

# **New Single Family Residence Information Sheet**

## **Building Permit Review Requirements**

subject to demolition

- 4 copies of the existing Plat of Survey
- 4 copies of stamped architectural drawings, include Floor Area Ratio overlays at same scale as plan view
- 5 copies of stamped civil engineering drawings, include a tree preservation plan and proposed construction schedule
- 3 COPIES OF HYDROLOGY REPORT
- Properly completed Building, Electrical, Plumbing and Demolition Permits: Include contractor information, signatures, circuit count, fixture count, clean-up designate and certificate of liability insurance in the amount of \$1 million per occurrence for the general and demolition contractors and noting the address in the description box
- Properly completed Application of Certificate of Zoning Compliance
- Properly completed Stormwater Management Permit and notarized Stormwater Maintenance Facility Agreement
- Copy of Flagg Creek Sanitary District's disconnect permit and paid reconnection receipt.
- DuPage County Health Department's site visit approval (not applicable for those lots in Cook County)
- Copy of DuPage County Highway Department's paid impact fee receipt (not applicable for those lots in Cook County)
- Certificate of Mailing receipt from the post office informing all properties within 250 linear feet of the subject demolition site
- Completed Abutting Neighbor Contact form for all properties adjacent to the subject site
- Photograph of the existing structure

## **Building Permit Fees**

- Calculated Building Permit Fee is based on a published fee schedule available at the Community Development Department or online at the Village web site

## **Height and Location**

- The height and location of any new single family residential addition is determined by the Zoning Code of the Village of Hinsdale

## **Applicable Building Codes**

- 2006 Family of International Codes with local amendments
- 2004 Illinois State Plumbing Code
- 2005 National Electric Code with local amendments

*Additional information regarding Zoning and Building Codes can be found by following the following link:*  
[www.villageofhinsdale.org](http://www.villageofhinsdale.org)

**This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.**

## Here is a guide as to how the permit process works:

- Submit a completed permit application(s) with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time. Payment for reviews would be included in this submittal in the form of a check payable to the Village of Hinsdale for Building Review Fee, Engineering Review Fee, Stormwater Management Application Fee, Recording Fee, Application for Zoning Compliance, Tree Preservation Review Fee.
- The plans are then put into the system and reviewed for Zoning and Code compliance. There may be more than one review of your plans (building, engineering, mechanical, plumbing, zoning, etc.).
- If your plans were not approved, you will receive a letter itemizing the deficiencies in the submitted plans that will need to be corrected **prior** to Permit issuance. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- When the plans are approved, you will get a call advising you that your permit is ready and you will be advised of the permit fees. If any contractors have not yet been licensed or bonded as required, you will be notified at this time. All **required** bonds and licenses must be on file with us prior to permit issuance.
- Payment is due at the time the permit is issued. Payment must be made by cash or check only. The contractors bond of \$10,000 can be either a cash bond or Letter of Credit in village form.
- At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times
- After the permit has been issued you may begin construction. Call our office for the appropriate inspections as the work progresses.
- Upon completion of the project and after you pass **all** the required final inspections, you must provide the Building Commissioner with the original bond receipts that will then be submitted to the Finance Department for final distribution of funds.

***If you have any questions about the permit process, please call our office at (630) 789-7030.***

***Our office hours are 8 a.m. to 5 p.m. Monday through Friday.***

# Most Common Errors

The inspectors were asked to summarize the most frequently found code-related mistakes made during construction or installation. See items listed below.

## **PLUMBING**

### **Water Heaters**

- Loose electrical connections
- Flexible gas connections used
- Flexible water connections used

### **Drainage & Vent Piping**

- 90 degree bends on horizontal runs instead of 45 degrees
- Undersized vent lines
- Horizontal vent piping run longer than code allows
- Lack of water or air pressure testing of pipe

### **Dishwasher**

- Dishwasher not anchored to counter
- Dishwasher drain not looped and anchored to top of counter
- Dishwasher drain connected to garbage disposal

## **STRUCTURAL / BUILDING**

### **Foundation**

- Footing not the proper width or depth
- Soil does not meet minimum bearing capacity (black humus soil)
- Missing reinforcing steel
- Steel reinforcing not lapped at ends and corners
- Steel reinforcing too close to forms (do not have 2" concrete cover)

