



Community Development Department
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Carpentersville, IL 60110
Hours: Mon-Fri 8:30 a.m. - 4:30 p.m.

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Residential Building Permit Guide

The following document was created to help our residential building permit applicants with the Village of Carpentersville's application guidelines for our most common residential building permits. The guideline will be sorted alphabetically by project type. Before the guideline information, we will include FAQs for our most commonly asked questions.

Q: What do I need to submit with my permit application?

A: Find your project type in this document, and review the "Submittal Checklist" section. Assemble each item from the checklist, and make sure that you provide complete information. The idea is that the person reviewing your plans for the first time will have a thorough understanding of the project. Be as specific as possible.

Q: How do I submit my permit application?

A: You can submit by mail, using the Village Hall drop box, via e-mail (for some permit types), or in person, as detailed below:

- Mail: A completed application form and all required documents can be sent to the Village via US Mail, FedEx, UPS, etc. Packages should be sent to:
Village of Carpentersville
Attn: Community Development
1200 LW Besinger Drive, Room 206
Carpentersville, IL 60110
- Village Hall drop box: If the application and all documents will fit in a letter-sized envelope, you may place them into the silver metal drop box located at the Village Hall. The drive-up drop box is located in the parking lot near the southwest corner of the building. Please make sure the outside of your envelope reads, "Community Development, Room 206."
- Electronic: For the limited list of permit types below, you can submit an application by sending an e-mail to permits@cville.org. Make sure to type your property address (the mailing address where the work will take place) into the subject line of the e-mail. Attach the completed application form and all required documents from the checklist. All application documents must be submitted in PDF format. Following is the list of permit types that can be requested via e-mail:
 - Fence
 - HVAC replacement
 - Roof replacement
 - Siding replacement
 - Solar Panel ASES
 - Water heater replacement
- In person: Visit Room 206 of the Village Hall at 1200 LW Besinger Drive

Q: When will my permit be ready?

A: Most plan reviews take up to two weeks. If possible, the permit may be ready sooner, but please expect two full weeks. We will call or e-mail you when the permit is ready to pick up.

Q: How do I pay for my permit?

A: The Village does not require you to submit payment for a permit until after the application is complete and plans are approved. We will contact you with the payment amount and the permit number when the permit is ready. We offer the following payment options:

- Mail: Checks or money orders can be mailed to the Village. Please reference the permit number on the check. Envelopes should be sent to the same address noted above for submitting a permit application.

- Village Hall drop box: Put a check or money order into a letter-sized envelope, and place the envelope into the silver metal drop box located at the Village Hall. Please reference the permit number on the check. Please make sure the outside of your envelope reads, "Community Development, Room 206."

- Electronic (includes a one to two business day delay): Visit the Village Website at <http://cville.org> and click the "Online Payments" button in the white banner across the middle of the homepage. Follow these steps:
 - Select "Make a one-time payment."
 - Select the appropriate Payment Category (i.e. select Building Permit for permits).
 - Enter the Permit Number provided to you by Village staff.
 - Enter the Payment Amount provided to you by Village staff (please note that an additional user fee will apply)
 - The applicant's complete information must be provided.

- In person: Visit Room 206 of the Village Hall at 1200 LW Besinger Drive

Q: What type of inspections are required?

A: Find your project type in this document, and review the "Minimum Required Inspections" sections. Post hole or pre-pour inspections are required whenever concrete or asphalt are used, and the inspection will be performed before any material is laid down. A rough inspection is required to inspect any portion of the construction that will be covered up. All rough inspections must be scheduled simultaneously. A final inspection is performed once the project is 100% complete.

Q: How do I schedule inspections?

A: The only way to schedule an inspection is to call Community Development at 847-551-3478. Inspections may not be scheduled via e-mail or directly with inspectors. All inspections must be called prior to 3:00pm at least one business day before the requested inspection date.

Q: What do I need to have for the inspection?

A: Access will need to be provided to all areas of construction, and an approved set of plans must be on site for the inspection.

