

# City of St. Charles

## New Residence



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 (8 AM to 6 PM) Tuesday through Friday (8 AM to 4:30 PM) at (630) 377.4406***

A building permit is required prior to any construction of a new residence. The following are guidelines and comments for obtaining a building permit.

**Please note:**

**A mandatory meeting is to be held with the prospective homeowner and a representative of the City of St. Charles prior to issuance of a building permit to explain the City permitting process, inspection procedures, and the benefits and costs of residential fire sprinklers.**

### **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 details of the house are to be submitted with the application. If there are more than two (2) residential units, then three (3) sets of drawings sealed by an Illinois architect must be submitted with the application.
- ❑ Two (2) copies of the plat of survey must be submitted with the application. The plat of survey must show the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey. If there are more than two (2) units, then three (3) copies of the plat of survey showing the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey must be submitted with the application.
- ❑ Two (2) copies of a Foundation Site Survey must be submitted to the Building and Code Enforcement Division for approval. ***Construction is not to go beyond the backfill until surveys are approved.***
- ❑ Two (2) copies of a topographic Survey must be submitted no less than five (5) working days prior to the final inspection. The Development Engineering Division will review this survey. Please call the Development Engineering Division at (630) 443-3677 should you have any questions.
- ❑ The attached Specification for One and Two Family Residence form must be filled out and submitted with the application.
- ❑ The application for Electric Service must be completed and submitted with the application.
- ❑ The owner may do the plumbing for this new residence. Owner must provide information that they will occupy structure for a minimum of six months. 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.
- ❑ If your property is located in any of the R-T Zoning Districts and involves any outside structural alterations, additions, and detached garages, our Planning Division will conduct a review.

- ❑ For the setbacks for your particular zoning, please contact a Building Inspector at the Building & Code Enforcement Division at (630) 377.4406.
- ❑ 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 fee of **\$125.00 (to be paid at time of submittal)**
    - Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.
      - 0.27 per square foot of each level of building – including basement, garage, and crawl space
      - Additional fees for utility connections, such as electric, water; sewer connections and water meters are to be paid at the time the permit are approved.
- ⇒ **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 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.

**Inspections:**

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

- **Footing –** Approximately one-half hour.
- **Foundation/rebar -** Approximately one-half hour.
- **Foundation/backfill -** Approximately one-half hour.
- **Sewer -** Approximately one-half hour.
- **Water** Approximately one-half hour.
- **Storm piping -** Approximately one-half hour.
- **Exterior house wrap -** Approximately one-half hour.
- **Framing –** Approximately one to three hours. This time varies due to the size of the house. This inspection is usually conducted the same time as the electric.
- **Electric -** Approximately 1 to 2 hours. This time varies due to the size of the house. This inspection is usually conducted the same time as the framing.
- **Underground Plumbing –** Approximately one-hour.
- **Rough Plumbing –** Approximately one-hour.
- **Floors/slabs -** Approximately one-half hour.
- **Mechanical - HVAC -** Approximately one-half hour.
- **Duct tightness test -** Approximately one-half hour.
- **Insulation -** Approximately one-half hour.
- **Blower Door Test** Not conducted by City Inspectors – done by other agency
- **Final -** Approximately one to three hours. This time varies due to the size of the house.
- **Any other required inspections specific to your project will be listed on the Permit Conditions sheet attached to the plans and permit.**

## **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.

## **Building Codes:**

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

- St. Charles Municipal Code
- 2009 Int'l Building Code w/revisions
- 2009 Int'l Mechanical Code w/revisions
- 2008 Nat'l Electrical Code w/revisions
- 2004 IL State Plumbing Code w/revisions
- 2009 Int'l Residential Code w/revisions
- 2009 Int'l Fire Codes w/revisions
- 2009 Int'l Fuel Gas Code w/revisions
- 2009 Int'l Energy Conservation Code

