



## 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 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 **630/305-5300** 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**

Effective January 1, 2019 all plans will be reviewed based on:

- 2018 International Residential Code
- 2018 International Property Maintenance Code
- Illinois Energy Conservation Code, Current Edition
- 2017 National Electric Code (NFPA 70)
- Illinois State Plumbing Code, Current Edition
- 2018 International Plumbing Code
- Naperville Building Code Amendments, Title V

## **FEES**

See Building Permit Fee Schedule

## **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**

- Underground electrical and/or plumbing.
- Rough Mechanical; Rough Electrical; Rough Plumbing (if applicable) and Rough Electrical
- Insulation
- Final

### **When to call**

Call after the pipe is laid, but the pipe must be inspected prior to concealment.  
Rough plumbing prior to concealment; inspections must be conducted once all rough-ins are complete, rough framing after all other roughs.  
Prior to drywall installation.  
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.

### **To Contact Us:**

Development Services Counter  
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.

What is the existing service? \_\_\_\_\_ Lead \_\_\_\_\_ Copper

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	=
Bathbubs			X 2	=
Shower Stalls			X 2	=
Kitchen Sink			X 2	=
Dishwasher			X 1	=
Laundry Machine			X 2	=
Laundry Sink			X 3	=
Hose Bibs			X 5	=
			<b>TOTAL WFSUs</b>	

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
10 to 19	3/4"	3/4"
20 to 29	1"	3/4"
30 to 34	1"	1"
35 to 59	1-1/4"	1"
60 to 99	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 (effective 03/01/20, fees subject to change):

3/4" to 1"	water and sewer hook-up	\$0	1" meter, horn & reader	\$427.49
3/4" to 1-1/4"	water and sewer hook-up	\$927.00	1 1/2" meter, reader	\$618.60
3/4" or 1" to 1-1/2"	water and sewer hook-up	\$2078.00		

\*\*\*\*\*

\*\*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 (see Building Permit Fee Schedule)**
- 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 DIOXIDE 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 2018 IRC with local amendments, 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 such that the actuation of one alarm will actuate all the alarms in the individual unit.
- 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.
- In portions of the residence that are impacted by the renovation or addition, smoke detectors shall be 110V, interconnected with a battery backup (wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection); smoke detectors required in the portion of the residence that is not impacted by the renovation or additional shall be permitted to be battery powered and interconnected.
- 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. In portions of the residence that are impacted by the renovation or addition, carbon monoxide detectors shall be 110V, interconnected with a battery backup; carbon monoxide detectors required in the portion of the residence that is not impacted by the renovation or additional shall be permitted to be battery powered and interconnected.

*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

## **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**



**CITY OF NAPERVILLE**  
**Transportation, Engineering, & Development (T.E.D.) Business Group**

**WHOLE HOUSE VENTILATION**

**Why?** Ventilation is very important in an energy-efficient home. Required air sealing techniques can reduce air leakage to the point that contaminants are sealed into the house; ventilation assists in moving contaminants out of the home. Ventilation also helps control moisture, which can lead to mold growth and structural damage.

**What?** Whole-house ventilation exchanges outdoor air for indoor air at a minimum air-flow rate prescribed in Section M1505 based on the area of the dwelling and the number of bedrooms. There are four basic mechanical whole-house ventilation systems – ENERGY RECOVERY, SUPPLY, EXHAUST, AND BALANCED.

TABLE M1505.4.3(1)  
 CONTINUOUS WHOLE-HOUSE MECHANICAL VENTILATION SYSTEM AIRFLOW RATE REQUIREMENTS

DWELLING UNIT FLOOR AREA (square feet)	NUMBER OF BEDROOMS				
	0 – 1	2 – 3	4 – 5	6 – 7	> 7
< 1,500	30	45	60	75	90
1,501 – 3,000	45	60	75	90	105
3,001 – 4,500	60	75	90	105	120
4,501 – 6,000	75	90	105	120	135
6,001 – 7,500	90	105	120	135	150
> 7,500	105	120	135	150	165

For St: 1 square foot = 0.0929 m<sup>2</sup>, 1 cubic foot per minute = 0.0004719 m<sup>3</sup>/s.

**Energy Recovery/  
Heat Recovery  
Ventilators**

*Examples:*  
 -Honeywell True Fresh  
 -Panasonic Intelli-Balance  
 or Whisper Comfort



-improves efficiency and pressure by exchanging energy (from temperature and humidity differences) between the outgoing and incoming airstreams

**Supply:**

*Examples:*  
 -Honeywell Inline Supply Ventilator  
 -Broan Fresh In Premium Supply Fan



- draws in clean outside air (can cause moisture problems in cold climates)

**Exhaust:**

*Examples:*  
 -Honeywell Digital Bath Fan Control HVC



- depressurizes the building causing infiltration of outside air through any cracks or openings (can cause moisture problems in hot humid climates)

**Balanced:**

*Example:*  
 -Panasonic SelectCycler Whole House Ventilation System



- a combination of the strategies above

*Sources: 2018 International Residential Code, Energy.gov, Honeywell International Inc., Broan, Panasonic*  
 - Above examples are only a small sample of manufacturers and models that are available and compliant with the adopted code.



**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 \_\_\_\_\_

2. This building has \_\_\_\_\_/has not \_\_\_\_\_ passed "final inspection."

3. 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 \_\_\_\_\_