

# MINIMUM REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

The following is a list of items required for submittal with Applications for Building Permits. All required application materials must be submitted at the same time. Partial information will not be accepted.

## 1. STAMPED PLANS

- For residential construction of additions or new homes six (6) sets of plans, two (2) of which shall be signed & stamped by a licensed Architect.
- For residential construction of interior renovations four (4) sets of plans, two (2) of which shall be stamped & signed by a licensed Architect. If the project is in the Flood Plain, five (5) sets of plans shall be required along with the Flood Permit Application and a copy of the outlined signed contract.
- For non-residential construction seven (7) sets of plans, two (2) of which shall be signed & stamped by a licensed Architect.
- Stamped & signed plans (2) should be to scale & standard size. Plans for review purposes plans should be no larger than 30" x 40".
- Five (5) sets of grading and drainage plans (Not required for interior work only) stamped & signed by a Civil Engineer. (see #5, Grading and Drainage Plans)

Winnetka has adopted the following building codes with amendments:

- International Building Code, 2009 Edition
- International Residential Code for One and Two-Family Dwellings, 2009 Edition
- International Mechanical Code, 2009 Edition
- State of Illinois Plumbing Code, 2004 Edition
- National Electrical Code, 2008 Edition
- International Fire Code, 2009 Edition
- NFPA 101 Life Safety Code, 2009 Edition
- NFPA Publication 13, 2010 Edition
- NFPA Publication 14, 2010 Edition
- International Energy Conservation Code 2012 Edition

(Copies of the building code amendments available at the Dept. of Community Development or on the village web site at [www.villageofwinnetka.org](http://www.villageofwinnetka.org) August 16, 2012 edition).

## 2. PLAT OF SURVEY

Two stamped, accurately scaled, full sized (not enlarged or reduced), legible surveys are required. The plat of survey must be less than 5 years old, show all existing improvements, be prepared by an Illinois registered surveyor, and include a legal description of the property. In addition to typical survey data, the following information must be included:

- Lot area (exclusive of any easements for roadways) as calculated by the surveyor;
- Setbacks from all property lines;
- Location of all trees that are 8 inches or greater in diameter that are within 25 feet of any proposed improvements (see #6).

## 3. SITE PLAN

In addition to all existing site improvements as shown on the plat of survey, the site plan must show all proposed improvements with all dimensions shown and all setbacks from all structures to the property lines.

## 4. ZONING CALCULATIONS (not required for interior remodeling).

- Roofed Lot Coverage
- Total Impermeable Surfaces
- Gross Floor Area

## 5. GRADING AND DRAINAGE PLANS

When the proposed construction requires the alteration of grades on a property a Grading and Drainage Plan must be submitted. The Plan must address drainage relative to the existing and proposed water run off and stockpiling of excavated soil on and adjacent to the property. Surface drainage patterns both during and following construction should be addressed. An existing topographic survey prepared and sealed by a qualified State Registered design professional shall be submitted with each application except interior remodeling.

On the proposed site plan, indicate the general flow of water on the property during and after construction. Substantiate this information by showing spot elevations or topographic lines indicating the slope of the property. Also locate any dry wells or storm sewer intakes, grades for the top of foundation, and the property lines shall be shown as a minimum.

On the same plan indicate the location of all downspouts and note whether they are tied into the storm sewer or draining onto the property. In some cases, downspouts may be allowed to splash if a permit application is approved for draining roof runoff to the ground by the Director of Public Works. All new homes and additions totaling more than 50% of the existing floor area must connect all downspouts to the storm sewer system.

Plans for dealing with excavated materials must also be submitted with drainage plans. The Village encourages all contractors to remove any material as soon as it is excavated. If stockpiling is necessary, indicate on the drainage plan where stockpiling will occur. Stockpiles may not be located in areas where they might erode onto adjacent properties, public streets or sidewalks. Stockpiles and excavated materials may not be placed within the fenced tree protection areas or in other locations where potential damage to trees might occur due to root suffocation.

If the building permit is to include alterations to the grade of a property the following information must be submitted with the building permit application:

1. A completed Land Grading Permit.
2. A topographic survey plat, drawn to a scale of no smaller than 1" = 20', containing the following information:
  - Property addresses and adjacent street names;
  - Site Benchmark for elevations;
  - Existing (pre-grading) spot elevations of lot corners and at 25-foot intervals throughout the area being graded;
  - Location and elevation of all existing drainage courses, swales, catch basins or other drainage structures, pavement surfaces, patios, swimming pools, etc. on and within 30 feet of the subject property;
  - Existing contour lines for the entire subject parcel and adjacent areas at an interval of not less than one foot (one-half foot if the average slope of the parcel in any direction is less than 2%) and not less than five feet in ravine or bluff areas; and,
  - All trees 8 inch in diameter or greater.
3. A grading plan containing the following information:
  - Existing information described above;
  - Proposed contour lines for the entire subject parcel and adjacent areas at an interval of not less than one foot (one-half foot if the average slope of the parcel in any direction is less than 2%) and not less than five feet in ravine or bluff areas;
  - Location and elevation of all proposed drainage courses, swales, catch basins or other drainage structures, pavement surfaces, patios, swimming pools, etc. on and within 30 feet of the subject property;
  - A statement reading "The proposed grade changes will not cause surface water runoff to be diverted onto or detained on abutting or nearby property, will not significantly alter existing drainage patterns, and will not increase or concentrate stormwater runoff onto abutting or nearby property." This statement shall be signed and sealed by a Registered Professional Engineer licensed in the State of Illinois;
  - The Grading Plan shall be accompanied by a report containing any measurements, calculations, and assumptions used in determining plan compliance with the Village Code. The report shall be sealed by a Registered Professional Engineer licensed in the State of Illinois;
  - The plan shall show locations, foundation elevations, and finished floor elevations for all existing and proposed buildings on and within the subject property;
  - The plan shall show the location of all downspouts and sump pump discharges on the subject property;
  - Grade changes within the drip line of trees will not be allowed without prior approval of the Village Forester;
  - The plan shall show all proposed utility installations;
  - The plan shall include provisions and a time schedule for restoration of grass and parkways, as well as any erosion control measures (such as silt fencing) that may be required by the Village Engineer.