## **General Comments:**

1. Compliance with above indicated codes, ordinances and inspections is required.
2. The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspection.
4. Street addresses are to be posted at job site at all times. These addresses are to be posted so they are visible from the street.
5. It is the responsibility of the contractor/owner to provide all sub-contractors with copies of review comments indicating required inspections.
6. Occupancy will not be granted until the water, sewer, and the electric has been inspected and accepted by the city.
7. Per Ordinance No. 1987-M-93, there shall be no open burning.
8. Silt fences shall be installed and maintained for erosion control.
9. No structures are to be located in the indicated easement area.
10. All exterior doors (including slider) to have a dead bolt lock with no less than a one (1) inch thumb throw. No double cylinder.
11. Lumber spans shall be from the 2002 Canadian Wood Council Data Book.
12. Opening between the garage and the dwelling unit shall be equipped with an approved 20-minute fire resistance rated door, including the frame and hardware with self-closing hinges.
13. If laundry chute is provided, the laundry chute shall be provided with self-closing doors or dampers on all floors.
14. Smoke detectors are required in all sleeping areas, outside of each separate sleeping area on each floor. All detectors must be hardwired with battery back up. CO (carbon monoxide) detectors are required within 15-feet of each sleeping area.
15. Exterior walls shall have a minimum R-15 value. Ceiling to have a minimum R-38 with approved vapor retardant.
16. The fireplace hearth shall extend a minimum of sixteen (16") inches beyond the face of the fireplace opening and a minimum of eight (8") inches on each side of the fireplace opening for fireplaces having an opening of less than six (6') square feet. The hearth of larger size fireplaces shall extend a minimum of twenty (20") inches beyond the face of the fireplace opening and a minimum of twelve inches on each side of the fireplace opening. Wood burning fireplace to be provided with chimney spark arresters.
17. Tempered glass is to be per the 2009 International Residential Code Section R308.
18. For new construction a sub-slab depressurization system (passive radon control) shall be installed in accordance with Appendix F 2009 International Residential Code.

19. 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.
20. Six (6) mil vapor barrier under four (4") inch slab in basement or garage.
21. Six (6) mil vapor barrier lapped twelve (12") inch under two (2") inch slush coat in crawl space.
22. All garage and basement slabs that will not rest on a footing or ledge must be pinned every two (2') feet and extend three (3') feet out.
23. Minimum footing for framed house 8" x 18". Minimum footing with brick veneer 10" x 20".
24. Above ground D.W.V. system to be tested with water to top of stack. Underground D.W.V. system may be Schedule 40 PVC by an approved anchoring system.
25. Under ground copper to be Type K.
26. Building sewer service per Ordinance 1997-M-122. (Overhead)
27. Floor drain to be installed within six (6') feet to hot water heaters to except discharge from T & P valve.
28. Provide an anti-siphon frost proof sill cock in front and rear of the house.
29. Storm sump pump pit to be installed in lower level for footing tile. Minimum four (4") inch hard piped to storm sewer with SDR 26 or Schedule 40 PVC.
30. Water service shut off valve (B-Box) shall be placed in easement and not in any paved area.
31. An approved pressure reducing valve and strainer with by-pass relief valve shall be installed in the water service pipe near the entrance to the building when the street water pressure exceeds 80 PSI in order to reduce the water pressure to 80 PSI or lower. The pressure reducing valve shall comply with applicable requirements of ASSE Standard #1003.
32. The electric service location has to be approved by the Electric Department before installation. Service should be kept clear of any area where a deck might cover or this will have to be moved. Contact the Electric Department (630) 377-4407 for approval.
33. Exhaust fans to discharge directly to a location on the exterior of the building. Any exhaust duct installed in an unconditioned space must be insulated to a R-Value of 6.
34. Lights installed in the closet are to follow 2008 National Electrical Code.
35. Attic lights to be switched.
36. All receptacles intended to serve a kitchen or other countertop surface shall be provided with GFI protection per the National Electrical Code.
37. A dedicated 20-amp branch circuit shall supply receptacle outlets in dwelling bathrooms and no other outlets are permitted on the circuit. New branch circuit installations for electric ranges and dryers shall be four- (4) wire.
38. Fire stopping is required at furred spaces, concealed spaces, at bottom and top plates, around vent pipes, soffit, and drop ceilings, etc.
39. Provide an electric switch by all exterior doors and inside rooms to operate overhead light or wall receptacles.
40. All electric outlets in garages shall be GFCI protected.
41. All electric outlets in unfinished basements shall be GFCI protected.