### **Floors**

- Framing varies from approved plan
- Improper joist hanger and/or improper fastening of joist hangers
- Improper boring and/or notching of joists
- Trimmer joist at openings not doubled
- Improper fastening of floor sheathing

### **Walls**

- Improper boring and/or notching of wall studs and plates
- Fireblocking at chase, soffit and tub waste pipe
- Improper fastening of exterior wall sheathing
- Improper fastening of wall studs
- Improper transfer of concentrated loads under headers and beams (cripples)
- Firestopping of top and bottom plate penetrations not installed
- Improper fastening of foundation anchor bolts to bottom plate

### **Roofs**

- Improper boring and/or notching of rafters

- Sheathing not fastened properly
- Asphalt shingle fastening not to manufacturer requirements

### **Stairs**

- Improper height of guardrail and/or baluster opening
- Handrail missing or improper height or gripping size
- Improper clearance to handrail from adjacent wall
- Handrail not continuous
- Improper riser height
- Improper tread depth
- Improper tread dimension on winder stair
- Handrail not continuous on winder stairs
- Headroom not 6' -8"

### **Insulation & Ventilation**

- Vapor retardant missing or reversed
- R-30c vaulted rafters
- Baffles missing
- Insulation not secured
- Exposed paper backing on insulation in basement
- Insulation missing at rim joist
- Exterior side of walls or roof not sealed against the weather
- Eave vents not installed
- Ventilation blocked by insulation

## **ELECTRICAL**

### **Underground Conduit Depth**

- EMT (thinwall) buried in the ground
- Heavy wall not buried the required 6" below grade
- PVC conduit not installed 18" below grade
- Direct burial cable not installed 24" below grade

### **Underfloor**

- Conduit not strapped
- Connectors and couplings not tightened

### **Rough**

- Boxes not fastened securely
- Conduit not strapped 3' from any boxes
- Boxes not fastened
- IC type recessed fixture must be used if ceiling is insulated
- Closet fixture light boxes not 18" minimum from the back wall of the closet
- Motor for the jetting tub not grounded with a #8 wire back to the copper water pipe

## **Electrical Service**

- Service wire not clearing the roof by 18"
- Service mast shall be secured with proper type screws or bolts (not drywall screws)
- Service wires not 10' above grade
- End of conduit for the ground conductor going to the ground rod not grounded
- Bond bushing not installed on concentric knockout
- Bond jumper on the neutral bar not installed
- Jumper wire at the water meter and proper ground tag not installed
- Ground rod at electric meter not driven 8' and below grade

## **Final inspection**

- All electrical equipment not complete, hooked-up and working
- All floor receptacles shall be
- Every fixture must have working bulbs
- All required working clearances have been maintained
- All devices shall be turned on for testing
- Island or peninsular counter outlets shall be mounted not more than 6" below the counter top and shall not be mounted where the countertop extends more than 6" beyond its support base
- Breaker for A/C compressor is larger than manufacturer's label indicates for maximum
- Smoke and Carbon Monoxide detection not installed or interconnected.

## **MECHANICAL**

### **Duct Installation**

- Ductwork not fastened together at joints
- Sealing tape not applied on joints
- Ductwork not installed to plan
- Bath fan not vented to the exterior
- Kitchen hood vent not installed properly
- Dryer vent ductwork over 25 ft. in length
- Ductwork in crawl space not suspended at least 4 inches above earth
- Ductwork in crawl space suspended more than 6" below the floor
- Duct openings not protected (covered) during construction
- Duct work in unconditioned space not insulated
- Panned returns are not permitted. Must be a closed system

## **Furnace Installation**

- Furnace installed without proper clearances
- Insufficient clearance between closet door and furnace
- Clearance between B-vent and combustibles is less than 1 inch.
- Clearance between single wall flue pipe and combustibles is less than 6 inches.
- Single wall flue pipe cannot be run through ceilings or floors
- Drain liens for furnace not installed
- A/C unit coil not installed
- B-Vent installed with more than 2 – 90 degree elbows

