City of St. Charles
New Residence

ST. CHARLES
SINCE 1834

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 of a new residence. 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 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.
- Documentation of U factor rating for windows and doors is required at time of submittal.
- ResCheck document is required at time of submittal.
- 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 **$130.00 (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.
  - 0.28 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.

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.

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
2014 IL State Plumbing Code
2009 Int'l Residential Code w/revisions
2009 Int'l Fire Codes w/revisions
2009 Int'l Fuel Gas Code w/revisions
2012 Int'l Energy Conservation Code

General Comments:

- A minimum of 24-hour notice is required when scheduling any inspection.
- Per Ordinance No. 1987-M-93 in the City of St. Charles there is no open burning.
- No structure shall be located in any indicated easement area.
- Vapor barrier is required under all concrete slab floors.
- Compliance with above indicated codes, ordinances and inspections is required.
- Occupancy will not be granted until the water, sewer, and the electric has been inspected and accepted by the city.
- Silt fences shall be installed and maintained for erosion control.
- Lumber spans shall be from the 2002 Canadian Wood Council Data Book.
- If laundry chute is provided, the laundry chute shall be provided with self-closing doors or dampers on all floors.
- 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.
- Minimum footing for framed house 8" x 18". Minimum footing with brick veneer 10" x 20".
- Above ground D.W.V. system to be tested with water to top of stack.
- Building sewer service per Ordinance 1997-M-122. (Overhead)
- Floor drain to be installed within same room of hot water heaters to except discharge from T & P valve.
- 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.
- Water service shut off valve (B-Box) shall be placed in easement and not in any paved area.
- Section 890-1210 G) 1) Illinois State Plumbing Code. 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.
- 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.
- All exterior doors must have a dead bolt lock with no less than a one-1-inch throw. "Single-cylinder dead bolt" means a dead bolt lock activated from the outside by a key and from the inside by a knob, thumb turn, lever, or similar actuator.

"Sliding door dead bolt" means a single dead bolt, which after penetration of the strike, expands or is pivoted hook-type to resist sliding of the door by force.

-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.

-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.

-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.

-R109.3 Inspection Request- It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work (Approved Ladders, Safety Railings).

-A minimum of 24-hour notice is required when scheduling any inspection.

-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.

-Per Ordinance No. 1987-M-93 in the City of St. Charles there is no open burning.

-No structure shall be located in any indicated easement area.

-Footings or trench foundations are required for additions, screened-in porches, etc.

-Vapor barrier is required under all concrete slab floors.

-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).

-R302.5.1 Amendment R309.1.2 Opening Protection. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 1-3/8-inches in thickness, solid or honeycomb core steel doors not less than 1-3/8-inches thick. All such doors shall be equipped with self-closing hinges.

-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.

-R302.11- Fire blocking- In combustible construction, fire blocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) and from an effective fire barrier between stories, and a top story and the roof space.

Vertically at ceilings and floor levels.

Horizontally at intervals not to exceed 10 feet.

-R302.11.1 Fire blocking material-

2-inch nominal lumber

¾-inch plywood

½-inch drywall

Mineral wool installed in such a manner as to be securely retained in place.

Approved caulk

-R303.3 Bathrooms-

Exception: The glazed area shall not be required where artificial light and mechanical ventilation systems are provided. The minimum ventilation rates shall be 50 cfm for intermittent ventilation or 20 cfm for continuous ventilation. Ventilation air from the space shall be exhausted directly to the exterior of the structure by means of either the soffit area or through the roof with an approved connection, an insulated R-3 duct in all unconditioned areas.

-R308 Glazing- Tempered glass requirements per this section.

-R309 Garage floor surface- the area of floor used for parking of automobiles or other vehicles shall be sloped to facilitate the movement of liquids to drain or toward the main vehicle entry doorway39. R302.6 Amendment R309.2.1 Separation required. The garage shall be separated from the residence and any attic area by not less than 5/8-inch type X gypsum board applied to the garage side and taped with a minimum one coat of approved joint tape and compound. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall be protected by not less than 5/8-inch type X gypsum board with one coat of approved joint tape and compound or equivalent (attic opening casing shall be noncombustible). The garage floor shall be poured a minimum of 4-inches below the top of the foundation to form a gas curb on any wall of the garage abutting the house.

R311.7.2 Headroom- The minimum headroom (finished) in all parts of the stairway shall not be less than 6-feet-8-inches measured vertically from the sloped line adjoining the tread nosing.

R311.7.7.1 Handrail heights- Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope shall be not less than 34-inches and not more than 38-inches.

