

City of St. Charles

New Residence



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)

*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 contractor's names, addresses, phone numbers, email and, if required, their license.
- For information on the setbacks for your particular zoning, please contact Community Development Division at 630.377.4443.
- The application for Electric Service must be completed and submitted with the application.
- No structure shall be located in any indicated easement area.
- Provide maximum building coverage calculations per your Zoning District on additions.
Definition: A measure of intensity of land use that represents the portion of a site that is covered by a principal building or buildings including attached garages and enclosed porches, and accessory buildings including detached garages and any other enclosed accessory building in excess of 150 square feet of Lot Coverage. Building coverage shall also include cantilevered portions of a building that extend beyond the footprint of a structure, including portions cantilevered over an open front porch. Building Coverage shall be measured at the outer edge of the foundation line, or at the outer wall surface support column in the case of a post, other non-continuous foundation, or cantilever, excluding projections for bay windows or chimneys. Building coverage shall not include unenclosed porches, decks, or unenclosed accessory structures such as gazebos, swimming pools, or tennis and sports courts.
- Two copies of plans shall include sufficient detail to demonstrate compliance with Building Codes and Ordinances. The drawings shall be as accurate as possible, include dimensions, walls, cabinets, fireplaces, receptacles, switches, lighting. Framing details shall include a typical wall detail, header sizes, beam and column sizes and if engineered lumber is specified, the manufacturers Sizing Tables.
- Two copies of plans that show compliance with 2015 Energy Code (table 402.1.2, Zone 5).
- 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.

- If your property is located in any of the RT or CBD-2 zoning districts and your project involves any exterior alterations, additions, and detached garages, there are Architectural Design Guidelines in Section 17.06.060 of the Zoning Ordinance attached to this packet. 10) The Planning Division will conduct a review of the project for compliance with these guidelines.
- Two (5) copies of the plat of survey to scale showing the location of the house and measurements to all the lot lines from the house.
- Two (3) copies of a Foundation Spot 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 (3) copies of the Engineering plan. See submittal checklist for requirements.
- Stormwater Permit Application is required for land disturbing activity resulting in 5,000 square feet or greater.
- 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.
- Two (3) 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.
- 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 **\$200.00 (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.
 - 0.29 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;
 - \$85.00 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.
- **Stormwater Permit Application fee:** \$50.00 due at time of submittal.

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
- 2021 International Building Code
- 2021 International Mechanical Code
- 2020 International Electrical Code
- 2014 IL State Plumbing Code
- 2015 International Fuel and Gas Code
- 2021 Fire Code
- 2015 International Energy Conservation Code
- IL Accessibility Codes

- NFPA Life Safety Code 2015 Edition
- 2015 Int'l Energy Conservation Code

General Comments:

- 1) Please see our website (www.stcharlesil.gov), City Code Book, Title 15, Chapter 15.40 Building Code to see our local amendments.
- 2) Per Ordinance No. 1987-M-93 in the City of St. Charles there is no open burning.
- 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) R-314 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.
- 5) At least one (1) GFCI receptacle is required in a storage or unfinished room.
- 6) In bathrooms, GFCI receptacles are required to be within three (3) feet from the edge of the sink.
- 7) 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.
- 8) 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.
- 9) All exterior doors must have a dead bolt lock with no less than a one-1-inch throw.
- 10) "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.
- 11) "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.
- 12) Firestop shall be done at the frame inspection.
- 13) R-311 Egress windows (bedrooms and basements with habitable spaces).
- 14) R-308 Safety glazing (fixed or operable panels, tempered at doors, bathrooms and stairways or landings).
- 15) R-302.5.1 (20 min. rated door to garage with self-closing hinges).
- 16) R-302.5, 302.6 (5/8" drywall separation).
- 17) R-311 (Two required exits per St. Charles, clear width of 32" and not through the garage).
- 18) R-312 (guards) R-311.7.8, R-311.8.3 (handrails) R-311.7.1 (stair width) R-311.7.5, R311.8.1 (stair treads and risers)
- 19) Footings ("8x18" on 8" wall, 10"x20" on 10" wall). 1-horizontal #4 bar is required at the top, middle and bottom of all 8' walls and 1- vertical #6 bar at 36" o/c from footing to top of wall, in a 4' wall 1-#4 bar at the top and middle.
- 20) R-602, 602.3.1, R-602.3.2, R-602.3.3, R-602.3.4, R-602.6, R-602.9) wall framing
- 21) R-502.6, R-502.7 (JOIST SPAN 502.3.1(1), R-502.3.1 (2), R-502.3.3 (1), AND R-502.3.3 (2) (floor framing).
- 22) I- joist used in the basement are requires to be fire protected.
- 23) Roof rafters R-802.1.1 (TABLES R-802.5.1 (1), R-802.5.1 (3)
- 24) Roof trusses R-502.11, R-602.10.6.2, AND R-802.10

- 25) 2015 International Energy Code - KANE COUNTY 5A (TABLE 402.1.2) U-factors and insulation requirements.
- 26) Occupancy will not be granted until the water, sewer, and the electric has been inspected and accepted by the city.
- 27) Silt fences shall be installed and maintained for erosion control.
- 28) Building sewer service per Ordinance 1997-M-122. (Overhead).
- 29) 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.
- 30) Water service shut off valve (B-Box) shall be placed in easement and not in any paved area.
- 31) 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.
- 32) 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.
- 33) 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.

