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 contractors 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:

✳ 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.

✳ 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.

✳ 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.

1) Vertically at ceilings and floor levels.
2) Horizontally at intervals not to exceed 10 feet.

R302.11.1 Fire blocking material-

1) 2-inch nominal lumber
2) ¾-inch plywood
3) ½-inch drywall
4) Mineral wool installed in such a manner as to be securely retained in place.
5) 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 doorway.

✳ 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:

1. 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.

(b) 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.

(c) 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, underfloor 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 underfloor 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.

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, and 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-efficiency 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, and 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.

Consultation Meeting:

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.

Overtime Inspections:

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

Inspections:

The following is a list of inspections 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

Building Codes:

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

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

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.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.
- ✓ Call J.U.L.I.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

City of St. Charles

Municipal Electric Office

Two East Main Street – St. Charles IL 60174

630/377-4407

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:_____

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 <u>Cash</u> or <u>Check</u> 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 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.
- ❒ Submittal fee of $125.00 payable by check to the City of St. Charles or cash.

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
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._____

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:**_____