**Per the 2009 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) Insulation materials and their R-values, existing 2x4 walls shall have R-15 insulation.
- 2) Fenestration (doors, skylights, and windows) U- factors (rate at which door, skylight, or window conduct non-solar heat flow) and SHGC (ratio at which solar heat enters a space through a window or skylight). U-factor stickers are required to be on the glass at frame inspection. All new windows and doors are required to have a U-Factor (the rate at which a window, door, or skylight conducts non-solar heat flow) of 0.35 or better. (The lower the U-Factor the windows,

doors, or skylights will be more energy-efficient.) All new skylight windows are required to have a U-Factor of 0.60. **The U-Factor stickers are required to be on the glass at final inspection so that Building & Code Enforcement Inspectors may verify.**

- 3) Area weighted U-factor and SHGC calculations.
  - 4) Mechanical system design criteria.
  - 5) Mechanical (Boiler, furnace, baseboard heat, A/C unit, radiant heat) and service water heating (water heater) system and equipment types, sizes and efficiencies.
  - 6) Equipment (furnace, boiler, baseboard heat, A/C units, radiant heat) and system controls (thermostats or controls).
  - 7) Duct sealing (ducts, air handlers, filter boxes, and building cavities used, as ducts shall be sealed) duct and pipe insulation (R-values) location. Duct tightness test will be required if air handler and ducts are not located within the conditioned space.
  - 8) Lighting fixture schedule (50% min. of lamps permanently installed to be high-efficacy lamps) with wattage and control narrative.
  - 9) Air sealing details (building thermal envelope shall be sealed to limit infiltration).
- 303.2.1 Protection of exposed foundation insulation-Per prescriptive method insulation applied to the exterior foundation shall have a protective covering protecting the insulation to a depth of 6" min. below grade.
  - 401.3 Certificate- A permanent certificate shall be posted on the electric distribution panel for new homes with the information needed to determine if the home complies with the IECC and will also provide the homeowner with information on the levels of efficiency of heating, cooling, R-values, U-factors, and water heating equipment.
  - 402.4.2 Air sealing and insulation- Building envelope air tightness and insulation installation shall be demonstrated to comply with one of the following options given by section 402.4.1 or 402.4.2.2 (blower door test is required for all new homes).
  - 402.2.3 Access hatches and doors- Per prescriptive method all access doors from conditioned spaces to unconditioned spaces shall be weather-stripped.
  - 402.4.2 Air sealing and insulation- Building envelope air tightness and insulation installation shall be demonstrated to comply with one of the following options given by section 402.4.1 or 402.4.2.2 (blower door test is required for all new homes).
  - 402.4.5 Recessed lighting-Recessed lights installed in the thermal envelope shall be sealed with a gasket or caulked to prevent air leakage between unconditioned and conditioned space (IC- rated and labeled as meeting ASTM E 283).
  - 403.1 Controls- At least one thermostat shall be provided for each separate heating and cooling system.
  - 403.2 Duct insulation- per prescriptive method all ducts in attics shall be insulated to R-8 Min., all ducts not in attics and in unconditioned spaces shall be insulated to R-6 Min.
  - 403.3 Mechanical system piping insulation- Mechanical system piping capable of carrying fluids above 105 degrees or below 55 degrees shall be insulated to a Min. R-3.
  - 403.4 Circulating hot water systems- All circulating service hot water piping shall be insulated to at least R-2, also include an automatic or readily accessible manual switch can turn off the hot water circulating pump when the system is not in use.
  - 403.5 Mechanical ventilation- Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating.

## Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building 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.
- ✓ No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.
- ✓ **Inspections shall be called a minimum of 24 hours before they become due.**
- ✓ Call J.U.I.L.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
  - Electric Utilities                      Red
  - Comcast (Cable)                      Orange
  - Northern Illinois Gas (NICOR)      Yellow
  - Sewer Utilities                          Green
  - Telephone Utilities                      Orange
  - Water Utilities                          Blue



# Memo

Date: **October 26, 2010**  
To: **St. Charles Developers and Builders**  
From: **Development Engineering Division**  
**(630) 443-3677 Fax: (630) 762-6922**  
RE: **As-Built Grading Surveys and Certificate of Occupancy Permits –  
General Guidelines**

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This memorandum is being sent to all current developers and homebuilders within the City of St. Charles. The intention of this correspondence is to clarify any misconceptions with the scheduling of lot as-built lot grading inspections and issuance of Certificate of Occupancy permits (CO).

The developer or builder shall schedule a final inspection with the Building and Code Enforcement Department. This schedule will then be forwarded internally to the Development Engineering Division. Unlike most inspections, these inspections must be scheduled 5 working days in advance.

At the time of scheduling the inspection, the developer or builder must submit an as-built grading survey. This survey shall contain all information on the attached checklist. **The Development Engineering Division Office will not schedule or perform Lot Grading inspections without the receipt of TWO as-built grading survey.** The as-built grading survey may be submitted to the Building and Code Enforcement Department, or brought directly to the Development Engineering Division. If an as-built grading plan has not been submitted, the lot will not be inspected and the Certificate of Occupancy will be withheld.

**NOTE:** All erosion control, silt fence, silt blanket, and/or straw bales shall be in place at time of inspection.

After the grading inspection has been completed, the developer will receive a verbal approval, or a written notice of non-conformance from the Development Engineering Division. This notice will detail items to be corrected prior to approval. This notice will be sent to the developer or builder within a maximum of 48 hours after the inspection has been completed. A verbal notice will be provided if this cannot be accomplished within the time constraints.

The Development Engineering Division will issue conditional or temporary approval during winter months **only** if the following conditions are met.

- **ROUGH GRADING** must be in place and only minor issues, as determined by the Development Engineering Division, remain unresolved (i.e., small areas of ponding water, debris or material left on site or minor grading)
- The developer shall provide the City of St. Charles Development Engineering Division with a \$5,000 check as determined by the city, **for each lot**, as a financial guarantee for the completion of the outstanding items. The Development Engineering Division will send a reminder notice on May 15 of the following year (30 days prior to the winter expiration date). **Temporary Development Engineering approval during winter months shall expire June 15 of the following year.**

1. If a check is used, it shall be made payable to the City of St. Charles and have the subdivision name, lot number and street address written on the check. This check will not be cashed unless the developer or homebuilder fails to correct all items prior to the expiration of temporary Development Engineering approval.
2. The Development Engineering Division must receive the financial guarantee prior to the issuance of temporary approval or occupancy permit.

**The Development Engineering Division will monitor the submission, release and execution of all financial guarantees relative to lot grading.**

After the outstanding items have been corrected, the developer or homebuilder shall reschedule an inspection with the Development Engineering Division (630) 443-3677. This must be done a minimum of 24 hours in advance. The builder or developer will be notified of the inspection results.

- **Pass:** If the outstanding items have been corrected, to the satisfaction of the Engineer, the Development Engineering Division will return the financial guarantee with a letter noting Engineering Division Approval.
- **Fail:** A written or verbal notice will be supplied to the homebuilder or developer detailing all remaining deficiencies. (Items to watch for: B- boxes, clean outs to grade, erosion control devices in place.)

