

# City of St. Charles

## Basement Finish



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
<http://www.stcharlesil.gov>

***Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:  
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406***

A building permit is required prior to any construction or alteration in your basement. 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 of details for the basement are to be submitted with the application.
- If there is any plumbing being done on your project, a copy of the plumbing contractors Illinois License Registration and an original notarized "Letter of Intent" signed by the plumbing contractor. If you, the homeowner, are completing all the plumbing work, a notarized "Letter of Intent" signed by you is required stating you will reside in this home as your sole residence for at least six months.
- Electric application filled out only if the electric panel is going to be replaced.
- 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 or addition the submittal fee is **\$150.00**
    - **Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.**
  - For estimated cost up to first thousand (\$1,000.00) dollars, One-Hundred (\$100.00) dollars
  - For estimated cost from one thousand and one (\$1,001.00) dollars to ten-thousand (\$10,000.00). Six (\$6.00) dollars per/\$1,000.00
  - For estimated cost from ten-thousand and one (\$10,001.00) to twenty-five thousand (\$25,000.00), Two dollars and 25 cents (\$2.25) per/\$1,000.00
  - For estimate cost from twenty-five thousand and one (\$25,001.00) dollars on, One-dollar and 50 cents (\$1.50) per/\$1,000.00
- **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
  - \$65.00 per Building & Code Enforcement Division re-inspection for all types of inspections during construction (excluding finals)
  - \$85.00 per re-inspection for all residential final inspections.

- **Temporary Certificate of Occupancies.** \$85.00 is due prior to issuance of a temporary certificate of occupancy for residential.

### **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.

### **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.

### **Building Codes:**

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

- St. Charles Municipal Code
- 2015 Int'l Residential Code w/revisions
- 2015 Int'l Building Code w/revisions
- 2015 Int'l Mechanical Code w/revisions
- 2014 Nat'l Electrical Code w/revisions
- 2014 IL State Plumbing Code
- 2015 Int'l Fire Codes w/revisions
- 2015 Int'l Fuel Gas Code w/revisions
- 2015 Int'l Energy Conservation Code

### **General Comments:**

- 1) The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
- 2) A minimum of 24-hour notice is required when scheduling any inspection.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) All basement bedrooms and/or finished rooms with a closet are to have a window or door to exterior that meets the egress requirements
- 7) 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 2015 International Residential Code, Section R310.2.1
- 8) A minimum of 24-hour notice is required when scheduling any inspection.
- 9) 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.
- 10) 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) this is the only item that the Building Code requires to be updated when work is performed.
- 11) Plumbing (Underground and Aboveground): Any plumbing that is done will need to be completed by the homeowner that occupies the building or an Illinois Licensed Plumber.

- 12) 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 1/2-inch type X gypsum board.
- 13) Window replacement requirements-- 0.32 U-Factor or better, **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.**
- 14) A light switch is required at the entrance to all rooms.
- 15) All new construction with basements 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 2015 International Residential Code, Section R310.2.1
- 16) Outlet receptacles are required to be spaced a maximum of 6-feet from any opening or any break in the wall, door, or fireplace, etc. and then spaced every 12-feet thereafter. A stand-alone 2' wall or larger will require a receptacle.
- 17) Lights are required within 4-feet of the front of all mechanical equipment and the electric panel.
- 18) At least 1-one GFI receptacle is required in a storage or unfinished room.
- 19) In the front of electric panels you are to have proper working space. You are to maintain 30-inch side to side and 36-inches from panel cover out with no obstructions in this area.
- 20) – 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.
- 21) When closets are installed with a switched light, a minimum of 6-inches is required directly from the florescent bulb to the front of the shelf.
- 22) Ducts, air handlers, and filter boxes shall be sealed. Joints and seams shall comply with either the International Mechanical Code or International Residential Code.