R311.7.7.2 Handrail –continuity for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in to newel post or safety terminals. Handrails adjacent to the wall shall have a space of not less than 1-1/2 inches between the wall and the handrail.

R311.7.5 Landings for stairways. A minimum of 3-foot by 3-foot landing shall be required on each side of an egress door. The floor or landing shall not be more than 1-1/2-inches lower than the top of the threshold.

Exception:

At the top of a flight of all stairs, provided the door does not swing over the stairs.

R311.7.7 Handrails. Handrails shall be provided on at least one side of each continuous run of treads or flight with more than three (3) or more risers.

R408.4.1 Crawl Space Floor. A minimum of a 2-inch thick slush coat of poured concrete shall be installed over a minimum of 4-inch thick stone in the crawl space; with a minimum of a six (6) mil thick polyethylene film moisture barrier with all joints lapped a minimum of 6-inches.

R506.2.1.1 Back-Fill under Concrete Garage Floors (attached). The sub-base for poured concrete garage floors shall be undisturbed inorganic soil. All fill material shall be clean graded sand, crushed stones, or gravel. The use of any soils as fill material is prohibited. Compacted non-organic material can be used with dowelling #4 rebar into the foundation wall a minimum of 4 inches extending into the garage floor area a minimum of 3-feet, placed 24-inches on center around the three (3) walls forming the garage area, may be used.

R1001.11 Hearth extension dimensions (Wood burning fireplaces) - Hearth extension shall extend 16-inches in front of and at least 16-inches beyond each side of the fireplace opening. Where the fireplace opening is 6 square feet or larger, the hearth shall extend at least 20-inches in front of and at least 12-inches beyond each side of the fireplace opening. Wood burning fireplaces shall have a chimney spark arrestor.

Appendix F-Radon control methods- (New construction) sub-slab depressurization system (passive Radon control) shall be installed in accordance with Appendix F. Slab caulking required on existing homes with Radon system that will be covered.

NEC 210.12-Combination-type AFCI protective devices are required in all rooms (family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms) with the exception of kitchens, bathrooms, and garages.

NEC 210.52- A porch, balcony, or deck having an overall area of 20 feet, 2 or more must have at least one receptacle outlet installed within its perimeter. Because it is an outdoor receptacle, GFCI protection is required. Depending on the location of the porch, balcony, or deck and the location of the receptacle outlet within the perimeter of the porch, deck, or balcony, the receptacle outlet can also be used to meet the outdoor receptacle requirements of 210.52(E) (1) and (E) (2).

NEC 210.52(F) - Laundry Branch Circuits. At least one additional 20-ampere branch circuit shall be provided to supply the laundry receptacle outlet(s) required by 210.52(F). This circuit shall have no other outlets.

NEC 210.52(B) - requires a minimum of two 20-ampere circuits for all receptacle outlets for the small-appliance loads, including refrigeration equipment, in the kitchen, dining room, pantry, and breakfast room of a dwelling unit. The limited exceptions to what can be connected to these receptacle circuits allow the full capacity of the small-appliance circuits to be dedicated to the kitchen/dining area wall and countertop receptacles for the purposes of supplying cord-and-plug-connected portable appliance loads.

NEC 210.52(G) - Basements and Garages. For a one-family dwelling, the following provisions shall apply:

(1) At least one receptacle outlet, in addition to those for specific equipment, shall be installed in each basement, in each attached garage, and in each detached garage with electric power.

(2) Where a portion of the basement is finished into one or more habitable rooms, each separate unfinished portion shall have a receptacle outlet installed in accordance with this section.

Section 210.8(A) (5) requires receptacles in unfinished basements to be protected by GFCIs.

Section 210.8(A) (2) requires receptacles installed in garages to be protected by GFCIs.

NEC 210.70 Lighting Outlets Required.

Lighting outlets shall be installed where specified in 210.70(A), (B), and (C).

(A) Dwelling Units. In dwelling units, lighting outlets shall be installed in accordance with 210.70(A) (1), (A) (2), and (A) (3).

(1) Habitable Rooms. At least one wall switch–controlled lighting outlet shall be installed in every habitable room and bathroom.

(2) Additional Locations. Additional lighting outlets shall be installed in accordance with (A) (2) (a), (A) (2) (b), and (A) (2) (c).

(a) At least one wall switch–controlled lighting outlet shall be installed in hallways, stairways, attached garages, and detached garages with electric power.