In the event that the improvements are not completed prior to the expiration of the temporary approval, the City of St. Charles will cash the check and use these funds to complete the improvements. The builder or developer will receive the remainder of the financial guarantee with an itemized invoice of work completed within thirty days (30) of completion of work activities. A 10% administrative fee will be added to the direct services provided.

Please contact the City of St. Charles Development Engineering Division with any questions or concerns at (630) 443-3677.

## **POLICY SUMMARY**

### **RE: RESIDENTIAL AS-BUILT GRADING SURVEY/PLAN**

The intent of the as-built grading survey requirements set for in the ordinance is to obtain a record document of a residential site plan as a comparison to the approved design and for future reference. The following information shall be included to provide the desired information concerning grading, drainage, and utilities.

1. Building numbers and street name. If multi-family please include all addresses to the building unit (multi-family lot inspections will be done as one lot only).
2. Lot lines with dimensions drawn to scale no smaller than 1" = 50'.
3. Approved vs. constructed foundation, garage, and window well elevations. Include location of foundation elevation change (upper and lower elevation at each change).  
(Highlight lowest structure opening).
4. Spot elevations at all property corners, side lot lines (25' min. spacing), break points, drainage swales and building corners.
5. One-foot contours throughout the property (depict landscape berms or swales).
6. Rim and invert elevations at utility structures.
7. Top-of-curb and centerline pavement elevations along property frontage.
8. Calculated maximum driveway slopes.
9. Clearly defined site benchmark.
10. Topographic features including structures, all window well locations, and permanent water surface levels.
11. Identify 100-year floodplain and floodway lines, when applicable.
12. Depict drainage patterns and emergency overflow routes with arrows.
13. Signature and seal of an Illinois registered land surveyor

This document must be reviewed and approved along with a satisfactory site inspection prior to final occupancy approval.

I:\files\wordfile\Lotgrading\Templates\Inspections\grading

**City of St. Charles Electric Service Application – New Service/Upgrade**  
 (Each individual service will require a complete and separate application)



Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Original Signature: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Application Date: \_\_\_\_\_ Requested Service Date: \_\_\_\_\_

Existing Building	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Other	

**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: \_\_\_\_\_

**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:** \_\_\_\_\_

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 343-15	_____	_____
SOCC: VACANT	323-10	_____	_____
SECC: VACANT	323-11	_____	_____
SOCC:	323-12	_____	N/A
SECC:	323-13	_____	_____
Upgrade Charges:	323-14	_____	_____
Engineering:	341-11	_____	_____
Temp Connection:	343-18	_____	_____
Electric Improvement:	343-14	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
<b>Total Amount of Charges:</b>		_____	_____



# CITY OF ST CHARLES

## Application for Building Permit for New Residential

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 \_\_\_\_\_ Lot No. \_\_\_\_\_ Subdivision: \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

Square feet of building: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

No. & Size of electric meter \_\_\_\_\_ No. & Size of water meters \_\_\_\_\_

**Check List for Submittal of Application:**

- A mandatory meeting with homeowner and city staff on residential fire sprinklers prior to permit issuance.**
- 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– Show yard setbacks to all of your lot lines and proposed top of foundation.**
- Two-2 sets of drawings that show all interior and exterior construction details.**
- Electric service application – Completely Filled Out.**
- 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.**
- 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.**

**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. \_\_\_\_\_

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**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. \_\_\_\_\_

**Sewer & Water Contractor:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Telephone NO. \_\_\_\_\_

**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:** \_\_\_\_\_

<p><b>For Office Use</b></p> <p>Received _____</p> <p>Fee Paid \$ _____</p> <p>Receipt # _____</p> <p>Check # _____</p>
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<b>Copies of application distributed to:</b>		
<b>Electric:</b> _____	<b>Development Engineering:</b> _____	<b>Fire:</b> _____
<b>Planning:</b> _____	<b>Engineering/PW:</b> _____	<b>Sewer:</b> _____
<b>Water:</b> _____	<b>Historic Preservation:</b> _____	