### Inspections:

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

- |                               |   |
|-------------------------------|---|
| ○ <b>Framing</b>              | Approximately one-hour. This is usually conducted at the same time as the Electric inspection |
| ○ <b>Electric</b>             | Approximately one-hour. This is usually conducted at the same time as the Framing inspection  |
| ○ <b>Underground Plumbing</b> | Approximately one-half hour   |
| ○ <b>Slab</b>                 | Approximately one-half hour   |
| ○ <b>Rough Plumbing</b>       | Approximately one-half hour   |
| ○ <b>HVAC</b>                 | Approximately one-half hour   |
| ○ <b>Insulation</b>           | Approximately one-half hour   |
| ○ <b>Final</b>                | Approximately one-half hour   |

### Inspections - Clarification and Details:

The following are general guidelines and details on the types of inspections that might possibility are required for your project: For further clarification please call our office and speak with one of our Building Inspectors.

**Frame and Electric** – These two inspections are usually inspected at the same time; however they can be inspected separately.

- 1) 302.11 Fire Blocking-Fire blocking shall be provided at ceiling, soffits and at 10' Horizontal intervals.
- 2) 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 1/2-inch "type X" gypsum board.
- 3) Window replacement requirements-0.32 U-factor or better. **The U-Factor stickers are required to be on the glass at the frame and electric inspection so that the building and Code Enforcement Inspectors may verify.**

- 4) Every basement shall have a minimum of one (1) approved escape egress window or a door to the exterior. Sill height from basement floor shall be no greater than thirty-six (36) inches. Window wells shall comply with the 2015 International Residential Code Section R310.2.1.
- 5) All basement bedrooms and/or finished rooms with a closet shall have an egress window or a door to the exterior that meets the egress requirements.
- 6) The gap between the concrete foundation wall and the concrete floor shall be polyurethane caulked per the radon requirements in finished areas.
- 7) The bottom wall plate shall be all weather treated lumber.
- 8) R314 Smoke Alarms-Smoke detectors are required in all sleeping rooms and on all floors. Smoke and carbon monoxide detectors are required within fifteen (15) feet of all sleeping rooms. All detectors shall be hardwired and interconnected with battery backup (when basement is finished, an additional smoke detector is required in the furnace room).
- 9) A light switch is required at the entrance to all rooms
- 10) Outlet receptacles are required to be spaced no more than six (6) feet from any opening or break in the wall, door, fireplace, etc. and then spaced every 12 feet thereafter. A standalone wall two (2) feet or greater will require a receptacle.
- 11) Lights are required within four (4) feet of the front of all mechanical equipment and the electrical panel.
- 12) At least one (1) GFCI receptacle is required in a storage or unfinished room.
- 13) In bathrooms, GFCI receptacles are required to be within three (3) feet from the edge of the sink.
- 14) AFCI protection shall be provided in all 120-volt, single phase. 15 and 20 ampere branch circuits supplying outlets or devices installed in dwelling unit kitchens, family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, laundry areas, or similar rooms or areas.
- 15) Tamper-resistant receptacles shall be installed in all areas specified in Section 210.52 (2014 NEC). All nonlocking-type 125-volt, 15- and 20-ampere receptacles shall be listed tamper-resistant receptacles.
- 16) In the front of the electrical panels, you are to have proper working space. A minimum thirty (30) inch clearance shall be maintained on the side of electrical panels. A minimum thirty six (36) inch clearance shall be maintained in the front of electrical panels with no obstructions in these areas.
- 17) Access to any electrical panel is required. Panels shall not be concealed behind any drywall.
- 18) When closets are installed with a switched light, a minimum six (6) inch clearance is required from the bulb to the front of the shelf.
- 19) A minimum of 75% of the lamps in permanently installed lighting fixtures shall be high efficiency lamps.

#### **HVAC:**

- 1) All duct dampers are to be screwed open in areas to be covered, they may vibrate shut.
- 2) To ensure the furnace or water heater have proper make up air, two 10" by 10" min. grills 12" down from the ceiling and 12" max. off the floor shall be installed.
- 3) An exhaust fan to the exterior will be required if a bathroom is installed.
- 4) Ducts, air handlers, joints, seams and filter boxes shall be sealed.
- 5) Clearances in front of the furnace should be 24" or the manufactures requirements for servicing.

#### **Insulation:**

- 1) Walls- R- 13 insulation for all finished walls.

**Plumbing (Underground and Aboveground):** Any plumbing that is done will need to be completed by the homeowner that occupies the building or an Illinois Licensed Plumber.

