



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

PERMIT INFORMATION

ROOM ALTERATIONS & BASEMENT REMODELING

APPLICATION PROCESS

The City of Naperville requires building permits for all room additions, basement remodels or other structural alterations to existing homes. A building permit must be obtained prior to beginning any work. The permit application must be submitted through the Transportation, Engineering & Development (T.E.D.) Business Group during posted business hours. The following items must be included as part of the application:

1. A completed, signed **Building Permit Application** form. **Homeowner's signature required.**
2. A completed **Homeowner's Notification Form** signed by both the general contractor and the homeowner.
3. A completed **Plumbing Checklist for Existing Water Services.**
4. A completed copy (up to the Signature of applicant) of the **Application for Final Inspection** form
5. Two (2) sets of complete, detailed architectural drawings indicating the complete scope of work to be performed. Computer-generated or hand-drawn plans are acceptable. (**Sketches are not acceptable.**)

CONTRACTORS - License, Bond and Registration

Electrical Contractors must be licensed and registered in the City of Naperville.

Plumbing Contractors must complete and submit a Letter of Intent and provide a copy of the State of Illinois Contractor's Plumbing License (055#) with each application when plumbing work is being performed.

Roofing Contractors must be licensed by the State of Illinois. A copy of the State of Illinois Roofing License must be submitted with each application. Homeowners performing roofing work at his or her own property do not require a State of Illinois license.

Concrete Contractors must also be City-licensed, bonded, and registered **if they are working in the Right-of-Way.**

It is your responsibility to ensure that all subcontractors are appropriately licensed. Please call the **Office of the City Clerk** at **630/420-6046** with respect to all Electrical and Concrete sub contractors licensing questions.

Architectural Plan Requirements

Provide **two (2) copies** of Architectural Plans that indicate the following information:

Floor Plan

- Indicate all existing and proposed walls;
- Doors, windows, and means of emergency egress throughout;
- Furnace and hot water heater locations;
- Electrical panel location, size of service;
- Electrical plan including receptacles, lighting, switches, smoke alarms, and any other electrical appliances;
- Existing and proposed plumbing fixtures (include sump and sanitary ejector pits);
- Supply and return vent locations;
- Any other pertinent information (fireplaces, etc.)

Wall Section

Complete cross section of the proposed perimeter wall.

- The size and spacing of the wall studs;
- Fire blocking materials and technique;
- The R-value and the location of the required insulation;
- The proposed ceiling height

NAPERVILLE BUILDING CODES

Per Ordinance 12-159, passed by The City Council on December 18, 2012, all plans submitted on or after March 1, 2013 will be reviewed based on:

- 2012 International Residential Code
- 2012 International Property Maintenance Code
- 2012 International Energy Code
- 2012 Illinois Energy Conservation Code
- 2011 National Electric Code (N.E.C.)
- Illinois State Plumbing Code, Current Edition
- Naperville Building Code Amendments, Title V

FEES

Room Alteration permit fees are as follows:

- Application Fee: \$22/page + a one-time \$16 clerical fee due at time of submittal;
- Inspection Fee: \$45 per inspection, due when permit is issued**
- Re-inspection Fee: \$61 per re-inspection **and due prior to rescheduling the re-inspection;**
-

Building Inspections:

****Determined at time of the plan review and are based on the scope of work.**

A list of inspections that must be completed based on the proposed scope of work will be listed on the last page of your permit.

Type of Inspection

When to call

- | | |
|---|---|
| • Underground electrical and/or plumbing. | Call after the pipe is laid, but the pipe n inspected prior to concealment. |
| • Rough Mechanical; Rough Electrical; Rough Plumbing (if applicable) and Rough Electrical | Rough plumbing prior to concealment; inspections must be conducted once all rough-ins are complete, rough framing after all other roughs. |
| • Insulation | Prior to drywall installation. |
| • Final | Conducted when the project is complete. |

To schedule an inspection, please call (630) 420-6100 option 1 between 8:00 AM and 4:00 PM Monday through Friday. **(Closed daily from 1-2 pm)** Please allow for a minimum of 72 hours notice when scheduling inspections. Remember inspections can be processed On-Line @ www.naperville.il.us/bpo.aspx.

