

# City of St. Charles

## Residential Alteration or Addition



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 alteration or addition to a residential structure.  
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.
- ▶ If you are upgrading or adding a new electric service this application is also attached for you to complete and submit with the drawings and the building application.
- ▶ Two (2) sets of drawings showing the construction details of any alteration or an addition are to be submitted with the application.
- ▶ For an addition – two (2) copies of the plat of survey showing the location of the addition and the measurements to all of the lot lines from the addition also indicate on the survey the route of the electric service from the transformer to the house.
- ▶ 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.
- ▶ If your property is located in any of the R-T Zoning Districts and your project involves any outside structural alterations, additions, and detached garages, there is a mandatory meeting for you to attend with our Planning Division Office to discuss your project. For further details on this meeting, please contact Planning Division at 630.377.4443.
- ▶ For information on the setbacks for your particular zoning, please contact a Building Inspector at the Building and 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.

- For an alteration the submittal fee is **\$125.00**  
**Additional fees for your permit are 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 \$3.00 each 1,000**
- For an addition the submittal fee is **\$125.00**  
**Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.**  
**Additions:**  
**\$.27 per square foot up to 10,000 square feet**

⇒ **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 Department 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.

**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.
- \* 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.
- \* Smoke detectors in an existing house are required to be up to current codes. Smoke detectors shall be required in each sleeping room and shall be hardwired with battery back up. CO (carbon monoxide) detectors shall be within 15-feet of each sleeping room.
- \* All exterior doors must have a dead bolt lock with no less than a one-1 inch throw.
- \* Footings or trench foundations are required for additions, screened-in porches, etc.
- \* Vapor barrier is required under all concrete slab floors.
- \* Fire stopping is required at furred spaces, concealed spaces, at bottom and top plates, around vent pipes, soffit, drop ceilings, etc.
- \* Provide an electric switch by all exterior doors on inside of rooms to operate overhead light or wall receptacles.
- \* Lights in clothes closets must be installed in compliance with code.
- \* 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 3.
- \* At least one wall switch controlling lighting outlet shall be installed in the garage if electric is installed.
- \* At least one wall switch controlled lighting outlet shall be installed outside of entrance or exit door.

- \* One-half inch (1/2") plywood behind electric panel.
- \* Arch fault protection in bedrooms.
- \* Lights within four (4') of electrical and mechanical equipment.
- \* In basements add a G.F.I. receptacle in all unfinished storage areas.
- \* Per Section 210-52 in the kitchen, pantry, breakfast room, dining room, or similar area of a dwelling unit. A minimum of two (2) or more 20-amp small appliance branch circuits is required at all electric outlets on all countertop service outlet receptacles.
- \* Section 220-4 (B) shall serve all receptacles outlet covered by Section 210-52 (A) and (C) and receptacle outlets for refrigeration equipment.
- \* All receptacles intended to serve a kitchen or other countertop surface shall be provided with GFI protection per the National Electrical Code.
- \* 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 the frame and electric inspection so that Building & Code Enforcement Inspectors may verify.**

**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.**

**Additions:**

- 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 the frame and electric 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 weatherstripped.
- 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.

#### **Remodel/Alterations**

- 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 the frame and electric 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 that might be required for your project and the amount of time needed to conduct the inspection.

- **Footing** – Approximately one-half hour.
- **Foundation** - Approximately one-half hour.
- **Exterior House Wrap** - Approximately one-half hour.
- **Framing** – Approximately one-hour. This inspection is usually conducted the same time as the electric.
- **Electric** - Approximately one-hour. This inspection is usually conducted the same time as the framing.
- **Underground Plumbing** – Approximately one-hour.
- **Slab** - Approximately one-half hour
- **Rough Plumbing** – Approximately one-hour
- **HVAC/Mechanical** - Approximately one-half hour
- **Duct Tightness Test** - Approximately one-half hour
- **Insulation** - Approximately one-half hour
- **Final** - Approximately one-hour





## 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) \_\_\_\_\_

<b>SERVICE ADDRESS</b>
(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: _____

<b>CUSTOMER BILLING INFORMATION</b>	
(This information will be used for utility billing purposes)	
Name: _____	
Street Address: _____	
City/State/Zip _____	Phone: _____
Authorized representative or agent: _____	Phone: _____
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 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 and
- For an addition - on both copies of the plat of survey show the location of the electric meter on the house and the route of the electric service line running to the house.
- 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 new electric service.
- 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.
- If any windows or doors are being replaced or installed new - documentation is required on the U-Factor rating.

**Owner of the Property:**

**Applicant:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**General Contractor:**

**Electrical Contractor:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Application - Residential  
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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. \_\_\_\_\_

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

<b>For Office Use</b>
<b>Received</b> _____
<b>Fee Paid \$</b> _____
<b>Receipt #</b> _____
<b>Check #</b> _____

<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> _____	