

VILLAGE OF WINNETKA
COMMUNITY DEVELOPMENT
**CHECKLIST OF SUBMITTAL REQUIREMENTS FOR PERMIT
(RESIDENTIAL)**

General Plan Requirements

Six sets of drawings are required to be prepared under the supervision of an architect or engineer licensed to practice in the State of Illinois. Two sets shall have all sheets stamped using a crypt stamp. First page shall be sealed and signed by the Design Professional. Date of expiration of license shall be indicated. In addition to the Design Professional Seal any professional firm named on documents must be registered with the State of Illinois under The Act (Illinois Architectural Practice Act 1989) and exhibit their registration number on permit documents.

Construction documents must have name and project address on each sheet.

All construction documents must have name and address of design professional on each sheet.

Provide site plans drawn to scale showing the location of all easements, drainage facilities adjacent grade, property lines and the proposed building and/or structures.

Provide elevations drawn to scale (1/4"=1'0") showing all vertical dimensions including floors and ridgelines.

Provide minimum two transverse sections to scale of (1/4"=1'0") through the building showing floor, walls and roof assemblies of building with all pertinent dimensions. In addition, typical wall sections to scale of (1/2"=1'0") shall be provided (including a complete section/detail for masonry fireplaces).

All submitted drawings for permit shall be hard-lined by ruler or a computer aided design software.

Name all rooms on the floor plans.

General Notes:

Include required design loads for floor, roof, balcony, stair and railing in compliance with Table R301.5.

Indicate minimum specified compressive strength of concrete in compliance with Table R402.2.

Specify Extreme fiber stress in bending, "FB" and modulus of elasticity "E" for lumber.

Indicate minimum required soil bearing capacity.

Indicate the applicable codes adapted by the Village of Winnetka.

International Building Code, 2009 Edition

International Residential Code for One & Two Family Dwelling, 2009

International Mechanical Code, 2009 Edition

State of Illinois Plumbing Code, 2004 Edition

National Electrical Code, 2008 Edition

International Fire Code, 2009 Edition

International Fuel Gas Code, 2009 Edition

Life Safety Code 101, 2009 Edition

International Energy Conservation Code, 2012 Edition

Village of Winnetka Code plus the Amendment to the Village Code as of August 16, 2012

FOUNDATION/BASEMENT

Footing under exterior wall shall be extended below the frost line as specified in Table 301.2(1) but not less than 3'6" below finished grade.

Two #5 reinforcing bars are required at top and bottom of all foundation walls including trench footing. 2 #5 are required for monolithic footing. ([Village Code](#))

4" drain tile with filter fabric shall be installed at exterior of all footing with crawl space or basement below grade.

Provide a second means of egress for all habitable basements. All bedrooms in the basement shall be provided with an escape window meeting required egress windows. Window sills shall not be more than 44" above floor. If metal safety grille is provided for window well, entire grill or a portion above, egress ladder must be easily removable without use of any tool. A 36" metal railing with a hinged gate adjacent to egress ladder is recommended.

Indicate the egress window in plan. Submit the manufacturer's "Cut Sheet" specifying windows meeting egress requirements. Provide a 1/2" scale section for egress window well.

All mechanical rooms with a gas-burning appliance are required to have a one-hour rated enclosure. All openings in the enclosure are required to be protected with one-hour fire resistant material. Provide a one-hour fire rated door equipped with a pneumatic self-closing device.

REQUIREMENTS FOR FINISHED BASEMENTS

In addition to the above items:

Ventilation shall be provided in compliance with [Section R303](#).

All habitable spaces in basements shall have a minimum ceiling height of 7'.

FIRST FLOOR, SECOND FLOOR AND FINISHED ATTIC

All rooms shall be labeled.

Indicate bedroom egress in plan. At least one window that is located furthest away from the door shall meet the egress requirements.

[See note for egress requirements for basement bedrooms](#)

Submit a separate existing demo plan.

Hallways to be marked for a minimum clearance width of 36".

Indicate required width of stair with a continuous railing at least one side of stair. Specify required heights of railing. Specify maximum risers of 7 ¾" and minimum treads of 10". Indicate a 6'8" clear headroom for stair.

Indicate a minimum 22" x 30" access panel to all attic spaces having a height of at least 30".

Provide a pull down stair to all attics containing a mechanical room. Indicate a floored path of 22" wide and not longer than 20' for access to mechanical room. Provide lighting in this path. A pull down ladder or access panel shall not be opened directly into the mechanical room floor. [See basement notes for mechanical room enclosure requirements.](#)

All habitable rooms in the attic are required to have a minimum height of 7' for at least 50% of their area with no furred ceiling less than 7'.

[\(Section R-305\)](#)

Indicate required clearances with combustible framing for masonry fireplaces.

Indicate required access panel of not less than 18" x 24" for crawl space.

Indicate required ventilation for crawl spaces in exterior walls shall be within 3' of corners. Ventilation openings shall be provided with corrosion resistant wire mesh. [See exemptions in Section R408.](#)

Mechanical equipment in crawl space shall be provided with one-hour rated enclosure. [See note for mechanical room requirements in basements.](#) Submit framing plans and details including steel beams, columns and bearing plates. Indicate lintel schedule.

Submit sealed engineering drawings for manufacturer's roof trusses before rough-in inspection.

Indicate windows and patio doors meet [Section R612.5 & R612.6](#) for required performance, testing and labeling.

Indicate required light and ventilation schedule.

All habitable rooms are required to be provided with 8% lighting and 4% ventilation including basement and attic habitable rooms. Mechanical substitution shall be provided otherwise.