To Contact Us:

Development Services Counter

Business Hours

Monday – Friday

8:00 am – 5:00 pm

Closed 1-2

Phone: 630-420-6100 option 2

PERMIT # _____



**CITY OF NAPERVILLE
TRANSPORTATION, ENGINEERING & DEVELOPMENT (T.E.D.) BUSINESS
GROUP**

BUILDING PERMIT APPLICATION

OWNER _____

PROJECT ADDRESS _____

SUBDIVISION _____

UNIT # _____ LOT # _____

PHONE () _____ ZIP _____

E-MAIL ADDRESS _____

DESCRIBE THE PROPOSED CONSTRUCTION:

ESTIMATED COST OF WORK \$ _____

ELECTRIC SERVICE UPGRADE: YES _____ NO _____

ELECTRIC SERVICE RELOCATION YES _____ NO _____

WATER SERVICE UPGRADE : YES _____ NO _____

DIMENSIONS OF BUILDING:

HEIGHT _____ WIDTH _____ LENGTH _____

NUMBER OF STORIES _____

NUMBER OF UNITS _____

SQ. FT. OF STURCTURE _____

ZONING _____

TYPE OF HEAT: GAS _____ ELECTRIC _____

AIR CONDITIONER _____ **TONS** _____

APPLICANT _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE () _____

E-MAIL ADDRESS _____

PROJECT CONTACT _____

PHONE () _____

FAX () _____

E-MAIL ADDRESS _____

ARCHITECT _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE () _____ FAX () _____

E-MAIL ADDRESS _____

GENERAL CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE () _____ FAX () _____

E-MAIL ADDRESS _____

ROOFING CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE () _____

ST REG # _____

ELECTRICAL CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE () _____

NAP REG # _____

PLUMBING CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE () _____

NAP REG # _____

ST LIC # _____

SEWER/WATER CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE () _____

ST LIC # _____

APPLICANT REPRESENTS: (Please check one.)

- a. Natural Person (Self/Owner)
- b. Corporation
- c. Land Trust/Trustee
- d. Trust/Trustee
- e. Partnership
- f. Joint Venture
- g. Other (describe) _____

If you checked **b, c, d, e, f,** or **g,** identify by name and address each person or entity which is a minimum 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

<u>Name</u>	<u>Address</u>	<u>Interest</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

Under the penalties of perjury as provided by law, the undersigned certifies that the statements set forth in this application, plans, specifications and plat are true and correct and are in accordance with the provisions and regulations of the building code and all other codes and ordinances of Naperville applicable thereto and in force when construction is commenced. If the applicant knowingly falsifies any information in this application, applicant shall be considered in violation of section 1-12-4 of the Naperville municipal code and shall be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500). (Reduced from all caps)

I HAVE READ AND UNDERSTAND THE CONSTRUCTION SITE SAFETY REQUIREMENTS OF THE CITY OF NAPERVILLE. Initial here: _____

I understand that this project may be subject to city of Naperville road impact fees and/or road impact fees for DuPage county or Will county in Illinois. I further understand that the DuPage county fee (if applicable) must be paid and the receipt for same submitted prior to the issuance of a full building permit. All other impact fees must be paid prior to the issuance of any type of occupancy permit. Initial here: _____

I understand that interior inspections may be needed to verify the work being done. As the OWNER, I agree to arrange for all necessary interior inspections, or to authorize my contractor to arrange for all necessary inspections. Initial here: _____

As the OWNER of the property, I understand that this permit belongs to me, and may be updated by me or my authorized agent as needed. Initial here: _____

SIGNATURE OF OWNER _____

DATE _____

****No permit can be issued until the owner of the property has signed the application and initialed the information above.**

SIGNATURE OF APPLICANT _____

DATE _____

City of Naperville

Transportation, Engineering & Development (T.E.D.) Business Group

PLUMBING CHECKLIST for EXISTING WATER SERVICES

SITE ADDRESS _____ DATE _____ PERMIT # _____

WATER FIXTURE UNIT CHECKLIST TABLE "A"

_____ New Plumbing/to be installed under concrete slab.

_____ All plumbing installed under concrete slab to remain as is.

EXISTING WATER SERVICE SIZE _____"

EXISTING METER SIZE _____"

Fixture Type	Existing or Replaced	New	Values	Total WFSU
Water Closet (toilet)			X 3	=
Lavatory (sink)			X 1	=
Bathtubs			X 2	=
Shower Stalls			X 2	=
Kitchen Sink			X 2	=
Dishwasher			X 1	=
Laundry Machine			X 4	=
Laundry Sink			X 3	=
Other				=
			TOTAL WFSUs	

List the number of **new and/or existing** plumbing fixtures in the correct row. Multiply each row by the values and add all Water Fixture Supply Units sums to get the total WFSU plumbing load.