In the event that grading will occur in the 100 year floodplain, detailed compensatory storage calculations, prepared by a Registered Professional Engineer licensed in the State of Illinois must be submitted.

For additional information concerning grading and drainage contact the Department of Public Works at (847) 716-3531.

## 5. TREE PLAN

As part of a building permit application there are a number of forestry procedures which must be met.

- A. Two (2) Tree Protection plans must be submitted. The plan must include the following:

- Location, species and DBH for all trees 8 inches in diameter and greater and 15 inches in aggregate diameter and greater for multi-stem trees;
  - Trees must be located for entire property, all trees on adjacent rights-of-way and 15 feet surrounding property.
  - Location of critical root zones;
  - Proposed tree protection, such as protective tree fencing, bridging, root pruning, crown pruning, auguring of utilities, etc. (Note: protective tree fencing must be 6 ft. chain link);
  - Proposed grade changes;
  - Location of proposed underground utilities. Areas to be augured or hand-dug must be denoted;
  - Location of driveways – temporary and permanent – parking areas, material storage sites and access ways;
  - Location of silt fencing;
  - Identify trees proposed for removal.
- B. Submittal of a completed Tree Removal Application.
- C. Copies of Notification of Proposed Construction sent to all adjacent property owners that have a protected tree (8 inches diameter at DBH) within 15 feet of the property line.
- D. Trees proposed to be removed require a deposit of \$250.00 per inch of DBH. This deposit must be paid at time of permit issuance. This deposit is returned to the depositor after the approved replacement trees have been planted. The Village has a list of approved replacement trees.
- E. No construction or demolition may proceed until a Tree Fencing/Protection Inspection has been completed by the Village Forester. Tree protection must remain on the construction site for the duration of the construction project.

For additional information concerning tree related issues contact the Department of Public Works at (847) 716-3531.

## 7. ELECTRIC SERVICE INSTALLATION

All new electric services must be installed underground. This includes electric, phone and cable. In order to have the service placed underground the electrical contractor must obtain an electrical permit from the Village. Along with the application a drawing of the proposed work, including locations and materials must be provided. Upon approval of the permit and payment of fees (\$9,500 for a 200 amp service, \$17,000 for a 400 amp service) the Village's contractor will install conduit for the electric service as well as two 1 ¼" conduits for phone and cable. After the permit is issued, the contractor may install the meter pedestal, panel board and associated wiring. When completed the work must be inspected by the Village. When approved the Water and Electric Department will install the underground service within 30 days; it will make the final connections, install the meter and remove the overhead service drop.

For additional information contact the Water and Electric Department at (847) 716-3551.

## 8. PERMIT FEES, PLAN REVIEW FEES & DEPOSITS

Permit fees, plan review fees and deposits are assessed and collected at the time of permit issuance. Permit fees are based on work valuation for interior remodeling and minor alteration work and based on square foot valuation for additions and new structures. Additional plan review fees are charged based on a percentage of total permit fees. Additional fees for electrical, mechanical, and plumbing work are assessed based on the number of fixtures, motors, equipment, etc. Submit complete applications with accurate fixture counts to allow timely processing of permit application and review of plans.

## 9. CONTRACTOR PERMIT BONDS & LICENSES

Permit applications will be accepted and reviewed for code compliance without contractors and subcontractors being identified. However, permits will not be issued until all contractors are identified, licenses verified as current, and a license and permit bond on file in the amount of \$20,000.

## 10. OTHER NOTES

Listed below are some other important building permit related requirements:

**Amendments to Permits:** It shall be unlawful to alter, modify, or deviate from the approved permit drawing, plans, site plan or other construction documents without prior approval from the Village.

**Inspections:** To schedule all required inspections, a **minimum 24 hour notice** is required. To request an inspection, please call Community Development at (847) 716-3520.

**Expiration and Revival of Permits:** If, after the date that any permit is approved, the *permit work* has not begun within three (3) months, or substantial progress is not made on the *permit work* within six (6) months, or the *permit work* is not completed within fifteen (15) months, or the *permit work* is suspended or abandoned for a period of three (3) months after it has commenced, then the permit shall lapse. Upon the lapse of any permit, all retained deposits shall be forfeited.

and any permit bonds shall be subject to forfeiture. Any request to revive a permit after it has lapsed pursuant to this section shall be considered a new permit application and shall be subject to all fees, costs and deposits applicable to a new permit application for such work.

**Permit Renewal:** The permit holder may request the renewal of a permit at any time prior to the expiration of the permit if the permit work can not be completed and approved by the Village within fifteen (15) months after the date of permit approval. Such request shall be made in writing and shall include a revised construction schedule, permit renewal fees, and such other documents as the Director of Community Development may require. Permits shall only be renewed upon approval of the Director and no permit shall be renewed for more than a total of nine (9) additional months, unless approved by the Village Manager.