed. **State of Illinois law prohibits landlords from performing plumbing work on a rental property.** All plumbing work shall be inspected by a State of Illinois certified plumbing inspector.
2. All existing plumbing that may pose a health or safety hazard shall be modified to meet the 2014 State of Illinois Plumbing Code.
3. All plumbing fixtures and equipment must be installed and operating properly at the time of inspection.
4. All sinks shall provide a minimum hot water temperature of 120 degrees.
5. All showers shall provide a maximum hot water temperature of 115 degrees.
6. Flexible drain piping is prohibited.
7. The dishwasher discharge cannot connect directly to the garbage disposal.
8. All new and replacement plumbing fixtures shall be a labeled "WaterSense" product as specified by the USEPA. **(This is a requirement of the IL Dept. of Natural Resources.)**
9. The following tests shall be performed at the time of rough inspection:

PERMIT ADDENDUM – RESIDENTIAL KITCHEN & BATHROOM REMODELING

Permit _____ Date _____ Address _____

- a. A stack test is required on all new waste and vent piping
- b. 75 psi air test (or water test) is required on all new water piping.
- c. 25 psi air test is required on all new gas piping.

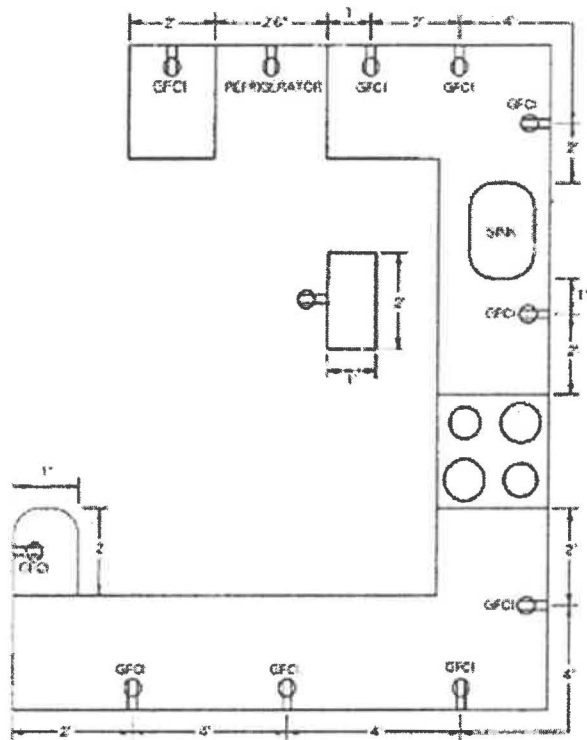
MECHANICAL

1. Range hoods are required for all kitchens. (IRC M1503.1)
2. Bathrooms shall have 50 CFM (min.) mechanical ventilation and shall exhaust directly to the outside. (IRC R303.3) Bathroom exhaust outlets shall be at least 3 feet above or to the side of all operable windows and doors (not below), and 10 feet from any mechanical air intake. (IMC 501.2.1)
3. Fuel-fired appliances shall not obtain combustion air from any of the following spaces: (IRC M1701.4)
 - a. Sleeping rooms
 - b. Bathrooms / Toilet rooms
 - c. Any area in which flammable vapors present a hazard (i.e. Garage)
4. All new gas pipe and fittings shall be tested in accordance with IFGC section 406.
5. Installation of appliances shall conform to the conditions of their listing and label and the manufacturer's installation instructions, including the stove anti-tip bracket. The manufacturer's operating and installation instructions shall remain attached to the appliance. (IMC M1307.1)

ELECTRICAL

1. A minimum of (2) 20-ampere small appliance branch circuits shall serve all wall and floor receptacle outlets in the kitchen. If installed, a food waste grinder must be on a separate circuit from the refrigerator. (IRC E3603.2)
2. All receptacles installed in kitchens, bathrooms, garages, laundry rooms, unfinished basements, and outdoors shall have ground-fault circuit interrupter protection. (IRC E3802, NEC 210.8)
3. The use of aluminum wire for a conductor is not allowed. (IRC E3601.6)
4. All wiring shall be installed in conduit (EMT, IMC, or rigid pipe). The use of plastic pipe or other nonmetallic wiring systems is not allowed. (IRC E3701.2)
5. All ceiling boxes to be fan rated except hallways and closets. (IRC E3805.9)
6. Kitchen receptacle outlets shall be installed in accordance with 2006 IRC section E3801.4.
7. Dishwashers and other permanently connected appliances (with motors over 1/8 HP shall have a disconnecting means located within sight of the appliance. [2008 NEC 422.31(C)]
8. No light fixtures or fans may be installed in the "bathtub/shower area" (measured 3 feet horizontally and 8 feet vertically from the lip of the tub or threshold of the shower) unless specifically labeled by the manufacturer for wet locations.