The information provided is accurate:

Applicant signature _____

Date _____

Based on the information provided in **Table A Total WFSUs** above it has been determined that the existing water service and/or water meter as noted is inadequately sized to accommodate the proposed total water fixture service units (WFSU). **Upgrade Required?** _____ **Yes** _____ **No**

PLEASE CIRCLE WHAT WATER SIZE YOU WILL BE UPGRADING TO

WFSU	Water Service Size <i>(inside diameter)</i>	Water Meter Size
20 to 34	1"	1"
35 to 59	1-1/4"	1"
60 to 100	1-1/2"	1-1/2"

Water meter and service size are per Table N of the Illinois Plumbing Code. The table does not provide adjustments for pressure losses such as height of building or length of water service line.

Infrastructure Availability Charges (Tap-on fees) for new water service are determined by the size of the water service connection at the City's water main.

Costs for residential water, meter & sewer fees (IAC Fees) for increasing water service or meter size:

3/4" to 1"	water and sewer hook-up	\$0	3/4" to 1" meter	\$141.84
3/4" to 1 1/4"	water and sewer hook-up	\$927.00	3/4" to 1 1/2" meter	\$424.50
3/4" or 1" to 1-1/2"	water and sewer hook-up	\$2078.00	1" to 1 1/2" meter	\$378.50

**CONTACT THE CITY OF NAPERVILLE WATER DEPARTMENT @ (630) 420-6137 FOR INFORMATION ON LEAD PIPE REBATES **

CITY OF NAPERVILLE WATER SERVICE UPGRADE REQUIREMENTS:

- Transportation Right - Of – Way Permit \$30.00**
- Maintenance Bond \$5,000 for minor arterial or \$50,000 for major arterial that is site specific listing City of Naperville as beneficiary.**
- Eight (8) copies of a detailed engineering survey**

DETAILED ENGINEERING SURVEY REQUIREMENTS

The detailed engineering survey must be signed and sealed by an Illinois registered Professional Engineer and must include:

- North arrow
- Scale
- Benchmarks
- Show building footprint
- Dimensions from each side of house to lot lines (front, rear, sides)
- Existing conditions for a minimum of 50' adjacent to all sides of property (ex. – Driveways, trees, and all other features that fall within work area).
- Easements
- All existing utilities including:
 - Manholes
 - Storm Sewer inlets (rim and invert elevations)
 - B-Boxes
 - Fire Hydrants
 - Valve Vaults
 - Street Lights, Utility Poles
 - Utility Services
- Proposed relocations/new service
- Offsite disturbed areas
 - Street – full-depth patch
 - Parkway – driveways, sidewalk, sod restoration
 - Existing driveway and sidewalk locations with material type identified.
 - Driveway and sidewalk to be replaced (specify material type)
- Trees (identify trunk size with diameter measured in inches)

PLEASE ALLOW UP TO 21 DAYS FOR APPROVAL



CITY OF NAPERVILLE
HOMEOWNER NOTIFICATION FORM
BUILDING CODE SMOKE DETECTOR & CARBON MONOXIDE DETECTORS

This form serves as notification to all homeowners and contractors of the building code requirement for the smoke detectors & monoxide detectors to current building code standards. The City of Naperville has adopted the 2012 IRC, Section R314 & R315.

- When a room addition or interior remodeling that requires a permit occurs the entire building shall be provided with smoke detectors as required for new dwellings:
 - All smoke detectors shall be interconnected (unless other remodeling considerations require the removal of finished wall(s) or ceiling coverings to facilitate concealed interconnected wiring) such that the actuation of one alarm will actuate all the alarms in the individual unit. Smoke alarms may be interconnected and complied with by using wireless interconnecting devices.
 - All detectors shall be approved and listed and shall be installed in accordance with the manufacturer's specifications.
 - Smoke detectors shall be installed in each sleeping room, outside of each separate sleeping area within 15' of each bedroom and on each additional story of the dwelling, including basements and cellars but not including crawl spaces and uninhabitable attics.
 - Required smoke detectors shall receive their primary power from the building wiring. When primary power is interrupted, the smoke detector shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection.

- Where work inside a dwelling requires a permit, a carbon monoxide detector(s) must be installed outside and within 15' of each sleeping room or area. The carbon monoxide detectors may be battery operated devices.