Q: What should my plat of survey show?

A: Your plat of survey should be up to date with any and all accessory structures noted. This includes garages, sheds, pool, service walks, patios, driveways, etc.

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Chicken Coop and Pen

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate plat of survey that is to scale, indicating: <ul style="list-style-type: none"> • Dimensions of all structures, patios, pools, decks, sheds, etc • Exact location and size of coop drawn to scale • Exact location and size of pen drawn to scale • Exact location of all adjacent buildings (including on neighbor's property in all directions), and distance from those buildings to the coop/pen
		Proof of notice to adjacent residents
		Landlord approval if property is rented
		Manufacturer's cut sheets, drawings, etc.
		Application for electrical work

Minimum Requirements:

1. All fees for the license and building permit must be paid in full before permit is issued.
2. The lot shall contain only one single family dwelling occupied and used as such by the applicant.
3. The applicant must provided notice to the residents of all immediately adjacent dwellings.
4. All hens kept in the Village shall be entirely confined in a pen, coop, building, or other enclosure at all times.
5. Coops and pens shall be maintained at least 25' from any residential structure, church, school, or place of business.
6. Coops must be placed either above ground or on a hard surface such as concrete, patio block or gravel and able to withstand natural forces such as wind, rain and snow.
7. Wooden or precast concrete posts shall be acceptable foundations if they are placed at least 24 inches into the ground and firmly tamped with dirt or gravel. Wooden or precast concrete posts may also be secured into the ground using anchor posts that are otherwise typically used for fencing or decks.
8. Coops and pens shall be kept clean, sanitary and free from all refuse and waste, and must be thoroughly cleaned at least once 24 hours.
9. All refuse and chicken waste shall be disposed of in a clean and sanitary fashion.
10. Chicken coops must provide adequate ventilation, sun and shade, protection from precipitation, protection from cold weather, fresh water and must be impermeable to rodents, wild birds and predators including cats and dogs.
11. Chickens must be kept in an enclosure and fenced area at all times and not allowed to run free. Chickens must be secured in a chicken coop at night.
12. All feed for hens shall be kept in rodent-proof containers until put out for consumption by the permitted hens being kept.
13. Coops shall be enclosed on all sides and have a roof and doors. Doors must be able to be shut and locked each night. Open windows and vents must be covered with predator/bird proof wire.
14. All coop materials shall be uniform for each element of the structure such that the walls are made of the same material, the roof has the same shingles, windows or openings are of the same materials, etc. The use of scrap, washboard, sheet metal or similar materials is prohibited.
15. Any enclosed chicken pen shall consist of sturdy wire fencing, a minimum of six feet in height, and covered with wire, aviary netting or solid roofing.
16. Permit fees, payable at time of permit issuance:
 - a. Chicken coop only: \$25
 - b. Electrical permit: \$25
17. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Foundation pre-pour
2. Rough framing and electric which includes any trenches for conduit
3. Final inspection once all work is complete

Detached Garage

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate plat of survey that is to scale, indicating: <ul style="list-style-type: none"> • the exact location and size of the garage to scale; • the distance from the garage to all side and rear property lines; • the distance from the garage to the house
		Detailed structural drawings
		Stamped truss cut sheets
		Electrician's license

Minimum Requirements:

1. The garage cannot encroach on any zoning setback or easement.
2. No garage can be used as habitable living space.
3. A separate driveway permit is required as applicable.
4. The demolition of an existing detached garage also requires a permit.
5. All excavation material must be hauled off site and disposed of properly.
6. Fire-rated construction may be required on walls or ceilings (e.g. adding 5/8" drywall) if a garage is closer than 10 feet to home.
7. Concrete floors must have a minimum 4" thick slab with 4" thick compacted gravel or sand base.
8. Interior cracking control of the slab is required with welded wire mesh or equivalent.
9. Construction joints are required in both directions at the middle of the slab.
10. The slab must pitch toward overhead door a minimum 1/4" per foot.
11. Pressure treated lumber required where wood is in contact with concrete.
12. Roofs must be capable of supporting 25 pounds per square foot of snow load.
13. Properly sized doubled headers are required over all windows and doors.
14. All above ground electrical wiring must be run in metal conduit.
15. A switched overhead light is required.
16. One GFCI protected wall mounted electrical receptacle is required.
17. Overhead electrical service conductors must maintain proper clearances.
18. Permit fees, payable at time of permit issuance:
 - a. Detached garage permit: \$150
 - b. Electrical permit: \$25
- 19. Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Foundation pre-pour
2. Rough framing and electric which includes any trenches for conduit
3. Final inspection once all work is complete