Permit _____ Date _____ Address _____
KITCHEN RECEPTACLE OUTLETS (see
page 4 for specific code text)



A floor plan of a bathroom with the following dimensions and features:

- Overall width: 6'6"
- Overall height: 13'6"
- Top fixture (tub/shower): 6'6" wide, 4'6" high.
- Below tub/shower: 14" wide fixture, 18" wide fixture, and a 4'6" wide fixture.
- Bottom section: 4'6" high, 2'0" wide, and 8" wide.
- Bottom fixtures: 16" wide, 24" wide, and 30" wide.
- Door: 4'9" wide, 30" high.

FIRE

1. All residential dwellings, both new and existing, are required to have smoke detectors and carbon monoxide detectors.
 - a. A smoke detector is required in every room used for sleeping.
 - b. A smoke detector is required on every floor level.
 - c. A carbon monoxide alarm is required within 15' of every room used for sleeping.
 - d. Smoke alarms shall be interconnected and hard wired (where access is provided without removal of interior wall or ceiling finishes exposing the structure).

The above list identifies many of the most common code requirements that apply to residential kitchen and bathroom remodeling projects. It is not a comprehensive list of all code requirements, nor is it intended to take the place of a thorough inspection.

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature

Date _____

PERMIT ADDENDUM – RESIDENTIAL KITCHEN & BATHROOM REMODELING

Permit _____ Date _____ Address _____

E3801.4 Countertop receptacles.

In kitchens and dining rooms of dwelling units, receptacle outlets for counter spaces shall be installed in accordance with Sections E3801.4.1 through E3801.4.5

E3801.4.1 Wall counter space.

A receptacle outlet shall be installed at each wall counter space 12" or wider. Receptacle outlets shall be installed so that no point along the wall line is more than 24", measured horizontally from a receptacle outlet in that space.

Exception: Receptacle outlets shall not be required on a wall directly behind a range or sink

E3801.4.2 Island counter spaces.

At least one receptacle outlet shall be installed at each island counter space with a long dimension of 24" or greater and a short dimension of 12" or greater. Where a range top or sink is installed in an island counter and the width of the counter behind the range top or sink is less than 12", the range top or sink has divided the island into two separate countertop spaces as defined in Section E3801.4.4.

E3801.4.3 Peninsular counter space.

At least one receptacle outlet shall be installed at each peninsular counter space with a long dimension of 24" or greater and a short dimension of 12" or greater. A peninsular countertop is measured from the connecting edge.

E3801.4.4 Separate spaces.

Countertop spaces separated by range tops, refrigerators, or sinks shall be considered as separate countertop spaces in applying the requirements of Sections E3801.4.1, E3801.4.2 and E3801.4.3.

E3801.4.5 Receptacle outlet location.

Receptacle outlets shall be located not more than 20" above the countertop. Receptacle outlets shall not be installed in a face-up position in the work surfaces or countertops. Receptacle outlets rendered not readily accessible by appliances fastened in place, appliance garages, sinks or range tops as addressed in the exception to Section E3801.4.1, or appliances occupying dedicated space shall not be considered as these required outlets.

Exception: Receptacle outlets shall be permitted to be mounted not more than 12" below the countertop in construction designed for the physically impaired and for island and peninsular countertops where the countertop is flat across its entire surface and there are no means to mount a receptacle within 20" above the countertop, such as in an overhead cabinet. Receptacles mounted below the countertop in accordance with this exception shall not be located where the countertop extends more than 6" beyond its support base.



PERMIT ADDENDUM – RESIDENTIAL ELECTRICAL RENOVATION

PERMIT _____ DATE _____

ADDRESS _____

Permit approval is subject to the following conditions:

GENERAL / BUILDING

1. All work shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
 - 2006 International Residential Code
 - 2014 Illinois Plumbing Code
 - 2008 National Electric Code
 - 2015 Illinois Energy Conservation Code
 - 2006 International Property Maintenance Code
2. The permit applicant shall be responsible for providing clear access to and means for inspection of all work. Rough inspection of framing, plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, and before fixtures or appliances are set or installed.

