



Community Development  
Department

## RESIDENTIAL REMODELING

### Permit Procedures:

The following items must be submitted for review prior to a permit being issued:

1. A completed permit application. All contractors used must be licensed with the Village (\*VC 9-1-2-1, Subsection 105.8).
2. A letter of intent shall be included with all plumbing permit applications. The letter shall be written on business stationery of the licensed plumber of record and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.
3. In April 2010, U.S. Environmental Protection Agency's (USEPA) new rule, the Renovation, Repair and Painting (RRP) rule, requires contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 to be certified by the USEPA and to follow specific work practices to prevent lead contamination.
4. A copy of the plat of survey showing the location of the proposed room addition, overall dimensions and distances to the lot lines and other buildings on the property.
5. Two complete sets of plans are required. The plans must be drawn to scale, fully dimensioned, and show all mechanical systems. Projects valued at \$10,000 or more will require an architect's stamped set of plans. Depending on the proposed structural alterations, projects valued at less than \$10,000 may require an architect's stamped set of plans (\*VC 9-1-2-1 – Subsection 106.3.4.1).

### Location:

Setbacks: The room addition shall be located on the lot, maintaining the minimum setbacks for the appropriate zoning district. Setbacks for an R-3 Zoning District are: front yard twenty-five feet (25'); rear yard thirty feet (30'); corner side yard twenty-five feet (25'); and side yard eight feet (8'). In certain instances, the rear yard setback may be twenty-five feet (25'). Further, in certain instances, a legal non-conforming side or corner side yard setback may be extended along one side (\*VC 11-5.4-6(C)(6)(B)). Front porches may encroach into required front yard in some cases.

Height: The maximum height of any structure in a residential area shall not exceed thirty-five feet (35') (\*VC 11-5.4-6(E)).

**Maximum Lot Coverage:** The total ground occupied by any principal building, together with all accessory buildings, shall not exceed thirty-five percent (35%) of the total area of the lot (\*VC 11-5.3-6(D)).

**Specifications:** *Please note that these specifications are general and **not** comprehensive. Additional changes or suggestions may be made by the inspectors during the site check to ensure compliance with Village Codes.*

**Foundation:** A minimum of a 42" deep trenched or formed foundation is required ten inches (10") wide for a one-story structure. Two-story structures must have a twelve inch (12") wide foundation. Slab construction requires four inches (4") of gravel, visqueen and a four inch (4") thick slab with wire mesh. Crawl spaces must be a minimum of eighteen inches (18") deep with a vapor barrier, 2" slush coat of concrete and the proper amount of ventilation. Drain tile is required around the perimeter of basement and crawl foundations tied into an approved sump pump. Two inch (2") rigid foam insulation is required under the slab, basement, and in crawl space locations, Min R-value of 10/13(\*IECC-R402.1.1; \*IRC-R403.3.1).

**Ceiling:** Ceilings shall be insulated to a minimum R-Value of R-38 with a vapor barrier. Drywall shall be a minimum of five-eighths inch (5/8") when twenty-four inches (24") on center ceiling joists are used (\*VC 9-5-3-11; \*IRC-R702.3.5).

**Roofs:** Roof sheathing shall be a minimum of 1/2" plywood for sixteen inches (16") on center framing and 5/8" plywood with clips for twenty-four inches (24") on center framing, with a minimum of 15# felt under the shingles. The attic shall have a ventilated area of 1-300th of the attic area (\*IRC- R806.1, R806.2 and R806.3). OSB and wafer boards are not permitted in any roof applications.

**Exterior Walls:** A minimum of 2" x 4" wall construction with corner sway braces or plywood corners. Double top plates are required. All structures shall be covered with a minimum of one-half inch (1/2") plywood or OSB sheathing minimum. Insulated sheathing may be used where required by the energy and building code. Walls shall have a minimum R-Value of R-20 or R-13 +5 per energy code with an interior vapor barrier (\*VC 9-5-3-11). All exterior wall surfaces shall be covered with an approved water repellent membrane (Tyvek) or approved equivalent. The membrane shall be installed with the minimal number of seams. All seams shall be lapped a minimum of six inches (6") and be fastened with manufacturer's approved tape (\*VC 9-5-3-7(B)). Inspection is required before siding is installed.