[See: International Mechanical Code, Table 403.3 for required outdoor ventilation air](#)

Indicate compliance with requirements for safety glazing. ([Section 308.4](#))

WOOD DECKS

Provide a to scale plan with dimensions shown as required.

Show framing plans and cross-section.

Indicate location of piers. Piers shall be a minimum 3'6" below finished grade and shall be extended 3" above grade. Wood posts shall be installed on metal brackets as required.

Provide railing 36" high for all decks over 30" in height as per code requirements.

Indicate stair plans and cross-section with supporting piers and concrete stoop. Indicate railing as required. Posts for railing shall be fastened to the deck structure—provide detail.

ACCESSORY BUILDING **DETACHED GARAGES, STORAGE SHEDS**

Garage depth of footing shall be in compliance with Section R403.1.4. A combination of trench and grade beams can be designed where the structure is to be built close to a tree requiring root preservation.

Monolithic foundations are allowed for accessory buildings without frost protection in compliance with Section R403.1.4. 2 #5 reinforcing bars are required in perimeter of thickened footing. ([Village Code](#))

Exterior walls located less than 3' from the property line are required to be made of one-hour rated construction assemblies. Fire rating of such walls shall be designed for exposure from both sides. No openings are allowed in such walls. Maximum roof projection of 12" is allowed into the 3' required setback. ([Section R302](#))

SECTIONS

Indicate foundation walls at least 6" above the finished grade.

Indicate typical foundation wall section. Specify in detail: walls, floors and roof/eave construction system and materials detail.

Indicate R-values for insulation. Comply with IRC 2009, Chapter 11 when glazing area does not exceed 15% of the gross area of the exterior walls or provide energy analysis in compliance with International Energy Code 2012 for One & Two Family Dwellings.

Indicate required soffit vent. Indicate proper ventilation between insulation and roof deck. Air space baffles shall be full length for cathedral ceiling. Provide roof vent calculations when continuous ridge and soffit vents are not used. Indicate required soffit vent and roof type mushroom vent for flat roofs.

Indicate a "C" or higher fire resistant rating for roof covering. ([Village Code Section 15.44.100](#))

Indicate all prefabricated joists (wood I-Joists and roof trusses) shall be separated from other spaces with a one-hour rated enclosure. Provide a UL Design Number and specify the construction details. Attach UL installation instructions to the permit drawings. ([Village Code Section 15.44.110](#))

MECHANICAL

Submit separate plans for mechanical drawings per Item 6A of the Mechanical Permit Applications Minimum Submissions.

Indicate equipment and devices, line layout for ducts. Indicate all registers. Show required CFM at the registers, structural supports, piping system, temperature control systems and equipment schedules.

Indicate general mechanical notes in plans, including design criteria.

Indicate manufacturer's installation instructions shall be available for rough-in inspection.

Outdoor combustion air shall be provided to mechanical rooms as specified in IRC, Chapter 1701.

Mechanical equipment shall have clearances from combustible materials in accordance with manufacturer's installation instructions.

Indicate toilet exhaust shall not be terminated in an eave, attic or crawl space.

Indicate gas pipes that penetrate through the foundation wall or basement shall be enclosed in sleeve.

Submit heating/cooling load calculations based on ASHRAE-Manual "J" latest edition. Calculations sheets shall contain building envelope and component descriptions showing the proposed 'R' value of the insulation for floors, walls and ceilings plus 'U' factor for windows & doors.

Submit specifications and manufacturer's catalog for radiant heating systems.

GEOTHERMAL HEATING SYSTEM

Indicate design criteria

Provide specifications

Indicate type of system. Equipment schedule—layout of earth loop with location of wells (to be coordinated with Village Forester).

PLUMBING

Show or indicate size of the existing and/or new water service to be installed.

Submit isometric drawings identifying all piping and all pipe sizes.

Provide a list of all plumbing fixtures to be installed.

Provide name, address, and phone number of water service contractor.

Provide state mandated letter of intent from plumbing contractor. Must be original letter with corporate seal or notarized.

ELECTRIC

All plans should be noted as follows: Contractor to comply with **Article 210-19 FPN no.4**

Provide a fully complete layout of all fixtures and receptacles showing the correct number of both.

Outlet spacing to comply with 2010 **NFPA 70 Article 210-52**

Indicate existing service size or show complete details of new service. Show meter pedestal height between 4' & 5'6" above grade with all conduit, grounding and bonding.

Dishwashers and disposals shall have a separate means of disconnection under the sink cabinet. Each wired to a separate 20amp circuit.

Switches and receptacles in bathroom shall be located a minimum of 30" from the inside edge of a tub or shower measured horizontally at the floor line. Lighting fixtures above or within 2' of the inside of the tub's edge must have GFCI protection.

Show or specify smoke detectors and carbon monoxide detectors per Village of Winnetka.

In all dwelling units, all closets 23" deep or more and all storerooms, utility rooms and pantries illumination is required.

All plans should be noted as follows: All non-conforming electrical installations or materials discovered or revealed during remodeling, renovation or other alteration to a project shall be corrected in accordance with the applicable sections of the Village of Winnetka Codes.

Provide load calculations of the structure based on NEC 2010 examples—for remodeling work only.

Copper bus shall be used in all switchboards, panel boards and meter socket enclosures containing more than four sockets.

Contact the Water and Electric Department at 847-716-3551 for temporary power or meter pedestal location.

Show existing service size and location.

Provide luminary and outlets count.