City of St. Charles
Basement Finish or Remodel

Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
630.443.4638 (Fax)
http://www.stcharlesil.gov

Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406

A building permit is required prior to any construction or alteration in your basement. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Two (2) sets of drawings showing the construction of details for the finish, remodel, or alteration in your basement are to be submitted with the application.
- If there is any plumbing being done on your project the work may be done by the owner and occupant. Should anyone other than the owner and occupant do the plumbing, it must be done by an Illinois licensed plumber. The person or company is to provide a letter of intent, on their letterhead, indicating they are conducting the work for this project. Along with the letter of intent, please provide copies of their Illinois State Plumbing License and Illinois State Contractor License.
- Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees: *All payments are to be made either in the form of cash, check, or money order.*

⇒ A filing fee is to be paid at time of submission of application and plans.

A submittal fee of **$130.00 (to be paid at time of submittal)**

Additional fees for your permit to be paid at the time the permit is approved and ready to be obtained.

Alteration is based upon estimated cost:
$4,001 to $24,000 at $6.75 each/1,000
$24,001 on at $3.10 each 1,000

⇒ **Re-inspection fee**. During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;

- $65.00 per Building & Code Enforcement Division re-inspection for all types of inspections during construction (excluding finals)
- $85.00 per re-inspection for all residential final inspections.

⇒ **Temporary certificate of occupancies**. $85.00 is due prior to issuance of a temporary certificate of occupancy for residential.

Consultation Meetings:

The Building and Code Enforcement Division offers a consultation meeting where you will meet with City staff and discuss any questions or issues on your construction project. The meeting may be for a proposed project or a project that is currently under construction and can be held at the site location or in our office. To schedule this meeting, please contact our office at 630.377.4406.

Building Codes:
The following are the Building Codes, which the City of St. Charles has adopted:

St. Charles Municipal Code
2015 Int'l Residential Code w/revisions
2015 Int'l Building Code w/revisions
2015 Int'l Mechanical Code w/revisions
2014 Nat'l Electrical Code w/revisions
2014 IL State Plumbing Code
2015 Int'l Fire Codes w/revisions
2015 Int'l Fuel Gas Code w/revisions
2015 Int'l Energy Conservation Code

General Comments:

1) The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
2) A minimum of 24-hour notice is required when scheduling any inspection.
3) The gap between concrete foundation wall and concrete floor is required to be polyurethane caulked, per the radon requirements in finished areas.
4) All basement bedrooms and/or finished rooms with a closet are to have a window or door to exterior that meets the egress requirements.
5) The bottom wall plate shall be all weather treated lumber.
6) Every basement shall have a minimum of one (1) approved escape egress window to the exterior. Sill height off basement floor shall be no greater than thirty-six (36") inches. Window wells shall meet the 2009 International Residential Code, Section R310.2.
7) R105.7 Placement of permit. The building permit card shall be kept on the site (in the window) of the work and be visible from the street until such time as a certificate of occupancy permit has been issued, or a final inspection has been performed.
8) R106.3.1 Approval of construction documents. The approved (stamped) drawing shall be kept on the site of the project and shall be open to inspection by the Building Official or his or her authorized agent/representative.
9) It is the responsibility of the general contractor and/or owner to provide all subcontractors with copies of all permit conditions and the required inspections.
10) A minimum of 24-hour notice is required when scheduling any inspection.
11) R319.1 Address Numbers- Building shall have approved 4-inch minimum high numbers placed in position that is plainly legible and visible from the street. These numbers shall contrast with their background.
12) R314 Smoke alarms- Smoke detectors are required in all sleeping areas and all floors. Smoke and carbon monoxide detectors outside sleeping area within 15-feet. All detectors must be hardwired, interconnected and with battery backup (When basement is finished an additional smoke detector is required in the furnace room) this is the only item that the Building Code requires to be updated when work is performed.
13) R302.7 Under stair protection. Enclosed accessible space under stairs shall have walls, under stair surfaces, and any soffits, protected on the enclosed side with 5/8-inch type X gypsum board.
14) R302.11 Fireblocking- Fireblocking shall be provided at ceiling, soffits and at 10' horizontal intervals.
15) Plumbing (Underground and Aboveground): Any plumbing that is done will need to be completed by the homeowner that occupies the building or an Illinois Licensed Plumber.
16) A plumbing test of the drain, waste, and vents shall be required to ensure a tight system. This is to be done by filling the piping with water or air.
17) For any underground (floor) plumbing a concrete inspection will be required 1/2 rebar drilled into existing slabs a 6-mil vapor barrier over top of stone. This will ensure radon gas seal and new slab will not settle or fall.
18) All duct dampers are to be screwed open in areas to be covered. To ensure that the furnace or water heater have proper make up air, two (2) 10-inches by 10-inches minimum grills 12-inches down from ceiling and 12-inches up maximum off the floor shall be installed.
19) An exhaust fan to the exterior will be required if a bathroom is installed.

Per the 2012 International Energy Conservation Code, Construction documents drawn to scale shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment. Details shall include, but are not limited to as applicable.

