City of St. Charles
Kitchen Remodel

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 or alteration in your kitchen. 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 for the remodel in your kitchen are to be submitted with the application.
- 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.
- Our goal is to complete the review for 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 submittal fee of **$130.00 (to be paid at time of submittal)**

Additional fees for your permit 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 $6.75 each/1,000
$24,001 on at $3.10 each 1,000

⇒ **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.

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.

Inspections:

The following is a list of inspections, which might be required for your project.

Framing
Electric
Underground Plumbing
Rough Plumbing
HVAC
Insulation
Final

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
2012 Int'l Energy Conservation Code
2009 Int'l Fire Code w/revisions
2009 Int'l Fuel Gas Code w/revisions

General Comments:

1) The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
2) 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.
3) 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.
4) 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.
5) 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).
6) A minimum of 24-hour notice is required when scheduling any inspection.
7) All counter top service receptacles must be 20-amp GFCI protected and installed 2-feet from a break (i.e. sink, stove) then every 4-feet thereafter and 12-inches counter top.
8) A minimum of two (2) 20-amp branch circuits shall exist for the counter top receptacles.
9) A separate circuit is required for a microwave.
10) A separate circuit is required for a disposal and dishwasher.

11) A separate circuit is required for a refrigerator.
12) A new electric range will require 3-wire with grounding.
13) A new kitchen stove is to have an anti-tip device.
14) All fixtures to appliances are required to have their own water shut offs.
15) Section 890.70 Food Waste Disposal Units A), shall not receive discharge of dishwasher.

Per the 2012 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.

1) R402.1 Climate zone 5-Thermal envelop Table R402.1.1 (prescriptive) insulation, door, and window requirements-
2) 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.
3) 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.
4) 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).
5) 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).
6) R403.1 Controls- At least one thermostat shall be provided for each separate heating and cooling system (mandatory).
7) 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).
8) 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).
9) 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.
10) 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).
11) 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).
12) 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 & 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.

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:_____

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	Other	New Building	Service Voltage Requested
____ Residential	____ Temp Connection	____ Residential: Single family	____ Single Phase 120/240
____ Commercial	____ Street Lights	____ Residential: Multi Family estimated # of units____	____ Three Phase
____ Industrial	____ Traffic Signals	____ Commercial	____ 120/208
____ Upgrade Service	____New Service	____ Commercial: Multi Family estimated # of units____	____ 277/480
____ Relocate Service	____Relocate	____ Industrial	____ Other
____ Convert OH to UG	____ Antenna Site	____ Other	
	____ Signage Lights		

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 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)
- ❒ 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 is being 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.
- ❒ 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 payable by 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._____

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Plumbing Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Illinois License No._____

Roofing Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Illinois License No._____

Concrete Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

HVAC Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ **SIGNATURE:** _____

REPORT OF THE BUILDING OFFICIAL

Remarks:_____

_____

Accepted: _____ **Rejected:** _____ **Date:** _____

Signed:_____

For Office Use

Received _____

Fee Paid $_____

Receipt # _____

Check #_____

Copies of application distributed to:

Electric:_____ **Engineering:**_____ **Fire:**_____
Planning:_____ **PW:**_____ **Sewer:**_____
Water:_____ **Historic Preservation:**_____