



At the Heart of Community

Additions

Locations

*A room addition built after completion of the main building must maintain single family residence lot line distances, including rear, side and building line setbacks.

*Rear yard setbacks are 30'. A minimum of a 7' side yard setback for subdivisions prior to 1991 or as the subdivision was platted (whichever is greater) and 10' side yard for subdivisions after 1991 must be maintained.

*The existing grade and drainage of the property can in no way be changed from the original plan as approved by the Village Engineer.

*Call J.U.L.I.E. (800-892-0123) before digging.

Costs

Plan Review Fee and Permit Fee are determined by the square footage of the job. A fee schedule is available on our website under the municipal code.



Rules & Restrictions

*All work shall include all items required by the 2012 Building Codes, including, but not limited to, the items listed on the attached checklist.

*Plans will not be reviewed unless all information is included.

*All public improvements shall be designed and constructed in accordance with the latest edition of the Village Code "Standard Specifications for the Design and Construction of Public Improvements."

*Work within the public Right-of-Way is subject to the specific approval of the Village Engineer.

*Existing field tiles encountered during design or construction shall be redirected or included in a manner acceptable to the Village Engineer and should be immediately reported.

*All utility lines shall be augured under street pavement unless specific approval is obtained from the Village Engineer to open cut the street pavement.

Note:

*If an inspector needs to return more than once for the same phase of any required inspection, a \$85.00 residential re-inspection fee or a \$170.00 commercial re-inspection fee will be required to be paid before the re-inspection takes place.

What to Submit

*Completed application.

*5 copies of a Certified Plat of Survey showing the location and size of the proposed addition to scale, including proposed setbacks.

*5 copies of complete sets of building plans, including a list of construction materials.

*See attached checklist for more information.

Inspections

*Inspections are scheduled for A.M. or P.M. Monday through Friday with 48 hours advance notice. Call before 1:00 P.M. two business days before you want your inspection. Same day re-inspections are not available.

*Footing

*Foundation

*Backfill (if applicable)

*Underground Plumbing (If applicable)

*Rough framing, electric, mechanical, & plumbing. Must all be done at the **SAME TIME**.

*Insulation/firestopping

*Finals – all disciplines, including Engineering

I have read and reviewed these requirements.

Signature of Applicant

Date

Address



This checklist for room additions is **only a summary** of the code requirements based on the 2012 Building Codes.

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Engineering Requirements

- Top of foundation and all foundation steps are to be noted on the plan and the corresponding top of foundation elevation is to be labeled.
- The finished grade at each top of foundation elevation is to 0.5 ft below top of foundation.
- Drainage arrows along lot lines and wherever else needed to show the direction of water flow shall be indicated.
- The sump pump discharge must be shown clearly on the site plan and must meet Village Code.
- An erosion control plan must be clearly marked on the site plan, including the construction entrance, and must meet the current Village Code. Erosion control must be in place prior to any site disturbance.
- Any proposed retaining walls should be in compliance with the Village Land Development Code, Chapter 10, Section 10-6-16 B.2.
- All existing gas, electric, telephone, and cable lines shall be noted.
- The builder shall be responsible for all adjustments before and after final inspection, prior to final acceptance by the Village.

The plans shall include

- Light and ventilation schedule
- Egress window schedule, including basement
- Ceiling heights
- Header and beam sizes
- Truss and TJI floor joist layout and specs stamped by an engineer.
- Door schedule
- Electric plan and panel schedule.
- Show grades of all lumber.
- Live and dead load requirements
- Wall section detail – Foundation through Roof, identifying materials. If trusses are to be installed, submit specification and calculations. Ice and water shield or equivalent is required at all roof edges and valleys.
- Mechanical Plan and equipment schedule, including combustion air calculations.
- Identify all glazing in hazardous locations
- Show required smoke detectors
- Stair, handrail and guardrail details. 7 3/4" maximum riser & 10" minimum tread. Three risers requires a handrail on one side 34"-38" high. A 36" guardrail is required when the rise is 30" or more above grade or floor level.
- Firestopping
- Footing/foundation plan including insulation
- Footing, drainage and sump details
- Fireplace detail, manufacturers specifications
- Attic and crawl space ventilation requirements with the access locations indicated.
- Insulation shall be installed as required by the Illinois Energy Code.
- Bathroom plan, including a list and number of existing plumbing fixtures in the building.
- Plumbing plan, riser diagrams fixture schedule and materials list.
- Provide the existing water service and water meter size. Additional information may be required if a water service upgrade is required.
- Masonry flashing and lintel detail.



Community Development Department

505 Telser Road
Lake Zurich, IL 60047
P: (847) 540-1696 F: (847) 726-2182
www.LakeZurich.org
Permits@LakeZurich.org

Permit Application

Date of Application _____

Project Information

Property Address: _____

Type of Project: _____ Business Name: _____

Owner's Name/Address: _____ (If different from above) _____
(For commercial/industrial applications only)

Owner's Phone: _____

Value of proposed construction/improvements: \$ _____ Owner's Email: _____

Description of Work

Contractor Information

Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

General Contractor: _____ Phone: _____

Address: _____ E-mail: _____

Other Contractor: _____ Type: _____ Phone: _____

Address: _____ E-mail: _____

Other Contractor: _____ Type: _____ Phone: _____

Address: _____ E-mail: _____

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/her 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'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.

Printed Applicant Name: _____ Phone: _____

Applicant Signature: _____ Owner or Contractor

Property Owner Signature: _____ (Please Select One)

Application must be signed by the property owner. A signed letter of authorization/contract from the property owner must be submitted with the application in lieu of signature on application.

Director of Building and Zoning Signature: _____ Date: _____