1) Walls- R- 20, (prescriptive) insulation
2) Window requirements-- 0.32 U-Factor or better, **The U-Factor stickers are required to be on the glass at the frame and electric inspection so that Building & Code Enforcement Inspectors may verify.**
3) R403.2.2 Sealing – Ducts, air handlers, and filter boxes shall be sealed. Joints and seams shall comply with either the International Mechanical Code or International Residential Code (mandatory).
4) R403.2.3 Building cavities- Building framing cavities shall not be used as ducts or plenums (mandatory) return ducts will now have to be piped.
5) R403.4.2 Hot water pipe insulation- Insulation for hot water pipe with a minimum thermal resistance of R- 3 required per this section (prescriptive).
6) R404.1 Lighting equipment – a minimum of 75% of the lamps in permanently installed lighting fixtures shall be high- efficacy lamps or a minimum of 75% of the permanently installed lighting fixtures shall contain only high –efficiency lamps (mandatory).

Overtime Inspections:

The Building & Code Enforcement Division Manager or his designee may approve requests for overtime inspections for unique circumstances. The charge for an overtime inspection will be a separate charge and will be invoiced to the individual contractor or company who requested the overtime inspection.

Inspections:

The following is a list of inspections, which might be required for your project and the amount of time for the inspection.

o **Framing**	Approximately one-hour. This is usually conducted at the same time as the Electric inspection
o **Electric**	Approximately one-hour. This is usually conducted at the same time as the Framing inspection
o **Underground Plumbing**	Approximately one-half hour
o **Slab**	Approximately one-half hour
o **Rough Plumbing**	Approximately one-half hour
o **HVAC**	Approximately one-half hour
o **Insulation**	Approximately one-half hour
o **Final**	Approximately one-half hour

Inspections - Clarification and Details:

The following are general guidelines and details on the types of inspections that might possibility are required for your project: For further clarification please call our office and speak with one of our Building Inspectors.

Frame and Electric – These two inspections are usually inspected at the same time; however they can be inspected separately.

◇ If the house has a radon system, caulking is required from the basement slab to the wall.
◇ Walls are to have a treated bottom plate and are to be fire stopped at the top plate to prevent a fire from entering the bottom of the floor area.
◇ The bottom of the stairs running to the basement is required to be framed so the drywall and tape can be installed.
◇ If a bedroom or a room with a closet is added, it shall have proper egress window/door to the exterior of the house.
◇ Smoke detectors installed in an existing house are required to be per the current code. This is the only item that the Building Code requires to be updated when work is preformed - 110-volt with battery backup interconnected on every floor, in all bedrooms, and in the furnace rooms with finished basements.
◇ Illinois State Law requires that carbon monoxide (CO) detectors be installed within 15-feet of all sleeping rooms.

◇ **Inspections - Clarification and Details Continued:**

◇ A light switch is required at the entrance to all rooms.

◇ Outlet receptacles are required to be spaced a maximum of 6-feet from any opening or any break in the wall, door, or fireplace, etc and then spaced every 12-feet thereafter.

◇ Lights are required within 4-feet of all mechanical equipment and the electric panel.

◇ At least 1-one GFI receptacle is required in a storage or unfinished room.

◇ In bathrooms, GFI receptacles are required to be within 3-feet from the edge of the sink.

◇ In the front of electric panels you are to have proper working space. You are to maintain 30-inch side to side and 36-inches from panel cover out with no obstructions in this area.

◇ When closets are installed with a switched light, a minimum of 6-inches is required directly from the florescent bulb to the front of the shelf.

◇ Access to any electrical boxes is required and the box cannot be buried behind any drywall.

Plumbing (Underground and Aboveground): Any plumbing that is done will need to be completed by the homeowner that occupies the building or an Illinois Licensed Plumber.

→ Drains, waste, and vents must be Schedule 40 PVC or cast iron.

→ All plumbing clean out plugs must be easily accessible.

→ A plumbing test of the drain, waste, and vents shall be required to ensure a tight system. This is to be done by filling the piping with water or air.

→ For any underground (floor) plumbing a concrete inspection will be required 1/2 rebar drilled into existing slabs a 6-mil vapor barrier over top of stone. This will ensure radon gas seal and new slab will not settle or fall.

HVAC:

- All duct dampers are to be screwed open in areas to be covered. They may vibrate close at a later date and they may not have access.
- To ensure that the furnace or water heater have proper make up air, two (2) 10-inches by 10-inches minimum grills 12-inches down from ceiling and 12-inches up maximum off the floor shall be installed.
- An exhaust fan to the exterior will be required if a bathroom is installed.

Insulation:

- The inspection for the insulation is to make sure that a minimum R-19 insulation is installed on all finished exterior walls.

Final:

× A final inspection is conducted when the basement remodeling or finishing has been totally completed.

× All outlets are plug tested.

× Plumbing fixtures are tested.

× Showers temperature shall not be hotter than 115-degrees F.

× Handrails and guards are reviewed.

× Anything that is unique to the project is checked at this time.

Homeowner – Contractor Responsibilities:

✓ It is the responsibility of the homeowner/contractor to schedule with the Building & Code Enforcement Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.