## **Furnaces Installed in Attic**

- Incorrect working clearances
- Must have outlet and light in furnace area
- Attic access must allow removal of furnace's largest part
- Drain pan under A/C coils with two (2) drain lines, one (1) to conspicuous place or a float type cutoff switch required

**COMMUNITY DEVELOPMENT DEPARTMENT  
INSPECTION REQUIREMENTS  
24 HOURS NOTICE REQUIRED**

**Call (630) 789-7030 to schedule inspections**

**This department must make the following inspections before work may proceed:**

Type of Inspection	When is inspection done?
Footing	After forms and reinforcing are placed and before concrete is poured
Foundation	After forms and reinforcing are placed and before concrete is poured
Spotted Plat of Survey	To be submitted and approved before carpenter can begin the deck
Drain Tile & Damproofing	Before backfilling the foundation.
Electric Service	After backfill. Provide a safe ladder to access basement.
Concrete Slabs	After base and reinforcing is prepared and before concrete is poured and at final inspection.
Sanitary and Water Service Lines	Before pipes are buried and at final inspection.
Rough Frame, Rough Electric, Rough Mechanical, Rough Plumbing	After electrical conduit and rough plumbing is installed and before the walls are insulated and enclosed
Insulation	Before drywall
Driveways & Parking Areas (Curbs, stoops & grading)	After base is prepared and before concrete is poured and at final inspection
Elevator	To be performed by Thompson Elevator Inspection Services.
Landscaping & Site Improvements	Final inspection
Final	After completion of all work and before occupancy. <b>Occupancy is allowed only after Community Development Department approval and issuance of the Certificate of Occupancy.</b>

- Failure to call for the above inspections is in direct violation of the Code of Ordinances of the Village of Hinsdale.
- It is the permittee's responsibility to see that no mud, debris or dust leaves the construction site. Failure to comply will result in citations.
- Construction noise shall not be permitted beyond all the allowable hours of work, which are 8 am to 8 pm weekdays and 8 am to 4 pm on Saturdays. **No work allowed on Sundays.**
- Construction debris is to be removed from site on a regular basis.
- No storage of construction materials is allowed on the right-of-way (parkway or street) without permission from either the Community Development or Public Works Departments.
- Soil erosion control techniques must be employed as required.
- Failure to comply with the above may result in a "**STOP WORK**" order being issued.

**CHECKLIST FOR PERMIT SUBMITTAL - DEMO AND NEW CONSTRUCTION  
ALL ITEMS LISTED REQUIRED AT SUBMITTAL**

<b>ITEM</b>	<b>Submitted</b>	<b>Approved</b>
<b>Building Plans -4 SETS</b>		
<b>Engineering Plans - 5 SETS</b>		
<b>HYDROLOGY REPORT</b>		
<b>Overlay Plans - Each Floor &amp; Sq Ft (1 SET)</b>		
<b>Tree Preservation Plans - 5 SETS (may be included on Engineering Plans)</b>		
<b>Plat of Survey of Current Buildings</b>		
<b>Demo Permit Application</b>		
<b>Building Permit Application</b>		
<b>App of Certificate of Zoning Compliance</b>		
<b>Stormwater Management Permit</b>		
<b>Stormwater Management Agreement</b>		
<b>Certificate of Proper Mailing Notice</b>	<b>SUBMIT NO LATER THAN 10 DAYS AFTER SUBMITTAL</b>	
<b>Flagg Creek Sanitary District - Disconnect and Reconnect Permits Contact - 630 323-3299</b>		
<b>Dupage Health Dept. Approval 630 682-7979 Ext 6114</b>		
<b>Dupage Impact Fee Payment Receipt Call 630 407-6700</b>		
<b>Abutting Neighbor Contact Form</b>	<b>Submit within 30 days after submittal</b>	
<b>General Contractor &amp; Demolition Contractor's Certificate of Liability Ins.</b>	<b>Submit with last round of Revisions prior to payment</b>	
<b>Photo of Existing Structure - Front View</b>		
<b>Construction Schedule</b>		
<b>SUBMITTAL FEE</b>		