Driveway

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate plat of survey that is to scale, indicating the location and dimensions of the driveway.
		Scope of work, proposal, similar documentation, or a detailed description on the application.

Minimum Requirements:

1. The required front yard coverage cannot exceed 45% lot coverage.
2. A residential driveway leading to a 1- car or 2-car garage shall not exceed 18 feet in width where the driveway crosses a public sidewalk, and may widen at a rate not greater than one foot of width for each one foot of length between the sidewalk and the house. Please contact the Community Development Department for a lot without a garage or without public sidewalks.
3. If the 45% lot coverage requirement is not exceeded you may add up to 2' of ribbons on each side of the driveway as long as they are constructed of a different material than the driveway.
4. The driveway cannot create a flooding problem.
5. If any existing stoops are being removed and replaced, the proper permit must be obtained.
6. The driveway must be asphalt, brick, or concrete.
7. All vegetative or foreign matter must be removed from the base.
8. No materials or spoils may be stored or kept on the public roadway.
9. Downspouts should not discharge onto a driveway.
10. Concrete driveway requirements.
 - a. 4" of compacted crushed gravel or equivalent.
 - b. 6" slab with 3,500 psi compression strength at 28 days, **OR**
 - c. 5" reinforced air entrained Portland cement concrete using minimum 6x6 #10 welded wire mesh embedded in slab
 - d. 1.5" deep construction joints at maximum 12'
11. Asphalt driveway requirements:
 - a. 6" of compacted crushed gravel or equivalent
 - b. 2" of compacted hot mix asphalt surface course
12. Brick paver driveways shall be installed in accordance with manufacturer's specifications to be provided with permit application.
13. Dissimilar surface course materials cannot be built on top of one another.
14. Permit fees, payable at time of permit issuance:
 - a. Driveways: \$50
 - b. Ribbons only: \$25
15. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Base inspection prior to installing surface course
2. Final inspection of surface course

Electric Service Upgrade

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Scope of work, proposal, similar documentation, or a detailed description on the application.
		Valid electricians license

Minimum Requirements:

1. 100 amp service minimum.
2. An exterior service means of disconnect is required per local amendment.
3. Grounding electrode conductors (GEC) must be bonded with the neutral at the exterior first means of disconnect.
4. Service conductors must meet minimum clearance distances. 3' to roofs, 10' to walking surfaces, and 12' to driveways.
5. Please reference the ComEd redbook for service equipment installation clearances.
6. Smoke and carbon monoxide detector upgrade required if current detectors are not hardwired and interconnected.
7. All raceway and conductor sizing per 2011 NEC.
8. Service conductor raceway shall be RMC.
9. If the service mast is used as a means of attachment for the service messenger wire, the size of the RMC mast shall be 2.5" for 100 amp service, and 3" for over 100 amp service.
10. Two ground rods are required. The GEC must be protected by physical damage. When it is run through a raceway, grounding bushings are required.
11. GECs must be continuous.
12. All working clearance required by code must be met. 30" to 60" above finished grade, and a 3' x 3' area in front of equipment.
13. Permit fees, payable at time of permit issuance:
 - a. 100 amp upgrade: \$50
 - b. 200 amp upgrade: \$75
 - c. 400 amp upgrade: \$200
 - d. 401 amp and above upgrade: \$300
14. Please note that there is a \$50 fee for re-inspections.