Homeowner – Contractor Responsibilities:

- 1) 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.
- 2) No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.
- 3) **Inspections shall be called a minimum of 24 hours before they become due.**
- 4) 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

ENGINEERING GRADING PLAN SUBMITTAL

The design of stormwater facilities and calculations of the impacts of development shall be prepared, signed, and sealed by a Licensed Professional Engineer. This does not apply to lots that have been pre-engineered, where the design has been approved under a master engineering plan. For pre-engineered lots, the submittal shall demonstrate conformance to the approved master engineering plans.

Existing Conditions

- Scale (minimum size) is 1" = 20'
- North arrow
- Lot dimensions, legal description of property, site address
- Site Benchmark (NAVD88 datum)
- Existing topographic survey
 - Contours at 1' intervals. Include existing contours within 25' of the site in all directions.
 - Spot elevations at property corners, side and rear lot lines (25' minimum spacing), break points, drainage swales
 - Top of curb, edge of pavement, centerline pavement elevations within right-of-way
- Existing structures (fences, sheds, retaining walls, sidewalks, driveways, etc.)
- Adjacent structures, including top of foundation elevation
- Existing utility infrastructure, including watermain, sanitary sewer, storm sewer, electric, cable
 - Include rim and invert (or top of pipe) elevations and pipe size
 - Locate the nearest storm sewer structure(s) to the site
- Existing trees and size. Identify if trees are to be removed or protected
- Existing easements
- Existing wetlands, floodplain, overland flow routes

Proposed Improvements (include Existing Conditions overlay)

- Proposed structure footprint including dimensions
 - Include any porches, patios, service walks
 - Include top of foundation elevation (include all top of foundation elevations on a stepped foundation), top of garage floor elevation, top of window well elevations
 - Include building setback dimensions
- Proposed driveway dimensions, proposed slope, spot grades, and pavement composition (concrete, asphalt, brick paver)
- Proposed grading contours at 1' intervals, shown overlaying existing grading contours.
 - Include proposed elevations at building corners
 - Include spot grades as necessary to construct proposed swales, drainage features, berms, high and low points, etc.

- Depict overland flow routes with arrows and proposed slope percentages
- Ground slope - 4:1 maximum and 2% minimum
- Driveway slope – 8% maximum and 1% minimum
- Proposed utility services
 - Water – Minimum 1” Type K copper
 - Sewer – Minimum 6” SDR 26 PVC
- Proposed footing drain sump pump shall connect to public storm sewer system. Show routing, pipe size, slope, connection method.
- Proposed down spouts shall discharge onto the ground, and day light,
 - minimum of ten (10) feet from any public Right of Way
 - minimum of five (5) feet from any property line, or half the distance of the side yard setback, whichever is greater.
 - Discharge shall not be located in a front yard setback
- Proposed easements (if applicable)
- Erosion Control Plan
 - Proposed location of silt fence, tree protection, inlet and pipe protection, and any other erosion control measures necessary

Codes and Manuals

- City Code Title 18 - Stormwater Management Ordinance
<https://codebook.stcharlesil.gov/title-18>
- Kane County Stormwater Management Ordinance
<https://www.countyofkane.org/FDER/Documents/waterOrdinances/adoptedOrdinance.pdf>
- City of St. Charles Engineering Design & Inspection Policy Manual
<https://www.stcharlesil.gov/departments/public-works-engineering/policy-manual>



Memo

Date: **October 26, 2010**
To: **St. Charles Developers and Builders**
From: **Development Engineering Division**
(630) 443-3677
RE: **As-Built Grading Surveys and Certificate of Occupancy Permits –
General Guidelines**

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

AS-BUILT GRADING SURVEY / PLAN

The intent of the as-built grading requirement set forth 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" = 20'.
3. Approved vs. constructed foundation, garage, and window well elevations. Include all top of foundation elevations on a stepped foundation. Identify the lowest opening elevation.
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. Depict drainage patterns and emergency overflow routes with arrows.
12. 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.

If there are deviations from approved plans, the City will require a Licensed Professional Engineer to render an opinion and certify the as-built is in compliance with all applicable code requirements.

City of St. Charles
Municipal Electric Office
1405 S 7th Avenue – 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	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	estimated # of units _____	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Other	Proposed Generator kW _____
	<input type="checkbox"/> Solar Wind-Generator		Proposed Connected EV kW _____
Service Panel:	<input type="checkbox"/> Electric Vehicle Chargers		
Present Rating (amps) _____	Proposed Rating (amps) _____	Proposed Connected KW: _____	
Present Peak KW (Demand) _____	Estimated Peak KW (Demand) _____	Proposed Interconnected Kw AC _____	

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
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

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.
- Building Permit Application – Completely Filled Out.
- Stormwater Permit Application (if applicable) – Completely filled out.
- Two-5 Copies of Plat Of Survey– Show yard setbacks to all of your lot lines and proposed top of foundation.
- Two-3 Copies of Engineered grading plan
- Two-4 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 and be notarized or stamped with plumbing company seal.
- 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 \$200.00 PAYMENT IS BY CASH OR CHECK PAYABLE TO 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 - New Residential
New Construction -Page 2**

Plumbing Contractor:

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

Concrete Contractor:

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

Sewer & Water Contractor:

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

Roofing Contractor:

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

HVAC Contractor:

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

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 # _____

