

City of St. Charles Kitchen 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 kitchen. 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 contractor's 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 for the remodel in your kitchen 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 for 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 **\$125.00 (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 \$6.60 each/1,000
 - \$24,001 on at \$3 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.

General Comments:

- * The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
- * A minimum of 24-hour notice is required when scheduling any inspection.
- * All counter top service receptacles must be 20-amp GFCI protected and installed 2-feet from a break (i.e. sink, stove...) then every 4-feet thereafter and 12-inches counter top.
- * A minimum of two (2) 20-amp branch circuits shall exist for the counter top receptacles.
- * A separate circuit is required for a microwave.
- * A separate circuit is required for a disposal and dishwasher.
- * A separate circuit is required for a refrigerator.
- * A new electric range will require 3-wire with grounding.
- * A new kitchen stove exhaust fan shall be hard piped and discharged to exterior.
- * A new kitchen stove is to have an anti-tip device.
- * All fixtures to appliances are required to have their own water shut offs.
- * It is not allowed to have the dishwasher drain connected to garbage disposal.
- * A 2-inch drain is required to the kitchen sink.
- * Smoke detectors in an existing house are required to be up to current codes.

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.
 - 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.
 - 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).
 - 10) Existing 2x4 walls are to have R- 15 insulation.
- 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.

Inspections:

The following is a list of inspections, which might be required for your project.

- o Framing
- o Electric
- o Underground Plumbing
- o Rough Plumbing
- o HVAC
- o Insulation
- o Final

Building Codes:

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

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

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.



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 is being 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.
- 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. _____

**Application - Residential
Alteration - Addition
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Plumbing Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Illinois License No. _____

Concrete Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Roofing Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Illinois License 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: _____	Engineering: _____	Fire: _____
Planning: _____	PW: _____	Sewer: _____
Water: _____	Historic Preservation: _____	