Minimum Required Inspections:

1. Final inspection once all work is completed

Fence

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate plat of survey that is to scale, indicating:
		Detailed specifications for the fence including:
		An indication of fence type (Chain link, picket, privacy, shadow box, ect.)
		The fence height
		The construction materials
		Written permission from the neighboring property owner, if the proposed fence is attached

Minimum Requirements:

1. The finished side of the fence must face outwards in all circumstances.
2. 6-foot tall fences are allowed in side yards and rear yards only.
3. All fence boards must be vertical, except in the case of a split-rail fence.
4. Chain link fences must be constructed using 11-guage wire or thicker.
5. No part of any fence may be located past the front corner of the house towards the street. This includes all parts of the fence (posts, boards, and any decorative element attached to the fence). The only exception to this regulation is for a 3' tall fence in compliance with all provisions of Section 16.18.030 of the Municipal Code. Please contact the Community Development Department at 847-551-3478 if there is a question as to what qualifies as the front of the house.
6. Contact the Community Development Department at 847-551-3478 for setback requirements for corner yard fences, fence screens, and non-residential fences.
7. Fences built on a hill or on ground that is sloped must not exceed the maximum allowed height *as measured from any point on the fence*.
8. All earth excavated for post holes must be hauled offsite and disposed of properly and not spread out under the fence.
9. Fence posts must be buried a minimum of 30 inches and be structurally stable.
10. Fence posts, including decorative elements attached thereto, must not exceed 6 inches above the height of the fence.
11. No fence can obstruct the flow of storm water.
12. Locating the fence within the boundaries of the subject property is the owner's responsibility.
13. Fences shall not utilize barbed wire, spikes, or other sharp, pointed material in their construction.
14. Fences in easement areas are subject to removal at the homeowners expense.
15. Permit fees, payable at time of permit issuance: \$35
- 16. Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Fence Final inspection once all work is completed

HVAC Replacement

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Scope of work, proposal, similar documentation, or a detailed description on the application.

Minimum Requirements:

1. All equipment must be installed in accordance with the manufacturer's installation instructions, the 2012 International Residential Code, the 2018 International Energy Conservation Code and the 2011 National Electric code.
2. Installation instructions must be available to the inspector.
3. All equipment must be accessible for service, repair and replacement.
4. Equipment shall be effectively grounded.
5. A programmable thermostat is required per 2018 IECC.
6. Condensation drain pipe shall not discharge into the crawl space.
7. Circuit breaker shall be properly sized per the manufacturer's rating plate of the unit.
8. Circuit breakers shall match the brand name of the electric panel manufacturer.
9. An auxiliary drain pan or any other system approved by the code shall be provided when the evaporative coil is located where damage to any building component will occur as a result of stoppage in the primary condensate line.
10. Fuel shut off valves must be provided for each gas appliance per 2012 IRC.
11. All vents, exhausts, and connectors shall comply with manufacturer requirements and 2012 IRC for size, pitch, and material.
12. Equipment must have required disconnects with in sight per 2011 NEC.
13. Maintain minimum clearances to combustibles per manufacturer requirements and 2012 IRC.
14. Space used for equipment will follow manufacturer requirements and 2012 IRC for combustion air.
15. New duct transitions and seams will be sealed per manufacturer requirements, 2012 IRC, and 2018 IECC
16. Copper refrigeration lines shall not touch dissimilar materials unprotected. (A/C only)
17. The electrical disconnect to the condenser shall have the proper clearances as any other energized device. Minimum clearance of 36 inches in front and 30 inches to the side. (A/C only)
18. Disconnect for condenser shall have required working clearance per 2011 NEC. (A/C only)
19. Installer shall conduct a safety check and verify proper operation of the air conditioning and components at start up.
20. Permit fees: \$50, payable at time of permit issuance.
21. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Final inspection once all work is complete.