**Air Sealing:** All openings in the building envelope shall be sealed to limit air infiltration (\*IECC-R402.4.2).

**Ducts:** Ducts in unheated spaces shall be insulated with a minimum two inch (2") thick 3/4-pound density wrap, and shall be a min of R-8 in attic and R-6 in other unconditioned spaces. (\*IECC-R403.2.1). Section 403.2.2 of the 2012 IECC requires air ducts systems, where any of the ducts pass outside of the conditioned space (into attics, garages, etc.), to be pressure tested for leakage with maximum leakage rates specified. The duct system now has to be tested to prove that the air

leakage out of ducts is kept to an acceptable level. Testing is not required if all ducts are inside the building envelope (for example in heated basements), though all ducts are required to be sealed.

Warm Air Ducts shall be installed in slabs in approved plastic coated ductwork (\*IRC-R1601.1.2).

Return Air vents are required in every room addition except for kitchens and baths (\*IRC-R1602).

Specification sheets shall be provided for all fireplaces, furnaces, and other mechanical equipment installed. Wood burning fireplaces shall have gasketed doors and outdoor combustion air (\*IRC-R1004.1).

Plumbing isometric drawings, similar to those attached, must be provided if plumbing systems are being installed.

Electrical requirements of the National Electrical Code (\*NEC) must be met. All wiring is required to be in metal conduit. All receptacles are required to be self-grounding. All outlet boxes shall be four inch square (4" sq.) minimum. Arc-fault and GFCI protection may be required in certain locations. The 2012 IECC requires 75% of lamps (bulbs, tubes) within a residence to be energy efficient. This includes but is not limited to CFLs. Standard incandescent bulbs do not qualify.

Hard wired, interconnected smoke and CO detectors with battery back-up are required (\*IRC-R314.3.1).

### **Inspections:**

Inspections are required for the foundation, slab, and before any other concrete is poured. Rough inspections are required before any mechanical installation is concealed. An insulation inspection is required before any drywall is installed. If plumbing and electrical systems are installed, underground, service and rough inspections are required before any such systems are concealed. A final inspection is required when the addition is completed (\*IRC-R109.1.6).

### **References (revised 01/2014):**

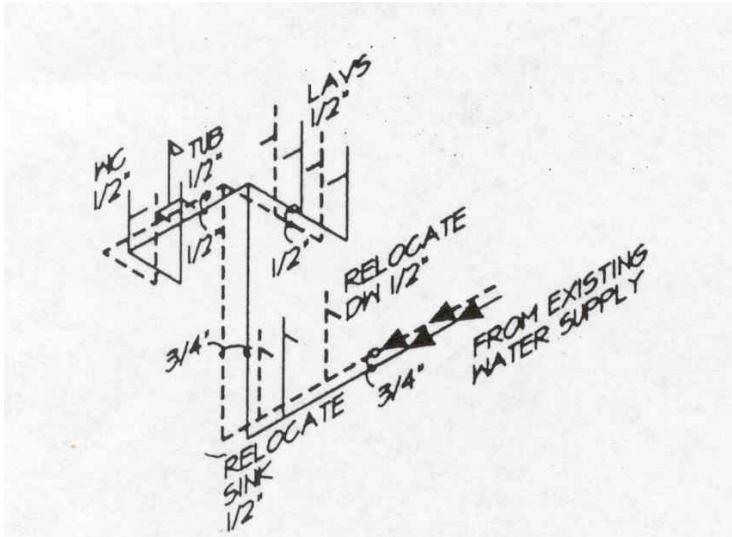
\*VC = Village Code

\*IRC = International Residential Code (2012)

\*IEC = International Energy Conservation Code (2012)

\*NEC = National Electric Code (2011)

**PLUMBING ISOMETRIC DRAWING  
(EXAMPLE)**



**WATER DIAGRAM**

(NOT TO SCALE)

—— COLD WATER

----- HOT WATER

VALVE ALL FIXTURES

18" AIR CHAMBERS MIN.

COPPER BELOW SLAB SHALL BE TYPE "K"

COPPER ABOVE SLAB SHALL BE TYPE "L"

ALL COPPER PIPING SHALL BE SOLDERED  
WITH SOLDER CONTAINING NO LEAD

**WASTE DIAGRAM**

(NOT TO SCALE)

—— WASTE LINE

----- VENT LINE

ALL WASTE LINES BELOW SLAB TO BE  
CAST IRON

ALL WASTE LINES ABOVE SLAB TO BE  
SCHEDULE "40" PVC

PROVIDE CLEANOUTS PER CODE

