



BASEMENT REMODEL CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Electrical contractor shall provide a letter of intent and a copy of their electrical license.
- Plumbing contractor shall provide a state plumbing contractor's license (055) and a letter of intent.
- All other contractors must obtain a Village Contractors license prior to issuance of permit (No insurance or bond required).
- Submit drawings/sketches that indicate:
 - Existing and proposed dimensioned layout including identification/labeling of all proposed rooms
 - Existing and proposed ceiling height
 - Wall construction including treated sill plate, wall stud size/spacing and insulation
 - Location of electrical panel, sump pump, ejector pumps, water heater, furnace, etc.
 - Combustion air is required at rooms which enclose gas fire appliances
 - Smoke detector and carbon monoxide detector locations
 - Draftstopping and fireblocking materials and locations
 - Egress window locations and sizes
 - Location of electrical receptacles, lights and switches
 - Location of supply and return vents for the HVAC system
 - Plumbing isometrics for supply, waste, and vent system along with a total water supply fixture unit count for the residence and size of the existing water meter/water service
- Must comply with the following codes:
 - 2024 International Residential, Mechanical & Fuel Gas Codes
 - 2026 National Electrical Code
 - 2014 Illinois Plumbing Code
 - 2024 International Energy Conservation Code w/ Illinois Amendments

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.

- Framing
- Electrical
- Mechanical
- Plumbing
- Final