*I have read the above building code requirements and fully understand that all smoke detector & carbon monoxide requirements must be met in order to pass **both the rough electric and final inspections** on my room addition or alteration permit:*

Homeowner's Address _____

Homeowner's Signature: _____ Date: _____

Contractor's Signature: _____ Date: _____



CITY OF NAPERVILLE

**TRANSPORTATION, ENGINEERING & DEVELOPMENT (T.E.D.) BUSINESS GROUP
APPLICATION FOR FINAL INSPECTION AND OCCUPANCY PERMIT**

DESCRIPTION:

Address _____ Building Permit No. _____

Builder _____ Owner _____

Owner's Current Mailing
Address _____

STATEMENT OF COMPLIANCE:

References Naperville Municipal Code and National Building Code, adopted by reference, specifically Section 110.1, Certificate of Occupancy "No building or structure shall be occupied or used, in whole or in part, until a Certificate of Occupancy shall have been issued." The applicant declares that the above- mentioned improvement was constructed in accordance with the Naperville Building Code and all complete other Ordinances and Codes of said City applicable thereto. The applicant further declares that the owner's name and address is and correct as if the date of application and that incorrect information voids the application.

Dated this _____ day of _____, A.D. 20 _____

Applicant's Address _____ Telephone Number _____

Signature of Applicant _____

EXTENSION FORM ITEMS STILL OUTSTANDING:

- | | |
|---|---|
| _____ Required public and private sidewalks | _____ Driveway access |
| _____ Painting or exterior trim work | _____ Final Grade Survey or as-builts + DTE approval |
| _____ Required gutters and/or downspouts | _____ Required landscaping(includes parkway trees, DPW |
| _____ Buffalo Box(B-Box) to grade | _____ Permit required for self-plant (420-6095) |
| | _____ Storm doors, windows, and screens |

FINAL INSPECTION REPORT:

1. This inspection was made in response to a request for an Occupancy Permit. Such Permit can be issued **only** after all discrepancies noted at the time of the Final Inspection have been satisfactorily resolved.

Contractor's Signature _____

- This building has _____/has not _____ passed "final inspection."
- This completed form was handed/mailed to:
 - Copy 1 to FILE, T.E.D. Business Group
 - Copy 2 to Applicant if inspection passes or fails
 - Copy 3 to Applicant when inspection passes

Inspector _____
Date _____



CITY OF NAPERVILLE

Transportation, Engineering & Development (T.E.D.) Business Group

PLUMBERS LETTER OF INTENT

Naperville requires the following Letter of Intent for plumbing contractors. This form is to be completed and submitted to the City along with any building permit applications where plumbing work is being performed.

Letter of Intent

The undersigned certifies that _____,

Name of Contractor/ Subcontractor

Street Address

City

State

Zip

has been retained by _____

Owner or Contractor Name

As the plumbing contractor for _____

Job Location Street Address

**Plumbing Contractor
(Signature)**

Date

Mechanical Ventilation: Where local exhaust or whole-house mechanical ventilation is provided, the equipment shall be designed in accordance with section M1507 MECHANICAL VENTILATION

Economy Ventilation System

Y8150 Fresh Air Ventilation System

- Affordable and effective whole house ventilation
- Works with your heating and cooling system
- "Set it and forget it" programming



<http://yourhome.honeywell.com/home/Products/Ventilation/Economy+Ventilation+System/Y8150.htm>

Bathroom Ventilation Control

Digital Bath Fan Control

- Helps your bathroom fan operate more efficiently
- Installs easily in place of a normal switch
- Can operate manually or with programming



<http://yourhome.honeywell.com/home/Products/Ventilation/Bathroom+Ventilation+Control/SummaryList.htm>

Energy-Efficient Ventilation Systems

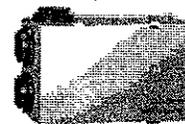
TrueFRESH™ Ventilation Systems

- Brings fresh air into the home, even when windows are closed
- Recovers up to 70% of the heat (in cold weather) or cooling (in warm weather) from the air leaving the home*
- Energy Recovery Ventilators (ERV's) reduce the amount of humidity coming in room the outside air on humid days



Energy Efficient Ventilation Systems

- Bring in fresh air while maintaining energy efficiency
- Low maintenance, low energy usage solution
- Recovers up to 80% of heating and cooling energy



<http://yourhome.honeywell.com/home/Products/Ventilation/Energy-Efficient+Ventilation+Systems/SummaryList.htm>

Actual manufacture may vary

Where the air infiltration rate of a dwelling unit is less than 5 air changes per hour when tested with a blower door at a pressure of 0.2 inch w.c (50 Pa) in accordance with Section N1102.4.1.2, the dwelling unit shall be provided with whole-house mechanical ventilation in accordance with Section M1507.3.