For dwelling units, attached garages, and detached garages with electric power, at least one wall switch–controlled lighting outlet shall be installed to provide illumination on the exterior side of outdoor entrances or exits with grade level access. A vehicle door in a garage shall not be considered as an outdoor entrance or exit.

Where one or more lighting outlet(s) are installed for interior stairways, there shall be a wall switch at each floor level, and landing level that includes an entryway, to control the lighting outlet(s) where the stairway between floor levels has six risers or more

(3) Storage or Equipment Spaces. For attics, under floor spaces, utility rooms, and basements, at least one lighting outlet containing a switch or controlled by a wall switch shall be installed where these spaces are used for storage or contain equipment requiring servicing

(B) Guest Rooms or Guest Suites. In hotels, motels, or similar occupancies, guest rooms or guest suites shall have at least one wall switch–controlled lighting outlet installed in every habitable room and bathroom.

(C) Other Than Dwelling Units. For attics and under floor spaces containing equipment requiring servicing, such as heating, air-conditioning, and refrigeration equipment, at least one lighting outlet containing a switch or controlled by a wall switch shall be installed in such spaces. At least one point of control shall be at the usual point of entry to these spaces. The lighting outlet shall be provided at or near the equipment requiring servicing.

NEC 320.23(A) - Cables shall be protected by guard strips that are at least as high as the cable, 6-feet from the nearest edge of the scuttle hole or attic entrance. Protect all if a permanent ladder or stairs is installed.

NEC 334.15(C) - NM cable installed on a wall of an unfinished basement shall be permitted if installed in listed conduit.

NEC406.11- Tamper-Resistant receptacles are required for all areas specified in 210.52; all 125-volt, 15 and 20 ampere receptacles shall be listed tamper- resistant receptacles.

NEC 410.16 – Luminaries in Clothes Closets when installed.

NEC 680.71-Hydromassage bathtubs and their associated electrical components shall be on an individual branch circuit(s).

15.04.045 Amendments to the 2008 National Electric Code NFPA 70.

1. **Section 110.13 (A) Mounting:**

(A) Mounting. All electric panels mounted on concrete or masonry walls that are either exterior walls or below grade, shall have a minimum of 1/2-inch plywood installed behind the panel, or the panel shall be mounted to structural mounting channel that provides a minimum 1/2-inch airspace between the panel and the wall, for the purposes of support and to help prevent moisture entering the panel. Such mounting shall allow panel replacement if required.

2. **Section 210.70 Lighting Outlets Required:**

(D) Illumination of Mechanical Equipment. All occupancies shall have luminaries installed within 4-feet of the front of all electric panels and within 4-feet of mechanical heating equipment to enable servicing the equipment.

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.

R303.2.1 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 (prescriptive).

R401.2 Compliance- Projects shall comply with sections identified as mandatory and with either sections identified as prescriptive or performance approach in section R405.

R401.3 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 (mandatory).

R402.1 Climate zone 5-Thermal envelop Table R402.1.1 (prescriptive) insulation, door, and window requirements-

Doors and windows- 0.32 U-Factor or better, Sky lights 0.55 U-Factor or better (lower number equals better U-Factor).

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.

Ceilings – R-49 or meet section R402.2.1 with attic, R-38, if full height uncompressed insulation extends over top plate at the eaves. Or R402.2.2 without attic R-30 but limited to 500 square feet or 20% of the total insulated ceiling area, whichever is less.

Walls- R- 20, when working with existing 2x4 walls, R-15 is to be used.

R402.2.3 Eave Baffle- For air permeable insulation in vented attics, a baffle shall be installed adjacent to the soffit and eave vents. Baffle shall be any solid material and extend above the top of the insulation (prescriptive).

R402.4. Air leakage-The building thermal envelope shall be constructed to limit air leakage in accordance with the requirements of section R402.4.1 through R402.4.4 (mandatory) Blower door test requires on all new homes.

R402.4.4 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) (mandatory).

R403.1 Controls- At least one thermostat shall be provided for each separate heating and cooling system (mandatory).

R403.2.1 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 (prescriptive).

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).

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.

R403.3 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(mandatory).

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).

R403.5 Mechanical ventilation- Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating (mandatory).

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).

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

ST. CHARLES
SINCE 1834

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 surveys.** 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.

