



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 place 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.*

THREE SEASON ROOM: (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete.
- ☐ Plat of Survey indicating the proposed location of the three-season room, dimensions noted.
- ☐ Permit Addendums –signed. Door & Window, Residential Electric Renovation.
- ☐ Letter of approval from the homeowner's association, when applicable.
- ☐ Contractor's Registration with bond, for those not already **licensed** and **bonded** with the Village.
- ☐ The following plans must be submitted:
 - A floor plan that clearly shows all room dimensions and features, **including, but not limited to:**
 - Doors and windows
 - Electrical lighting, switches, outlets, piping and wiring.
 - A framing plan that clearly indicates the **location and size** of all members
 - Columns
 - Beams and joists
 - Connections (post anchors, joist hangers, etc.)
 - A section that indicates all of the following:
 - A foundation that extends to 42" below grade
 - The wall construction (stud size and spacing, plywood, drywall, insulation, prefab, etc.)
 - The floor and roof construction and slope (joist size and spacing, plywood, shingles, drywall insulation, prefab, etc.)

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
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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

1. All construction work involving windows and/or doors (new, replacement, or removal) shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.

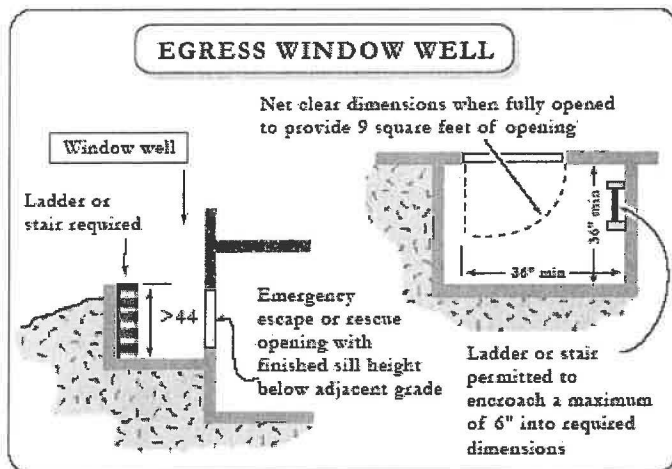
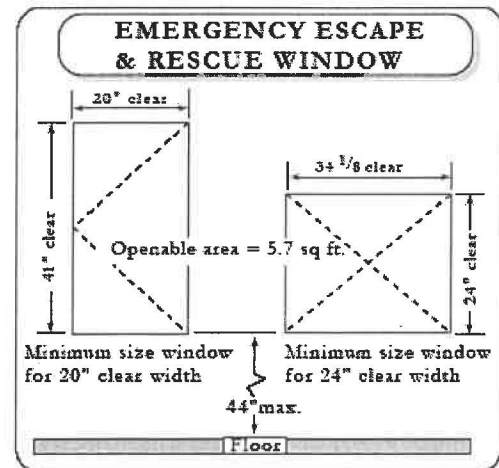
- 2006 International Residential Code
- 2015 International Energy Conservation Code

EVERY BEDROOM (and any finished basement that does not have a bedroom) shall be provided with at least one (1) new or replacement window that complies with the egress requirements identified herein.

2. Basements and every sleeping room shall have at least one (1) operable emergency escape and rescue opening. (IRC R310.1) Window openings must achieve the minimum opening requirements:

- a. Minimum Width = 20"
- b. Minimum Height = 24"
- c. Minimum Area = 5.0 Sq. Ft. on the 1st floor and 5.7 Sq. Ft. above or below the 1st floor.
- d. Maximum Height (from floor to sill) = 44"

For windows being replaced in an existing opening, the Village has amended the code to reduce the minimum required opening by 2" in both width (18") and height (22"). The minimum opening area shall be reduced by the value calculated from the reduced height and width requirement.



3. For any emergency escape and rescue opening 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 = 44" (without a ladder)

If the window well is higher than 44", a ladder must be provided within the window well. The ladder shall be at least 12" wide, with rungs spaced no more than 18" apart vertically, and must project from the wall at least 3", but not more than 6" into the required opening.

Bars, grills, screens or other obstructions placed over emergency escape and rescue openings, or window wells, shall not reduce the opening area below the minimum requirement, and shall be releasable or removable from the inside without the use of a key, tool, or special knowledge, or force greater than that which is required for normal operation of the escape and rescue opening.

PERMIT ADDENDUM -
DOOR & WINDOW

PERMIT _____
ADDRESS _____

All window wells that are adjacent to pedestrian walking surfaces shall be protected by a guard not less than 36" in height or by grating (or similar construction). Either the guard or the grating shall be capable of supporting a load of at least 200 lbs.

4. For windows being replaced in an existing opening, where full compliance with the Village code is not possible (without altering the existing structure), the "**MAXIMUM ACHIEVABLE**" clear opening shall be determined by the Building Code Official based upon industry standard sizes of typical residential windows (i.e. double hung, slider, and casement) that come closest to meeting the required dimensions.

5. Where the sill height of an existing window is greater than 44" and less than 53", a permanently mounted step conforming to the following specifications shall be accepted as satisfying the sill height requirement:

- Minimum Tread Depth = 10"
- Maximum Riser Height = 7.75"
- Minimum Width = 36" (or width of window opening, whichever is less)
- Capable of supporting a 300-pound concentrated load

6. The 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, shall be weather-stripped, and be equipped with a self-closing device.

7. All new and/or replacement windows and exterior doors (including between the garage and residence) shall have a U-factor less than or equal to 0.32 (IECC R402.3.1)

ALL STICKERS MUST REMAIN ON WINDOWS UNTIL AFTER INSPECTION

8. Safety glazing is required in all of the following locations: (IRC R308.4)

- Glazing in swinging doors, including storm doors
- Fixed or sliding panels of sliding glass doors
- Fixed or operable glazing where the bottom edge of the glazing is less than 60" above the floor or walking surface, and:
 - Is within a 24" arc of the nearest vertical edge of a closed door, or
 - Encloses a bathtub, shower, pool, hot tub, spa, whirlpool, sauna, or steam room, or
 - Within 36" horizontally of a stairway, landing or ramp (or 60" of the bottom tread of a stairway)
- Fixed or operable glazing greater than 9 sq. ft. where the bottom edge is less than 18" above the floor

9. All habitable rooms shall have an aggregate glazing area of not less than 8% of the floor area of such rooms. Natural ventilation shall be through windows or other approved openings to the outdoor air. The minimum openable area to the outdoors shall be 4% of the floor area being ventilated. (IRC R303.1)

10. Windows shall be anchored in accordance with the published manufacturer's recommendations to achieve the design pressure specified. (IRC R613.8.1)

Please note the following additional requirements:

- A final inspection is required for all window and door installations. If any reconfiguration of the opening is performed as part of the work scope, a rough framing inspection is also required, at which time the insulation in the immediate area of the work will also be inspected.

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 _____

REV 05/2020



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