ELECTRICAL

1. The electric service panel shall be installed in accordance with NEC section 230.70. It shall be located nearest the point of entrance of the service conductors, but cannot be located in a bathroom or storage area.
2. Provide and maintain minimum access and working space about the electric panel:
 - a. 36" deep in front of panel [NEC 110.26(A)(1)]
 - b. 30" wide in front of panel [NEC 110.26(A)(2)]
 - c. 6'-6" headroom in front of panel [NEC 110.26(E)]
3. Aluminum wire is not allowed for use as a conductor. (IRC E3601.6) Neutral conductors shall be white. (NEC 200.6) Grounding conductors shall be green. (NEC 250.19)
4. The electric service panel shall be equipped with grounding electrode conductors to both an exterior ground rod and the street side of the water meter. Bonding shall be provided across the water meter, as well as the hot, cold, and gas piping of the water heater. [NEC 250.4(A)]
5. The use of a shared neutral is limited to (2) circuits on opposite phases. Circuit breakers shall be connected with a handle tie to ensure that both circuits open/close simultaneously. Conductors shall be grouped with cable ties. (NEC 210.4)
6. All wiring shall be installed in conduit (EMT, IMC, or rigid pipe). Flexible Metallic Conduit (FMC) is allowed, but any length exceeding 6 feet requires an independent grounding

**PERMIT ADDENDUM – RESIDENTIAL
ELECTRICAL RENOVATION**

PERMIT _____
ADDRESS _____

conductor. The use of plastic pipe or other nonmetallic wiring systems is not allowed, except for specific exterior underground installations. (IRC E3701.2)

7. Wall receptacle outlets shall be installed in accordance with 2006 IRC section E3801.2 and kitchen counter receptacle outlets shall be installed in accordance with 2006 IRC section E3801.4. **(separate handout available)**
8. All receptacles installed in kitchens, bathrooms, garages, laundry rooms, unfinished basements, crawl spaces, outdoors, and within 6 feet of any sink shall have ground-fault circuit interrupter protection. Garage door operators and sump pumps may be connected to simplex outlets. (IRC E3802, NEC 210.8)
9. A minimum of (2) 20-ampere small appliance branch circuits shall serve all wall and floor receptacle outlets in the kitchen. If installed, a food waste grinder must be on a separate circuit from the refrigerator. (IRC E3603.2)
10. **For any new or replaced ceiling fixture:** All ceiling boxes shall be fan rated except hallways and closets. (IRC E3805.9)
11. Dishwashers and other permanently connected appliances (with motors over 1/8 HP shall have a disconnecting means located within sight of the appliance. [2008 NEC 422.31(C)]
12. No light fixtures or fans may be installed in the "bathtub/shower area" (measured 3 feet horizontally and 8 feet vertically from the lip of the tub or threshold of the shower) unless specifically labeled by the manufacturer for wet locations.

FIRE

1. All residential dwellings, **both new and existing**, are required to have smoke detectors and carbon monoxide detectors.
 - a. A smoke detector is required in every room used for sleeping.
 - b. A smoke detector is required on every floor level.
 - c. A carbon monoxide alarm is required within 15' of every room used for sleeping.
 - d. Smoke alarms shall be interconnected and hard wired (where access is provided without removal of interior wall or ceiling finishes exposing the structure).

The above list identifies many of the most common code requirements that apply to residential kitchen and bathroom remodeling projects. It is not a comprehensive list of all code requirements, nor is it intended to take the place of a thorough inspection.

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature

Date



General Residential Remodel / Alteration Requirements

ALL APPLICATIONS:

- ☐ On the application, provide an accurate estimate of construction cost related to the proposed project including all materials and labor. Proposals from your contractors can be submitted for detailed information.
- ☐ Submit who will be performing the work.
- ☐ The permit application submittal must include all changes proposed to the property with a list of materials.
- ☐ Submit floorplan drawings of the entire levels where the work proposed so that we may review how the alterations relate to adjacent spaces. It must designate areas with use detailing dimensions, receptacles, light switches/fixtures, doors, mechanical equipment, sleeping areas, bathrooms, etc.

IF KITCHEN, ALSO INCLUDE:

- ☐ Provide the kitchen layout with dimensions, appliance and receptacle locations. Include any framing changes in your plan. You must detail if any plumbing changes are to be made or appliance locations moved.

IF BATHROOM, ALSO INCLUDE:

- ☐ Provide the bathroom layout with details on plumbing and electric fixtures, what materials to be changed, etc.