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Kane County Road Improvement Impact Fee

Please contact the County to determine if your project requires that an Impact Fee be paid. See additional information below for further details:

General Information:

In accordance with Kane County Ordinance No. 12-100(are hereinafter collectively referred to as the "Ordinance"), all persons, corporations, organizations, or other legal entities undertaking New Development, as defined by the Ordinance, within the boundaries of Kane County are required to pay an Impact Fee. New Development shall have the same definition as set forth in the Highway Code (605 ILCS 5/5-903). In addition, it shall constitute a structure or group of structures that require submittal of plans to and development approval by a municipality, including a final development plan, a final subdivision plat, a conditional or special use permit or a building permit. New development may also be defined through the terms of an impact fee payment agreement. A detailed definition of "New Development" can be found in Section Three of the Ordinance.

Residential New Development

Residential New Development typically involves structures designed for human habitation. Each dwelling unit within a structure shall be assessed an impact fee. Additions to or modifications of existing dwelling units that do not generate additional traffic are not required to pay an impact fee, but are nonetheless required to submit a completed impact fee application. Construction of accessory buildings to residences (garages, storage sheds, fences, gazebos, decks, pool houses, and the like) are not required to pay an impact fee, as long as no additional dwelling units are constructed.

Non-Residential New Development

Impact fees are required for construction of and additions to nearly all non-residential buildings. Exceptions are based on whether the resulting building space could be expected to generate additional vehicular traffic, whether immediately or at some point in the future. Non-residential buildings that do not generate additional traffic include unattended parking garages and utility facilities that are not staffed on a regular basis (electrical substations, cellular towers and the like) but are nonetheless required to submit a completed Impact Fee Application. Non-residential building additions will be assessed a fee based on square footage, even though the developer may claim that he does not plan to add more employees, or that the addition is to be used only for storage.

Payment Location and Contact Information

Kane County Division of Transportation
Jerry Dickson- Impact Fee Program Coordinator
41W011 Burlington Road
St. Charles, Illinois 60175
Office Hours: 7:30 a.m. - 4:30 p.m.

Email: dicksonjerry@co.kane.il.us
Direct Line: (630) 845-3799
Fax: (630) 587-2474

Additional Information and Fillable Application Can Be Found at the Kane County DOT's Website:

http://www.co.kane.il.us/DOT/impactFees.aspx

Road Impact Fee Application – Instructions – Please read carefully before completing

General:

In accordance with Kane County Ordinance #07-232, all developers of new development in the County shall pay an impact fee to the County.

This form is available as a fillable .pdf form on the County's website at www.co.kane.il.us/dot/roadimpact. You may download this form and use the free Adobe Acrobat Reader software to fill out and print the form. After printing, sign, date and either mail or fax the form to the Kane County Division of Transportation. If you have the full version of Adobe Acrobat or another pdf editor, you can save the completed form with a digitized signature and e-mail it to the Division of Transportation. DO NOT SEND PAYMENT. Upon receipt of the completed application, the County will assess the impact fee and respond to the contact identified on the impact fee application. Additional information can be found in the Impact Fee Procedures Guide, which can be found on the County's website.

I. Applicant Information

- Please complete all fields
- The contact should be a person who can answer questions regarding the application
- Please provide an e-mail address to facilitate communications regarding the application

II. Property Information

- Provide lot#, block# and subdivision name as applicable for recorded subdivisions or PUD's
- Section, township and range information can be found on your plat of survey. You must Include a copy of the plat of survey with your completed impact fee application
- New development that received "Site Specific Development Approval" prior to January 1, 2008 will be assessed an impact fee under Kane County Ordinance #04-22, which generally results in a lower fee. Site specific development approval generally refers to the approval of a preliminary plat of subdivision, preliminary PUD plat, or preliminary development plan by a unit of local government, provided the final plat or plan is consistent with the preliminary plat or plan. Please provide the date of the board or council meeting at which the document was approved, and a copy of the document.

III. Principal Building Use

- Unless a building has both residential and non-residential areas, please check only one box
- The principal use of the building should be identified. For example, an industrial building with a nominal amount of office space would be considered industrial, and the office portion should be included in the gross square footage of the building. A multi-unit retail building that could include a restaurant would be considered general retail. Buildings located on outlots in a retail center should be identified by the principal use of the building
- Land use definitions can be found in the Procedures Guide, which is available on the County's website.
- For non-residential buildings, provide a copy of the site plan, the building floor plan for each floor, and a letter from the architect certifying the square footage of the building.

