

SUN ROOM 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 required 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	\$	

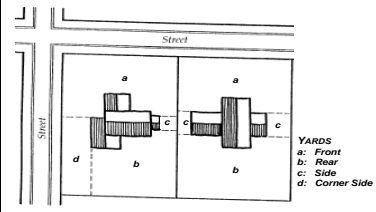
Office Use Only		<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> Status Sticker OFFICIAL USE ONLY </div>
APPLICATION #:		
Application Date:		
Permit #:		COST: \$

Sub-Contractors

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

Site Requirements

Requirement	✓ to confirm that you have shown ...		Office Use
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 Sun Room shall be shown. It shall be labeled and dimensioned.		The proposed structure	
The Sun Room shall be not less than 5 feet from the side property line.		The distance to the side property line	
The Sun Room 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 Sun Room shall be not less than 10 feet from any detached structure (shed, gazebo, pool, etc.).		The distance from each structure or utilities	
The Sun Room may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement.		The structure not located on any easement	
The Sun Room may only be one story in height.		A single story structure	

Requirement	Fill in the blanks.	Office Use
<p>A Sun Room may be located in any yard provided that it does not project more than eight (8) feet from the home.</p> 	<p>In which yard is the proposed structure? _____ Yard</p> <p>How deep is the Sun Room, measured from the outside of the porch to the wall of the home? _____ Feet _____ Inches</p>	
<p>The Zoning Code regulates the height of structures. Please indicate all dimensions of the Sun Room on the plans.</p>	<p>Height of Structure: _____</p>	
<p>In total, no more that 50% of the property can be covered with building, structures, or pavement.</p>	<p>Size of proposed structure: _____ % of lot covered with structures: _____%</p>	

Construction Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i>		Office Use
Building Requirements:		
<p>Sunroom is defined as: A one-story structure attached to a dwelling with a glazing area in excess of 40 percent of the gross area of the structure's exterior walls and roof.</p>		
	<p>Provide two (2) collated drawings by a State of Illinois licensed architect. The drawings shall meet the requirements from the 2009 International Residential Code, 2012 International Energy Conservation Code (Table 405.5.2(1) and the 2011 National Electrical Code. If required, two (2) copies of a grading plan shall be submitted for review by the Village of Romeoville's engineer.</p>	

Permit & Inspection Requirements

Please read the requirements and place a ✓ in the box to the left to confirm that you understand.

- The Building Permit shall be posted in the building's window where it can be seen from the street.
Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.
- **A PREPOUR TRENCH OR FOOTING/FOUNDATION INSPECTION SHALL BE COMPLETED PRIOR TO THE INSTALLATION OF THE SUN ROOM FRAMING.**
- **A PREPOUR SLAB INSPECTION.**
- **A ROUGH FRAMING INSPECTION.**
- **A ROUGH ELECTRIC INSPECTION.**
- **A FINAL BUILDING INSPECTION.**
- **A FINAL ELECTRIC INSPECTION.**
- 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.
- Failure to call for required inspections may result in a **"STOP WORK ORDER"**.
- Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. **INVOICED AFTER 5 DAYS**
- The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and 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 for Office Use Only
Approval & Review Status

Building and Electric	Date Plans Received	
	Building Plans Approved by	
	Date Plans Approved	
	Electric Plans Approved By	
	Date Plans Approved	

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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