



RESIDENTIAL ADDITION/ALTERATION CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete a general permit application with all pertinent contractor information.
- Complete the electrical application signed by the supervising electrician and provide a copy of their license.
- Provide a copy of the plumber's state contractor's license and a letter of intent(if applicable)
- Provide a copy of the roofers state license (if applicable)
- All other contractors must obtain a Village Contractors license prior to issuance of permit (No insurance or bond required).
- Submit a plat of survey identifying the location and size of the proposed addition along with dimensions to property lines
- Plans shall be signed/sealed by a state of Illinois licensed structural engineer or architect
- Submit FOUR (4) sets of drawings/sketches that indicate:
 - Existing and proposed dimensioned layouts
 - Section views and elevations
 - Foundation system
 - Footing/foundation dimensions, depth, rebar
 - Drainage and dampproofing system
 - Insulation type and size
 - Floor construction
 - Size, spacing, and spans of joists, headers, girders, beams
 - Hanger type and locations
 - Floor sheathing size
 - Insulation type and size (if applicable)
 - Wall construction
 - Size and spacing of wall studs
 - Insulation/vapor barrier
 - Header size/spans
 - Window locations, U value and emergency egress requirements
 - Sheathing and interior/exterior finishes
 - Roof construction
 - Ceiling joist size, spacing and spans
 - Rafter size, spacing and spans
 - Insulation
 - Roof sheathing, ice/water shield, roof ventilation, drip edge
 - Roof pitch & attic access
 - Electrical system
 - Service size, location, load calculations and panel schedule
 - Location of receptacles, switches and lights
 - Location of smoke detectors and carbon monoxide detectors
 - Identification of arc fault, GFCI and tamper resistant receptacles and outlets

- Mechanical System
 - Location of supply and return vents for the HVAC system
 - Location of furnace, air conditioner, water heater, etc.
 - Gas piping diagram with total BTU's, pipe size and pipe lengths
 - Calculations for new and/or existing furnace and air conditioner
- Plumbing system
 - Plumbing isometrics for supply, waste, and vent system
 - Total water supply fixture unit count for the residence and size of the existing water meter/water service
- Must comply with the following codes:
 - 2018 International Residential, Mechanical & Fuel Gas Codes
 - 2020 National Electrical Code
 - 2014 Illinois Plumbing Code
 - 2018 Illinois Energy Conservation Code
 - Elk Grove Village Zoning Ordinance

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Foundation(Footing & Foundation)
- Drain tile
- Framing
- Electrical
- Mechanical
- Plumbing
- Insulation
- Final