IV. Optional Data for Assessment

- In accordance with Kane County Ordinance #07-232, the following uses are exempt from payment of an impact fee: (1) Alteration of an existing dwelling unit where no additional dwelling units are created and the use of the unit is not changed; (2) The internal alteration of a non-residential unit of less than 25,000 square feet where (a) no additional useable square feet of space are added, (b) where the construction or expansion of square footage does not require a zoning change, or (c) where the alteration is required by the County's or a Municipality's building code; (3) The construction of accessory buildings which are not dwelling units and which do not constitute an increase in intensity of use; (4) The replacement of a destroyed or partially destroyed building with a new building of the same size and use; (5) Publicly owned and operated school buildings; (6) Public buildings owned, operated and occupied by government agencies; (7) Temporary structures; (8) Affordable housing; and (9) Private schools. Even though these uses are exempt, an impact fee application must still be submitted (for specific requirements, see the Procedures Guide).
- If the applicant has previously entered into an Impact Fee Payment Agreement or Improvement Credit Agreement with the County, and desires to apply credits against this application, please so note and identify the agreement number.
- Buildings solely owned and solely occupied by a 501(c)(3) charitable organization may be eligible for a reduction in impact fee, if the subject building qualifies. See the Procedures Guide for documentation requirements.
- If there are existing buildings on the development site that are to be demolished, the development may be eligible for demolition credits. See the Procedures Guide for documentation requirements.
- If the development is a mixed-use development and meets other stringent traffic management requirements, it may qualify for the impact fee discount program. See the Procedures Guide for program requirements.

Kane County Division of Transportation
41W011 Burlington Road
St. Charles, IL 60175
Phone: (630) 845-3799 Fax: (630) 587-2474
philipsmary@co.kane.il.us

(FOR OFFICE USE ONLY)
DATE RECEIVED:
APPLICATION #:

Road Impact Fee Application – Please read instructions on back before completing

Applicant Information (please type or print clearly)

Name:			
Address:			
City, State, Zip:			
Contact:		E-mail:	
Phone:		FAX:	

Property Information (please answer all):

Attach a copy of the plat of survey to the Application

Lot:	Block:	Subdivision:	
Quarter/Half Sec:	Section #:	Township #:	Range #:
Tax Parcel Index Number(s) (e.g., 09-01-100-014):			
Site Address:			
Building Permit Issuing Agency:		Development Approval Date:	

Principal Building Use (please check one per Application)

	Residential	Number of Dwelling Units:		**Non-residential**	Gross Sq. Ft. of Bldg.:	
	Single Family Detached			General Retail		
	Single Family Attached			Supermarket		
	Multi-Family Attached			Convenience Market		
	Age-restricted Housing			Service Station	Number of fueling positions:	
	General Office			Medical-Dental Office		
	Office Park			Business Park		
	Warehousing/Distribution Terminal			Light Industrial/Industrial Park		
	Fast Food Restaurant			Other Restaurant		
	Day Care Center			Hospital	Number of beds:	
	Nursing Home	Number of beds:		Hotel/Motel	Number of rooms:	
	Religious Institution			Other (specify):		

Optional Data for Assessment (attachments required)

	New development is an exempt use (identify):			Advance payment under Impact Fee Agreement	FA#:
	New development will be solely owned and solely occupied by a charitable organization			Existing building(s) on site to be demolished – applying for impact fee credit	
	Apply to credits under Credit Agreement	CA#:		Applying for Impact Fee Discount Program	

Remarks:

Signature:_____ Date:_____

City of St. Charles

Municipal Electric Office

Two East Main Street – St. Charles IL 60174

630/377-4407

ST. CHARLES
SINCE 1834

Electric Service Application – New Service/Upgrade

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

Name:_____ Phone:_____

Original Signature:_____ Fax:_____

Contact Name:_____ Phone:_____

Email:_____

Application Date:_____ Requested Service Date:_____

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

Existing Building
____ Residential
____ Commercial
____ Industrial
____ Upgrade Service
____ Relocate Service
____ Convert OH to UG

Other
____ Temp Connection
____ Street Lights
____ Traffic Signals
____ New Service
____ Relocate
____ Antenna Site
____ Signage Lights

New Building
____ Residential: Single family
____ Residential: Multi Family estimated # of units____
____ Commercial
____ Commercial: Multi Family estimated # of units____
____ Industrial
____ Other

Service Voltage Requested
____ Single Phase 120/240
____ Three Phase
____ 120/208
____ 277/480
____ 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:_____
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.:_____

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:

- ☐ **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.**
- ☐ **Documentation of the U Factor rating for the windows and the doors is required at time of submittal.**
- ☐ **ResCheck document is required at time of submittal.**
- ☐ **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.**
- ☐ **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._____

Application - New Residential
New Construction -Page 2

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:_____

For Office Use

Received _____

Fee Paid $_____

Receipt # _____

Check #_____

Copies of application distributed to:

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

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

Water:_____ **Historic Preservation:**_____