

ROOM ADDITION BUILDING PERMIT APPLICATION

Application Date ____/____/____

Property & Owner Information		
Owner Name		
Phone		
Email Address		
Street Address	_____	
	Romeoville, Illinois 60446	
Subdivision & Lot #	Subdivision _____	Lot # _____
Work Performed by Homeowner		
If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.		
Contractor Information		
If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village.		
Contractor Name		
Contractor Address (no P.O. Box)		
Contractor Phone		
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor	\$ 50.00 Plan Review Fee when Permit Application is submitted
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor	
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor	
Estimated Cost	\$	

Office Use Only		<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> Status Sticker OFFICIAL USE ONLY </div>
APPLICATION #:		
Application Date:		
Received By:		
Permit #:		COST: \$

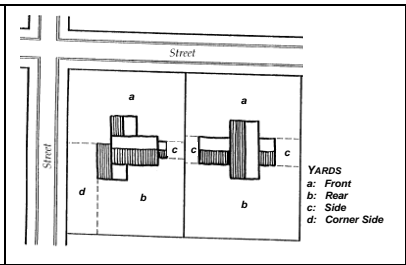
Sub-Contractors

Type of Contractor	Business Name	Street Address, City, State and Zip	Phone Number	Registration Number
Concrete				
Electrical				
Plumbing				
Mechanical				
Carpentry				
Drywall				
Insulation				

Site Requirements

Requirement, Room Addition	✓ to confirm that you have shown ...
You shall submit a Plat of Survey or scaled plot plan 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. <i>Please refer to Page 3 for an example.</i>	all structures
The addition shall be shown. It shall be labeled and dimensioned.	the proposed addition
The addition shall be not less than 5 feet from the side property line.	the distance to the side property line
The addition shall be not less than 10 feet from the rear property line. <i>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge & Honey tree Unit 5,) the structure shall be at least 7 feet to the rear property line.</i>	the distance to the rear property line
The structure shall be not less than 10 feet from any detached structure (shed, gazebo, pool, etc).	The distance from each structure
The addition may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement.	the addition is not located on any easement

Requirement	Fill in the blanks.
The Zoning Code regulates the height of structures. Please indicate all dimensions of the addition on the plans.	Height of the addition: _____
In total, no more that 50% of the property can be covered with building, structures, or pavement.	Size of proposed structure: _____ % of lot covered with structures: _____%

<p>The Zoning Code identifies which accessory structures are allowed in the various yards.</p> <p>Please identify your proposed location using this diagram.</p>		<p>In which yard is the proposed structure? _____ Yard</p>
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Construction Requirements

<p>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</p>	
<p>General Requirements:</p>	
	<p>Provide three (3) collated sets of architectural drawings showing all applicable Mechanical (2009 IMC), Electrical (2011 NEC), Plumbing (2004 State of Illinois), Energy (2012 IECC), Building (2009 IRC) and Fuel Gas (2009 IFGS) requirements.</p>
	<p>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 shall be not less than 24H" x 30L".</p>
	<p>If required, two (2) sets of grading plans shall be submitted for review by the Village of Romeoville's engineer.</p>
	<p>A room addition shall require the existing dwelling to comply with the 2009 IRC, section R314.3.1 (smoke alarms).</p>

Permit & Inspection Requirements

<p>Please read the requirements and place a ✓ in the box to the left to confirm that you understand.</p>	
<input type="checkbox"/>	<p>The Building Permit shall be posted in the building's window where it can be seen from the street.</p>
<input type="checkbox"/>	<p>Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.</p>
<input type="checkbox"/>	<p>PLEASE REFER TO YOUR BUILDING PERMIT HARD CARD FOR REQUIRED INSPECTIONS.</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org. Your permit number shall be provided when inspections are scheduled.
<input type="checkbox"/>	<ul style="list-style-type: none"> Failure to call for required inspections may result in a "STOP WORK ORDER".
<input type="checkbox"/>	<ul style="list-style-type: none"> Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. INVOICED AFTER 5 DAYS.
<input type="checkbox"/>	<ul style="list-style-type: none"> A FINAL INSPECTION SHALL BE PERFORMED AFTER THE ROOM ADDITION HAS BEEN COMPLETED. Once the inspection passes, a Certificate of Completion will be issued. The addition may not be used until the Certificate of Completion has been issued.
<input type="checkbox"/>	<ul style="list-style-type: none"> Work shall be started within ninety (90) days of the issuance date of the permit and shall be completed within one hundred eighty (180) days.

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

This Page for Office Use Only

Approval & Review Status

Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	

Notes	
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