✓ Inspections shall be called a minimum of 24 hours before they become due.

05.16.2016

City of St. Charles Electric Service Application – New Service/Upgrade

(Each individual service will require a complete and separate application)

ST. CHARLES
SINCE 1834

Name:_____ Phone: _____

Original Signature:_____ Fax:_____

Contact Name:_____ Phone:_____

Application Date:_____ Requested Service Date:_____

Email address:_____

Note: This application will be null and void if work is not completed within 6-months from said application date.

Existing Building	**Other**	**New Building**	**Service Voltage Requested**
____ Residential	____ Temp Connection	____ Residential: Single family	____ Single Phase 120/240
____ Commercial	____ Street Lights	____ Residential: Multi Family estimated # of units____	____ Three Phase
____ Industrial	____ Traffic Signals	____ Commercial	____ 120/208
____ Upgrade Service	____New Service	____ Commercial: Multi Family estimated # of units____	____ 277/480
____ Relocate Service	____Relocate	____ Industrial	____ Other
____ Convert OH to UG	____ Antenna Site	____ Other	
	____ Signage Lights		

Service Panel:

Present Rating (amps)_____ Proposed Rating (amps)_____ Proposed Connected KW:_____

Present Peak KW (Demand)_____ Estimated Peak KW (Demand)_____

SERVICE ADDRESS

(A complete and accurate service address is required before service may be installed)

Street Address:_____

Subdivision:_____ Lot #_____Real Estate Permanent Tax #_____

Legal Description (attach sheet if necessary):_____

Record Titleholder of property:_____

If property is held in trust, identify beneficial owner (s):_____

Address:_____

CUSTOMER BILLING INFORMATION

(This information will be used for utility billing purposes)

Name:_____

Street Address:_____

City/State/Zip_____ Phone:_____

Authorized representative or agent:_____

Title:_____ Phone:_____

Note: Only Cash or Check can be used for payment.

BUILDING DIVISION OFFICE USE

Application Accepted By:_____ Date Application Received:_____

Date Payment Received:_____ Method of Payment:_____

Building Permit No.:_____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by:_____ **Date:**_____

ITEM	ACCOUNT #	CHARGES ($)	AMOUNT PAID
Project Cost:	- 200999 45405		
SOCC: VACANT	200999 48500		
SECC: VACANT	200999 48501		
SOCC:	200999 48502		N/A
SECC:	200999 48503		
Upgrade Charges:	200999 48504		
Engineering:	200999 45206		
Temp Connection:	200999 45407		
Electric Improvement:	200999 45404		
Relocation			
Subtotal			N/A
Less contribution- if applicable			N/A
Total Amount of Charges:			

Electric Project No.:_____

05.16.2016

CITY OF ST CHARLES

Application for Building Permit for Residential Alteration or Addition

DEPARTMENT: Building & Code Enforcement Division **PHONE: (630) 377-4406** **FAX (630) 443-4638**

Application Date: _____ **Parcel No.** _____ **Permit No.** _____

PLEASE PRINT ALL INFORMATION

I, _____**, do hereby apply for a permit for the following described work**

located at _____ **Estimated Cost:**_____

Description of proposed work: _____

Square feet of building:_____No. & Size of electric meter _____ No. & Size of water meters _____

Check List for Submittal of Application:

- ❒ Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Committee.
- ❒ Is your property located in the RT or CBD Zoning District? If yes your application and plans are to have an Architectural Consult Meeting with our Planning Division before we can issue your permit.
- ❒ Building Permit Application – Completely Filled Out.
- ❒ Two-2 Copies of Plat Of Survey (If Applicable – Show yard setbacks to all of your lot lines)
- ❒ Two-2 sets of drawings that show all interior and exterior construction details.
- ❒ Electric service application – only if the existing electric service is being upgraded or a new electric service added.
- ❒ Letter of Intent - If any plumbing is being conducted by anyone other than the owner who lives at the property, a Letter of Intent from the Plumbing Contractor is required. The letter must be on company letterhead indicating they are the plumbing contractor conducting the plumbing work for this job and the Letter of Intent is required to have a company seal or be notarized.
- ❒ A copy of the Plumbing Contractor's Illinois State Plumbing License and their Illinois State Contractor License.
- ❒ If any roofing is being conducted by anyone other than the owner we need the Roofing Contractor's Illinois State License Number and the expiration date of their License.
- ❒ Submittal fee of $130.00 either in cash or check payable to the City of St. Charles.

Owner of the Property:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Applicant:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

General Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Electrical Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Plumbing Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Illinois License No._____

Roofing Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Illinois License No._____

Concrete Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

HVAC Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ **SIGNATURE:** _____

REPORT OF THE BUILDING OFFICIAL

Remarks:_____

_____

Accepted: _____ **Rejected:** _____ **Date:** _____

Signed:_____

For Office Use

Received _____

Fee Paid $_____

Receipt # _____

Check #_____

Copies of application distributed to:

Electric:_____ **Development Engineering:**_____ **Fire:**_____

Planning:_____ **Engineering/PW:**_____ **Sewer:**_____

Water:_____ **Historic Preservation:**_____