



REMODEL – RESIDENTIAL CHECKLIST

Required Application Forms:

- Building Permit Application
- Trade Specific Work Form
- Contractors of Record Form (if known)

Required Additional Documents:

- Four (4) complete sets of Architectural plans (two sealed & signed)
Five if proposed project is in the Flood Plain
- Scope of Work description per attached information

Adopted Codes to Note on Cover Page of Plans:

- International Residential Code for One and Two-Family Dwellings, 2021 Edition
- International Swimming Pool and Spa Code, 2021 Edition
- International Mechanical Code, 2021 Edition
- International Fuel Gas Code, 2021 Edition
- State of Illinois Plumbing Code, 2014 or Current Edition
- National Electrical Code, NFPA 70, 2020 Edition
- International Fire Code, 2021 Edition
- NFPA 101 Life Safety Code, 2022 Edition
- NFPA Publication 13, 13R, 13D, 72, 2022 Edition
- Illinois Energy Conservation Code 2024 or Current Edition
- Village of Winnetka Building Code Amendments, September 3, 2024

Items Requiring a Separate Permit Submittal:

- Elevator

SCOPE OF WORK DESCRIPTION

A **Scope of Work** is a document that defines all the work for which an applicant is applying for a building permit. It should include all work performed or provided by the general contractor, subcontractors, property owner, or the applicant. Though not required, details regarding the scope of work could be in the form of a contract, including agreed terms between a property owner and contractor(s) or vendor(s) for a project. It summarizes the tasks, work performance, deadlines, and duties of the teams involved in the project. The scope of work specifies the deliverables from the contractor and vendors. A scope of work could include all work necessary for the permitted work or could consist of a series of individual contractor or vendor scopes of work for their respective portions of the permitted work. The scope of the work must be submitted upfront for all remodeling and addition projects and must, at minimum, generally outline the type of work for which the building permit is being requested, including but not limited to:

STRUCTURAL ELEMENTS

DEMOLITION OF EXISTING IMPROVEMENTS IN PREPARATION FOR NEW IMPROVEMENTS

EXCAVATION (Ex: prep work, gravel base)

FOUNDATION (Ex: monolithic slabs, piers, spread footing, CMU, ICF, wood)

DAMP-PROOFING, WEATHER-PROOFING, TILE DRAINAGE, FOUNDATION INSULATION

FLOOR SYSTEMS (Ex: trusses, lumber, steel, concrete, in-floor heat, vapor barrier)

BEAMS (Ex: steel, wood, pre-engineered columns)

WALLS, FRAMING (EXTERIOR & INTERIOR) (Ex: wood, metal, sheathing)

CEILING, RAFTERS, TRUSSES

ROOFING SYSTEM (Ex: sheathing, felt, ice & water shield, asphalt, wood shake, tile, clay, metal, shingling, venting)

EXTERIOR WALL COVERING (Ex: lap siding, vinyl, aluminum, brick, stucco, house wrap shutters)

WINDOWS (Ex: escape window, double-hung, casement, slider, awning)

WOOD DECKS (EXTERIOR & INTERIOR)

INSULATION (Ex: walls, floors, roof)

HARDWARE (Ex: door hardware, nails, screws, brackets, handrails)

INTERIOR FINISH ELEMENTS

FLOORING (Ex: tile, linoleum, stone, laminate, wood, carpet, sub-flooring)

WALL FINISHES (Ex: drywall, plaster, stucco, paneling, stone, paint, tape, mud)

BUILT-INS, CABINETRY (Ex: bookcases, entertainment centers, kitchen cabinets, countertops, built-in stove, vanities, furniture)

DOORS (EXTERIOR & INTERIOR) (Ex: side-hinged, sliding, pocket, bi-fold)

HARDWARE (Ex: interior door hardware, screws, nails, handrails)

UTILITY & SERVICE EQUIPMENT

HVAC (Ex: furnace, a/c unit, baseboard heat, radiant heat, duct-work venting, registers, material associated with system)

PLUMBING (Ex: fixtures, faucets, tubs, showers, toilets, sinks, material, venting, water heater, sump & ejector pumps)

ELECTRICAL (Ex: panel, wiring, boxes/outlets, switches, light fixtures, fans, raceway, etc.)