Patios, Walkways, and Stoops

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate plat of survey that is to scale, indicating: <ul style="list-style-type: none"> • Length and width of patio. If patio is circular or rounded (i.e. not a rectangle), provide the dimensions of the box that would completely enclose the entire patio. • The distance of the patio from the corners of the house. • If patio will have a fire pit, indicate how far the fire pit will be from the house and from all side and rear lines.
		Scope of work, proposal, similar documentation, or a detailed description on the application.

Minimum Requirements:

1. Work cannot encroach on a zoning setback
2. Addition of patio, service walk, or stoop must not surpass maximum level of impervious surface coverage as outlined in the zoning ordinance.
3. Work cannot obstruct or alter the flow of stormwater.
4. Stoops must be at least 36" wide or the width of the door, whichever is greater. The stoop must also be at least 36" deep.
5. For concrete:
 - a. 4" compacted gravel base or equivalent
 - b. For patios: Construction joints required with a maximum spacing of 12 feet in each direction.
 - c. Wire mesh, fiber mesh, or equivalent required for crack control.
 - d. 4" thick concrete slab.
 - e. Expansion joints required against buildings and existing concrete.
 - f. Concrete stoops shall have two #4 rebar pinned to the foundation and include flashing when built against non-cementitious material.
6. For brick or stone pavers:
 - a. 6" compacted gravel sub base with 1" sand base on top
 - b. Pavers shall not be less than 2 3/8" thick
7. All walking surfaces must be pitched away from structures.
8. The maximum single step riser height is 7 3/4 inches.
9. The minimum single step tread depth is 10 inches.
10. All steps must be of uniform dimensions and not present a tripping hazard.
11. Handrails are required for more than 3 step risers.
12. Good workmanship is required per accepted industry standards.
13. All broken out concrete must be hauled off site and disposed of properly.
14. For public sidewalk replacement, contact the Village's Public Works Department.
15. Permit fees: \$35 for patios, \$20 for walkways and stoops, payable at time of permit issuance
- 16. Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Base inspection prior of concrete or brick installation.
2. Final inspection once all work is complete.

Roof Replacement

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Scope of work, proposal, similar documentation, or a detailed description on the application.
		Copy of valid roofing license or affidavit.

Minimum Requirements:

1. Install roofing materials in accordance with the manufacturer's installation instructions.
2. Maximum of two layers of roofing permitted.
3. Felt underlayment required to be laid parallel to eaves with a minimum of 2" overlap.
4. Ice and water shield required per 2012 IRC.
5. Roof decking replacement: 1/2" for 32" oc rafters or 3/4" for 48" oc rafters.
6. Permit fees: \$20
7. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Final inspection once all work is complete

Sewer Repair

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Scope of work, proposal, similar documentation, or a detailed description on the application.

Minimum Requirements:

1. SDR 26 plastic pipe is generally required for sanitary sewer pipe replacement. ASTM-2241 pipe is required in some cases. There are special circumstances for deep sanitary sewers as well. Please contact us for more information.
2. An exterior cleanout located within 5 feet of the foundation wall is highly recommended.
3. Sanitary pipes must rest on clean CA7, 11, 8, or 13 gravel or sand bedding and must be completely covered by the same materials in order to protect the pipe during backfilling.
4. All pipe couplings must be non-shear.
5. Materials that could damage the pipe cannot be present in the backfill.
6. The grade must be restored to its original condition as soon as possible; backfill mounding must be kept to a minimum.
7. The street must be restored with hot patching, weather permitting. Install cold patching only on a temporary basis. If a cold patch is used, it must be maintained until a permanent patch is completed.
8. The Village does not restore the parkway, sidewalk, curb, gutter, street, or any feature located on public property.
9. Excavated soils cannot be respread on the property and must be disposed of properly.
10. The time frame for open excavations must be kept to a minimum. Overnight or unattended open excavations must be safely barricaded. Streets cannot be open overnight. Streets can be properly plated or backfilled.
11. The grade and landscaping in the parkway must be restored to an acceptable condition. Parkway must be sodded or seeded.
12. A permit is not required for televising or rodding the sanitary service line.
13. The Village is only responsible for the main sewer line.
14. Contractors must be onsite for inspections.
15. Permit fee is \$25. A right of way bond may be required. The amount is determined by the extent of work.
16. **There is a \$50 re-inspection fee**

Minimum Required Inspections:

1. A trench inspection before backfilling

Siding Replacement

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Scope of work, proposal, similar documentation, or a detailed description on the application.

Minimum Requirements:

1. Install product in accordance with the manufacturer's installation instructions.
2. If removed, address numbers must be replaced with 4" tall numbers with 1/2" wide stroke posted on the house in a conspicuous location visible from the street on a contrasting background.
3. The lowest part of all siding shall be a minimum of 6" above grade.
4. A water resistant barrier is required for all siding.
5. Siding must not obstruct or restrict required exterior openings such as bathroom exhaust fans, combustion air for fireplaces, or clothes dryer vents.
6. Clothes dryer vents must not have any obstructions that may trap lint.
7. Permit fees: \$20
8. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

2. Final inspection once all work is complete

Shed

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate plat of survey that is to scale, indicating: <ul style="list-style-type: none">• Exact location and size of shed drawn to scale;• Distance of the shed to the house, and to the side and rear property lines
		Detailed structural drawings.

Minimum Requirements:

1. The shed cannot encroach on any zoning setback or easement.
2. No shed can be used as habitable living space.
3. The shed cannot exceed 15' in height.
4. All excavation material must be hauled off site and disposed of properly.
5. The shed must be mounted on an approved foundation, and be firmly anchored to the ground.
6. 5/8" type X drywall is required on walls and ceilings where the shed is closer than 10 feet from the home.
7. Overhead electrical service conductors must maintain proper clearances.
8. Permit fees: \$10, payable at time of permit issuance.
9. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Foundation or base inspection
2. Final inspection once all work is complete (if drywall is being installed, a rough framing inspection is required).

Solar Panel ASES

Submittal Checklist:

OK	N/A	Item Description
		Written consent of the property owner to erect the ASES (e.g. a copy of a signed contract)
		Completed building application with specific details and a valid electricians license
		A plan showing the proposed location of the ASES on the roof, and existing structures on roof.
		Copies of the manufacturer's specifications for the ASES.
		Three (3) sets of plans and specifications depicting the method of construction, location, support, and method of attaching the ASES to the structure.
		A copy of stress sheets and calculations prepared by a licensed professional engineer showing that the structure to which the ASES will be attached can accommodate the ASES load.
		A line drawing supplied by the ASES manufacturer of the electrical components of the ASES that includes sufficient detail to allow the Village to determine code compliance.
		Written proof that the ASES conforms to applicable industry standards including those of the American National Standards Institute (ANSI).
		A certificate of compliance demonstrating that the ASES has been tested and approved by Underwriters Laboratories (UL) or other independent testing agency approved by the Village.
		Evidence that the owner has submitted notification to the electric utility company of the customer's intent to install an interconnected customer-owned ASES. (Off-grid systems are exempt from this requirement.)

Minimum Requirements:

1. The sole purpose of all ASES shall be the production of energy for use by the principal use on the property, allowing any excess energy to tie into the electrical grid via net metering.
2. The ASES shall remain painted or finished in the color or finish that was originally applied by the manufacturer or painted a non-reflective, unobtrusive color. Panels shall be uniform in style and color.
3. No trees or vegetation shall be removed or pruned to reduce or eliminate shading of an ASES from the sun, unless warranted for good forestry practices, as determined by the Village.
4. An ASES may only be mounted on the roof of the principal building on a lot. An ASES shall not be mounted upon any other portion of any principal or accessory structure.
5. ~~On flat roofs,~~ an ASES may be installed at any location and angle provided that the entire ASES is completely screened from view from any street, sidewalk, or adjacent property.
6. ~~On pitched roofs,~~ all ASES shall be mounted flush with, parallel to, and no more than six inches above the finished surface of the roof.
7. No component of any ASES, including mounting racks, shall be permitted to tilt or rotate at a slope greater or less than the roof to which the device is attached when attached to a sloped roof.
8. With the exception of solar panels, mounting racks, pipe runs, and electrical wire connections, no portion of any ASES shall be installed on any exterior roof surface.
9. If solar panels are proposed to be installed on more than one exterior roof surface on the same structure, the fire department shall, prior to the issuance of a permit for the ASES, review and comment on the installation of the solar panels to verify that adequate roof access is provided to emergency personnel in the case of an emergency.
10. Permit fees, payable at time of permit issuance:
 - a. \$20.00 per \$1,000.00 of total construction value, minimum \$250.00.
 - b. \$0.10 per square foot of solar panels, minimum \$25.00.
 - c. Additional fees may apply if an electric service upgrade is required.
11. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Final inspection once all work is complete

Swimming Pool Above Ground

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate plat of survey that is to scale, indicating: <ul style="list-style-type: none"> • Exact location of work on property • Distance of proposed work to all property lines • Location of electrical service and service conductors – from meter to pole
		Detailed scope of work including manufacturer's installation instructions

Minimum Requirements:

1. Swimming pools (inclusive of all electrical and mechanical equipment) must be located not less than 6' from a property line. Any related deck or patio must conform to deck and/or patio setbacks.
2. Addition of swimming pool must not surpass maximum level of impervious surface coverage as outlined in the zoning ordinance.
3. Work cannot obstruct or alter the flow of stormwater.
4. Pools must be located in the rear yard only.
5. Overhead electrical service lines must be located at least 10 feet away from the pool or spa.
6. Underground electrical service lines must be located at least 5 feet away from
 1. the pool or spa.
7. A GFCI protected electrical receptacle within is required 5 to 10 feet of the pool. The receptacle shall be single and of the locking and grounding type.
8. A general purpose GFCI protected receptacle must be located between 10 to 20 feet from the inside wall of the pool. The receptacle must not be more than 6'6" above the floor, platform or grade level serving the pool.
9. Extension cords are not allowed.
10. Fencing requirements:
 - A. Minimum 4 feet tall measured from the ground, surrounding the pool itself rear of the property. Fences can be mounted on top of the pool structure or alongside the pool.
 - B. Maximum 4 inch air gap opening between spindles for fences on top of or alongside the pool.
 - C. Gates shall open outwards, away from the pool and shall be self closing with a self latching device.
 - D. Gate release mechanism to be at least 3 inches below the top of the gate or a minimum 54 inches from the bottom of the gate.
 - E. Openings in gate must be no greater than 1/2 inch where within 18 inches the release mechanism. For diagonally framed gates, the maximum opening is 1.75 inches between members.
 - F. For new fences surrounding a rear property, a separate fence permit is required.
11. Pools and accessory equipment must bear the approval of a third party testing agency for use in the U.S.
12. Ladders must retract and lock in the up position.
13. The water supply must include a vacuum breaker or a backflow prevention device.
14. Installation must be in accordance with manufacturer's instructions, the National Electrical Code Article 680, and accepted industry standards.
15. All excavated soils must be hauled offsite and disposed of properly.
16. Stagnant water is not allowed; pools must be maintained.
17. A permit is not required for inflatable or movable pools, 24 inches or less in depth.
18. Contact the Community Development Department for more information including hot tubs and spas.
19. Permit fees: \$150 for permanent above ground pools (includes inflatable/storable pools that will be left assembled year-round); \$75 for "initial installation" of inflatable/storable pool; \$25 for re-installation of previously permitted inflatable/storable pool.

Minimum Required Inspections:

1. Base inspection and underground electric
2. Final inspection once all work is complete

Water Heater

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Scope of work, proposal, similar documentation, or a detailed description on the application.
		Copy of valid 055 license and letter of intent, or affidavit.

Minimum Requirements:

1. Plumbers must be registered with the Village and submit a copy of their current State of Illinois Plumber's License and a letter of intent.
2. Water Heaters must be installed in accordance with the manufacturer's installation instructions
3. Proper clearance, as specified by the manufacturer, must be provided between the water heater and combustible material.
4. A full port shut-off valve must be located on the cold water side of the tank.
5. Water connections, to the water heater, must be made with dielectric unions if dissimilar metals are used.
6. All soldering must be lead free.
7. A relief valve and its discharge piping shall be of full size and extend to within 6" above floor and discharge to a floor drain. **Water heaters, when located on top of a drain pan, shall have the temperature and pressure relief valve piped directly to a floor drain.**
8. All flue connectors shall have 3 sheet metal screws at each seam. The draft diverter shall also be screwed down. The installer shall verify that the existing venting system is in good and safe condition.
9. A water heater shall have an accessible drain down valve for maintenance.
10. Existing saddle or band valves used to tap into furnace humidifiers shall be replaced with an angle stop valve with compression fittings upon water heater replacement.
11. An electric water heater shall conform to the appropriate electrical codes.
12. Installer shall conduct a safety check and verify proper operation of the water heater and its components at start up.
13. The water heater shall be installed in accordance with the Illinois State Plumbing Code, the International Mechanical Code and Village requirements.
14. Permit fees: \$25, payable at time of permit issuance.
15. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Final inspection once all work is complete

Window and Door Replacement

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate drawing with dimensions. Before and after drawings required
		Scope of work, proposal, similar documentation, or a detailed description on the application.

Minimum Requirements:

1. Low E energy efficient glazing required within habitable spaces. The maximum U factor of windows is .035.
2. Safety glazing is required when the glazing area is 9 square feet or more AND the glazing is less than 18 inches above finished grade AND the top of the glazing is 36 or more inches above finished grade.
3. Safety glazing is required when the glazing is 24 inches or less adjacent to a door.
4. All habitable rooms must have at least 8 percent of their floor area in glazing.
5. New framed in windows must have double headers sized per 2012 IRC.
6. When replacing a window in a sleeping room, one window must meet egress requirements of 2012 IRC.
7. All windows must be installed with flashing along their exterior edges and installed in a weather tight manner.
8. All windows must be installed in accordance with manufacture's installation instruction.
9. Keep manufacturing labels on windows until after inspection.
10. Permit fees, payable at time of permit issuance: \$25.
- 11. Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

2. Rough framing
3. Final inspection once all work is complete

Wooden Deck, Gazebo, and Pergola

Submittal Checklist:

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Completed building application with specific details
		Accurate plat of survey that is to scale indicating:
		<ul style="list-style-type: none"> Exact location and size of deck
		<ul style="list-style-type: none"> Distance of deck to property lines, home, and any other structures on the lot
		Detailed structural drawing indicating:
		<ul style="list-style-type: none"> Depth, size, and locations of post holes
		<ul style="list-style-type: none"> Size and type of ledger board, beams, and joists
		<ul style="list-style-type: none"> Spans of all joists and beams
		<ul style="list-style-type: none"> Stair, guardrail, and handrail details

Minimum Requirements:

1. The deck cannot encroach on any zoning setback or easement
2. Post holes must be a minimum of 42 inches deep
3. A guardrail is required on any deck surface that is 30 inches or more above finished grade
4. All lumber must be moisture resistant
5. Metal fasteners must be rust resistant
6. Any fasteners and hangers used must follow all manufacturer requirements
7. Staircases with four or more risers must have a handrail
8. A floor or landing is required at the top and bottom of each stairway.
9. The bottom of any stair stringers must bear on an all-weather surface
10. Permit fees: \$35 payable at time of permit issuance.
11. **Please note that there is a \$50 fee for re-inspections.**

Minimum Required Inspections:

1. Post hole depth inspection
2. Rough framing for any deck less than 48" above grade
3. Final framing once the project is complete