- 1) Drains waste, and vents must be Schedule 40 PVC or cast iron.
- 2) All plumbing clean out plugs must be easily accessible.
- 3) A plumbing test of the drain, waste, and vents shall be required to ensure a tight system. This is to be done by filling the piping with water or air.

- 4) For any underground (floor) plumbing a concrete inspection will be required 1/2 rebar drilled every 2' alternating sides of the trench and 6-mil vapor barrier over top of stone with 4" allowed for concrete.
- 5) Plumbing test of the drain, waste, and vents shall be required to ensure a tight system. This is to be done by filling the piping with water or air.
- 6) Hot water pipe insulation- Insulation for hot water pipe with a minimum thermal resistance of R- 3.

**Final:**

- A final inspection is conducted when the basement remodeling or finishing has been totally completed.
- All outlets are plug tested.
- Electric panel labeled correctly.
- Arc-fault breakers for new circuits.
- Tamper resistant receptacles.
- Conduit raceways to have ground wire pulled through conduit.
- Smoke/Co detectors installed per Code and tested.
- Plumbing fixtures are tested.
- Sink temperature above 120 degree F and shower temp between 110/115 degree F.
- Handrails and guards.
- Make up air for furnace room.
- Anything that is unique to the project is checked at this time.

**Homeowner – Contractor Responsibilities:**

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building & Code Enforcement Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.

REV 01.24.2019

**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: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Note: This application will be null and void if work is not completed within 6-months from said application 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 _____	_____ 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	_____ 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	_____ Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Other	

**Service Panel:**  
 Present Rating (amps) \_\_\_\_\_ Proposed Rating (amps) \_\_\_\_\_ Proposed Connected KW: \_\_\_\_\_  
 Present Peak KW (Demand) \_\_\_\_\_ Estimated Peak KW (Demand) \_\_\_\_\_

**SERVICE ADDRESS**  
 (A complete and accurate service address is required before service may be installed)

Street Address: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Real Estate Permanent Tax # \_\_\_\_\_  
 Legal Description (attach sheet if necessary): \_\_\_\_\_  
 Record Titleholder of property: \_\_\_\_\_  
 If property is held in trust, identify beneficial owner (s): \_\_\_\_\_  
 Address: \_\_\_\_\_

**CUSTOMER BILLING INFORMATION**  
 (This information will be used for utility billing purposes)

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
 Authorized representative or agent: \_\_\_\_\_  
 Title: \_\_\_\_\_ Phone: \_\_\_\_\_

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

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
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
<b>Total Amount of Charges:</b>		_____	_____

**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

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 construction area: \_\_\_\_\_ No. & Size of electric meter \_\_\_\_\_ No. & Size of water meters \_\_\_\_\_

#### Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Committee.
- Is your property located in the RT or CBD Zoning District? If yes your application and plans are to have an Architectural Consult Meeting with our Planning Division before we can issue your permit.
- Building Permit Application – Completely Filled Out.
- Two-2 Copies of Plat Of Survey (If Applicable – Show yard setbacks to all of your lot lines)
- Two-2 sets of drawings that show all interior and exterior construction details.
- Electric service application – only if the existing electric service is being upgraded or a new electric service added.
- Letter of Intent - If any plumbing is being conducted by anyone other than the owner who lives at the property, a Letter of Intent from the Plumbing Contractor is required. The letter must be on company letterhead indicating they are the plumbing contractor conducting the plumbing work for this job and the Letter of Intent is required to have a company seal or be notarized.
- 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 \$150.00 **PAYMENT IN CASH OR CHECK PAYABLE TO THE CITY OF ST. CHARLES.**

#### Owner of the Property:

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

#### Applicant:

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

#### General Contractor:

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

#### Electrical Contractor:

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

**Application – Residential Alteration - Addition**  
**Page 2**

**Plumbing Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Illinois License No. \_\_\_\_\_

**Roofing Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Illinois License No. \_\_\_\_\_

**Concrete Contractor:**

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

**HVAC Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
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 # _____

<b>Copies of application distributed to:</b>		
Electric: _____	Development Engineering: _____	Fire: _____
Planning: _____	Engineering/PW: _____	Sewer: _____
Water: _____	Historic Preservation: _____	