SITE IMPROVEMENTS

PAVED SURFACES

ACCESSORY STRUCTURES

EXTERIOR UTILITY AND LIGHTING WORK (Ex: water, sewer, & electric lines)

MISCELLANEOUS

OVERHEAD & PROFIT

OWNER SUPPLIED MATERIAL

EXCLUDED WORK

- Plans and specifications
- Survey costs/Permit fees
- Clean up and debris removal (e.g., removal of debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees), and clean-up (e.g., dirt and mud removal, building dry out, etc.)
- Plug-in appliances like washing machines, dryers, and stoves



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093
(847) 716-3520

Building Permit Application

Permit #: _____

Date: _____

Permit Address _____ Winnetka, IL 60093

Description of Work _____

Estimated Construction Cost \$ _____

CONSTRUCTION COST includes cost of all materials and labor. The applicant hereby certifies that the total value of construction as stated above is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same. **The Village may request submittal of sign contract(s) to verify construction cost estimate.**

Square Footage of Building/Structure Work Area (complete applicable sections)

- a. Newly constructed building areas (new principal or accessory structures, additions) _____ sq. ft.
b. Remodeled building areas (kitchens, baths, etc.) _____ sq. ft.
c. Total (a+b) _____ sq. ft.

Property Owner Information

Name _____

Address _____ City _____ State _____

Daytime Phone _____ Email _____

Primary Contact *(Note: all correspondence will be with the primary contact)*

Name _____ Phone _____

Email _____

Architect's Information Not Applicable

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

General Contractor's Information

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____



Submittal Requirements:

Please refer to the appropriate checklist for your particular type of permit work for application submittal requirements. All items identified on the checklist(s) must be submitted with this application form in order for the application to be deemed complete.

Disclosure & Signatures:

The information submitted in this Building Permit Application may be used by the Village of Winnetka and/or any of its contractors or consultants. By signing below you certify that:

- the information and exhibits herewith are true and correct;*
- you are the owner of record of the named property, the proposed work is authorized and that the registered professional or contractor submitting the application is authorized to do so;*
- you agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference; and*
- if the permit sought is approved, the permit work will be completed in accordance with the Village Codes and within the scope of work described in the application and the approved construction documents*

Application for a permit shall constitute the owner's consent to all inspections of the permit work that may be required pursuant to the Village Codes and to the right of all building officers to enter onto the premises during reasonable hours to conduct such inspections.

Signature of Property Owner: _____ *Date:* _____

Print Name: _____

Signature of Owner's Authorized Designee: _____ *Date:* _____

(Must attach Designee Form)

Print Name: _____

Relationship to Property Owner: _____



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093

MECHANICAL/ELECTRIC/PLUMBING PERMIT FEE WORKSHEET

REMODEL, ADDITIONS, & NEW CONSTRUCTION PERMITS

(Must be submitted with the Application for Building permit)

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

WATER SERVICE

*Fee includes—making tap, tapping sleeve, corporation stop, curb stop and box & inspection
(Meter fee additional)*

- Existing Water Service Size _____ inches
- New Meter 1" \$725.00
- New Meter 1 1/2" \$950.00
- New 1 1/2" Tap w/ 8" or less Main \$1,950.00
- New 2" Tap w/ 8" or less Main \$2,050.00
- All other sizes Please Call
- Right-of-Way opening \$200.00

ELECTRIC SERVICE

Existing electric service capacity at main panel _____ amps

UPGRADES

- New 200amp service \$13,200.00
- New 400amp service \$26,000.00 = \$ _____
- New 3-phase Cost of installation to be determined by Village Water/Electric Dept.
- Temporary Electric Service
 - overhead \$450.00
 - underground \$740.00
- Back-up Generator \$190.00

SEWER (SANITARY OR STORM)

- Right-of-Way opening \$200.00



CONTRACTOR(S) OF RECORD

**** IMPORTANT – Must be completed before issuance of permit****

This **completed** form may be submitted anytime during the review process.

Permit Address: _____ Date: _____

Bond Now Required Only for Projects Involving Work in the Public Right-of-Way or on Village Property

For any permit that also includes work within a public right-of-way or on Village property, including public utilities, a permit may not be issued until a License and Permit Bond payable to the Village of Winnetka is filed with the Department of Community Development in the amount of \$25,000. The License and Permit Bond should be filed by the property owner or the property owner's general contractor if there is a general contractor. If there is not a general contractor, the License and Permit Bond may be filed by the person performing the work on Village property or within the public right-of-way. (Winnetka Village Code, Section 15.32.060)

General Contractor	Carpenter
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

Electrician ★ Electric License	Plumber ★ State 055 & 058 or Chicago J Licenses ★ Letter of intent
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

HVAC	Concrete
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

Roofer ★ State License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Sewer	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Demolition/Excavation	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Water Service ★ State 055 & 058 ★ Letter of intent	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Irrigation ★ State 060 License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Landscaper	
Name:	
Address:	
City, State, Zip:	
Phone:	Email: