

Submittal Requirements for Permit Review of Addition with Basement

Please refer to the following lists in preparing the building permit application for a home addition with a basement.

Please note that the Village will review the application according to Village Codes in effect at the time of application. The list is intended to help in compiling the required documents but the applicant and the applicant's consultants should refer to the Village Codes for detailed requirements.

Engineering

- A Geotechnical Report performed by a State of Illinois licensed soils engineer. The report must investigate the soils to determine whether they are conducive to supporting the foundation.
- A site grading plan drawn by a State of Illinois licensed surveyor showing existing and proposed grades, the proposed basement floor elevation, the proposed and existing tops of foundation, the elevation of the lowest opening, and the location of existing or proposed sump pumps and discharges.
- Details regarding any proposed water or sanitary service connections. If connections are being made, additional plans may need to be submitted.

Planning

- A Plat of Survey, drawn by a State of Illinois licensed surveyor, which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, etc. The structures should be drawn to scale, labeled, and dimensioned. It must indicate the setbacks between structures and to property lines. The survey must also show all easements.
- A scaled and dimensioned drawing of the addition showing setbacks between structures and to property lines.
- The following information about the size of the structure and its use.
 - Building height measured to the roof peak.
 - Number of stories.
 - Setbacks from front, side, and rear property lines (measured from the closest point of the existing home or addition to the property line).
 - Dwelling unit size.
- A description of the use of any non-residential space.

Building

- Three (3) sets of architectural drawings, showing all applicable Mechanical, Electrical, Plumbing and Building details. The plans shall be drawn to a scale of not less than one-quarter of an inch (1/4) to the foot, (1'-0). Size of plans must be 24H" x 36L".
- A completed and signed building permit application. \$50 plan review fee. (Building permit fee is not due until the permit is issued.)