

City of St. Charles Kitchen Remodel



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
630.443.4638 (Fax)
<http://www.stcharlesil.gov>

*Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406*

A building permit is required prior to any construction or alteration in your kitchen. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractor's names, addresses, phone numbers, email and, if required, their license.
- If you are upgrading the electric service, changing the panel or installing a new electric service, this application is also attached for you to complete and submit with the drawings and the building application.
- Two copies of plans shall include sufficient detail to demonstrate compliance with Building Codes and Ordinances. The drawings shall be as accurate as possible, include dimensions, walls, cabinets, receptacles, switches, lighting.
- Framing details shall include a typical wall detail, header sizes, beam and column sizes and if engineered lumber is specified, the manufacturers Sizing Tables.
- If there is any plumbing being done on your project, a copy of the plumbing contractors Illinois License Registration and an original notarized "Letter of Intent" signed by the plumbing contractor. If you, the homeowner, are completing all the plumbing work, a notarized "Letter of Intent" signed by you is required stating you will reside in this home as your sole residence for at least six months.
- Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees: *(All payments are to be made either in the form of cash, check, or money order)*

- A filing fee is to be paid at time of submission of application and plans.
 - For an alteration or addition the submittal fee is **\$150.00**
 - Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.
 - For estimated cost up to first thousand (\$1,000.00) dollars, One-Hundred (\$100.00) dollars
 - For estimated cost from one thousand and one (\$1,001.00) dollars to ten-thousand (\$10,000.00). Six (\$6.00) dollars per/\$1,000.00

- For estimated cost from ten-thousand and one (\$10,001.00) to twenty-five thousand (\$25,000.00), Two dollars and 25 cents (\$2.25) per/\$1,000.00
- For estimate cost from twenty-five thousand and one (\$25,001.00) dollars on, One-dollar and 50 cents (\$1.50) per/\$1,000.00
- **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
 - \$65.00 per Building & Code Enforcement Division re-inspection for all types of inspections during construction (excluding finals)
 - \$85.00 per re-inspection for all residential final inspections.
- **Temporary certificate of occupancies.** \$85.00 is due prior to issuance of a temporary certificate of occupancy for residential.

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2015 Int'l Residential Code/revisions
- 2015 Int'l Building Code w/revisions
- 2015 Int'l Mechanical Code w/revisions
- 2014 Nat'l Electrical Code w/revisions
- 2015 Int'l Fuel Gas Code w/revisions
- 2014 IL State Plumbing Code
- 2015 International Fire Codes w/revisions
- 2015 International Energy Conservation Code

Consultation Meeting:

The Building and Code Enforcement Division offers a consultation meeting where you will meet with City staff and discuss any questions or issues on your construction project. The meeting may be for a proposed project or a project that is currently under construction and can be held at the site location or in our office. To schedule this meeting, please contact our office at 630.377.4406.

Inspections:

The following is a list of inspections, which might be required for your project.

- Framing
- Electric
- Underground Plumbing
- Rough Plumbing
- HVAC
- Insulation
- Final

Overtime Inspections:

The Building & Code Enforcement Division Manager or his designee may approve requests for overtime inspections for unique circumstances. The charge for an overtime inspection will be a separate charge and will be invoiced to the individual contractor or company who requested the overtime inspection.

General Comments:

- 1) Please see our website (www.stcharlesil.gov), City Code Book, Title 15, Chapter 15.40 Building Code to see our local amendments.

- 2) R105.7 Placement of permit. The building permit card shall be kept on the site (in the window) of the work and be visible from the street until such time as a certificate of occupancy permit has been issued, or a final inspection has been performed.
- 3) R-314 Smoke alarms- Smoke detectors are required in all sleeping areas and all floors. Smoke and carbon monoxide detectors outside sleeping area within 15-feet. All detectors must be hardwired, interconnected and with battery backup. This is the only item that the Building Code requires to be updated when work is performed.
- 4) All exterior doors must have a dead bolt lock with no less than a one-1-inch throw.
 - a. "Single-cylinder dead bolt" means a dead bolt lock activated from the outside by a key and from the inside by a knob, thumb turn, lever, or similar actuator.
 - b. "Sliding door dead bolt" means a single dead bolt, which after penetration of the strike, expands or is pivoted hook-type to resist sliding of the door by force.
- 5) Firestop shall be done at the frame inspection.
- 6) R-308 Safety glazing (fixed or operable panels, tempered at doors.
- 7) R-302.5.1 (20 min. rated door to garage with self-closing hinges).
- 8) 2015 International Energy Code (TABLE 402.1.2, zone 5) .32 window U-factors and R-15 insulation in existing walls.
- 9) A minimum of 24-hour notice is required when scheduling any inspection.
- 10) The Permit Conditions form and stamped "**FIELD COPY**" of the plans are to be on the job site Approval of construction documents. The approved (stamped) drawing shall be kept on the site of the project and shall be open to inspection by the Building Official or his or her authorized agent/representative.
- 11) It is the responsibility of the general contractor and/or owner to provide all subcontractors with copies of all permit conditions and the required inspections.
- 12) All counter top service receptacles must be 20-amp GFCI protected and installed 2-feet from a break (i.e. sink, stove) then every 4-feet thereafter and 12-inches counter top.
- 13) A minimum of two (2) 20-amp branch circuits shall exist for the counter top receptacles.
- 14) A separate circuit is required for a microwave.
- 15) A separate circuit is required for a disposal and dishwasher.
- 16) A separate circuit is required for a refrigerator.
- 17) A new electric range will require 3-wire with grounding.
- 18) A new kitchen stove is to have an anti-tip device.
- 19) All fixtures to appliances are required to have their own water shut offs.
- 20) Section 890.70 Food Waste Disposal Units (A), shall not receive discharge of dishwasher.

Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.
- ✓ Call J.U.L.I.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
 - Electric Utilities Red
 - Comcast (Cable) Orange
 - Northern Illinois Gas (NICOR) Yellow
 - Sewer Utilities Green
 - Telephone Utilities Orange
 - Water Utilities Blue



City of St. Charles Electric Service Application
- New Service/Upgrade
 (Each individual service will require a complete and separate application)

Name: _____ Phone: _____
 Original Signature: _____ Fax: _____
 Contact Name: _____ Phone: _____
 Application Date: _____ Requested Service Date: _____
 Note: This application will be null and void if work is not completed within 6-months from said application date.

Existing Building	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	_____ 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	_____ 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	_____ Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Other	

Service Panel:
 Present Rating (amps) _____ Proposed Rating (amps) _____ Proposed Connected KW: _____
 Present Peak KW (Demand) _____ Estimated Peak KW (Demand) _____

SERVICE ADDRESS (A complete and accurate service address is required before service may be installed)

Street Address: _____
 Subdivision: _____ Lot # _____ Real Estate Permanent Tax # _____
 Legal Description (attach sheet if necessary): _____
 Record Titleholder of property: _____
 If property is held in trust, identify beneficial owner (s): _____
 Address: _____

CUSTOMER BILLING INFORMATION
 (This information will be used for utility billing purposes)

Name: _____
 Street Address: _____
 City/State/Zip _____ Phone: _____
 Authorized representative or agent: _____
 Title: _____ Phone: _____

Note: Only Cash or Check can be used for payment.

BUILDING DIVISION OFFICE USE

Application Accepted By: _____

Date Application Received: _____

Date Payment Received: _____

Method of Payment: _____

Building Permit No.: _____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by: _____

Date: _____

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 200999 45405	_____	_____
SOCC: VACANT	200999 48500	_____	_____
SECC: VACANT	200999 48501	_____	_____
SOCC:	200999 48502	_____	N/A
SECC:	200999 48503	_____	_____
Upgrade Charges:	200999 48504	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
Electric Improvement:	200999 45404	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
Total Amount of Charges:		_____	_____

Electric Project No.: _____



CITY OF ST CHARLES

Application for Building Permit for Residential Alteration or Addition

DEPARTMENT: Building & Code Enforcement Division PHONE: (630) 377-4406

Application Date: _____ Parcel No. _____ Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Estimated Cost: _____

Description of proposed work: _____

Square feet of building: _____ No. & Size of electric meter _____ No. & Size of water meters : _____

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Committee.
- Is your property located in the RT or CBD Zoning District? If yes your application and plans are to have an Architectural Consult Meeting with our Planning Division before we can issue your permit.
- Building Permit Application – Completely Filled Out.
- Two-2 Copies of Plat Of Survey (If Applicable – Show yard setbacks to all of your lot lines and
- For an addition - on both copies of the plat of survey show the location of the electric meter on the house and the route of the electric service line running to the house.
- Two-2 sets of drawings that show all interior and exterior construction details.
- If windows are being installed/replaced, a copy of documentation of the U-Factor rating is required with the submittal.
- Electric service application – only if the existing electric service is being upgraded or new electric service.
- Letter of Intent - If any plumbing is being conducted by anyone other than the owner who lives at the property, a Letter of Intent from the Plumbing Contractor is required. The letter must be on company letterhead indicating they are the plumbing contractor conducting the plumbing work for this job and be notarized or sealed with the plumbing company seal.
- A copy of the Plumbing Contractor's Illinois State Plumbing License and their Illinois State Contractor License.
- If any roofing is conducted by anyone other than the owner we need a copy of the Roofing Contractor's Illinois State License.
- Submittal fee of \$150.00, only in cash or check payable to the City of St. Charles.

Owner of the Property:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Applicant:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

General Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Electrical Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

**Application - Residential
Alteration - Addition
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Plumbing Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Email: _____
 Telephone NO. _____
 Illinois License No. _____

Roofing Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Email: _____
 Telephone NO. _____
 Illinois License No. _____

Concrete Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Email: _____
 Telephone NO. _____

HVAC Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Email: _____
 Telephone NO. _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ **SIGNATURE:** _____

REPORT OF THE BUILDING OFFICIAL

Remarks: _____

 Accepted: _____ Rejected: _____ Date: _____
 Signed: _____

For Office Use	
Received	_____
Fee Paid \$	_____
Receipt #	_____
Check #	_____

Copies of application distributed to:		
Electric: _____	Development Engineering: _____	Fire: _____
Planning: _____	Engineering/PW: _____	Sewer: _____
Water: _____	Historic Preservation: _____	