



# Building & Property Standards

**Bulletin 021****Version 072511****Kitchen Renovations****Purpose:**

The purpose of this bulletin is to inform permit applicants of document submittal requirements for the renovation of kitchens in 1- and 2-family residential dwelling structures.

**Applicability:**

The information contained herein is applicable to all 1- and 2-family residential dwelling structures. All work must be performed in accordance with the 2003 International Residential Code (IRC), as locally amended. This document may be updated periodically. Please check the department's web page to verify you have the current version of this document.

**Permit Submittals:**

Except as noted below, permit submittal drawings for kitchen renovations in 1- and 2-family dwelling units are not required to be prepared by a licensed design professional, however; the drawings must be drawn to scale and clearly indicate the scope of building, electrical, mechanical and plumbing work to occur. At a minimum, the following drawings are required:

- Demolition plan to show all items to be removed such as cabinets, countertops, lighting switches or fixtures, electrical outlets, plumbing fixtures, walls or portions thereof, windows and doors.
- Floor plan indicating new or relocated cabinet and countertop work, plumbing fixtures, hoods, walls, windows and doors. Dimensions should be provided to indicate overall room size and distance between island or peninsula sections and other countertops.
- Electrical lighting and power plan indicating location of all existing and new switches, receptacles and lighting fixtures as well as power to hard-wired appliances.
- Framing Plan indicating any work involving modification to the building's structural framing system. This drawing must be signed and sealed by a licensed architect or structural engineer.

**Permits Required:**

The following permit types are applicable to typical kitchen renovation projects:

- Building Permit: Required whenever walls, door frames, windows, or cabinetry are being removed, replaced or added.
- Mechanical Permit: Required whenever gas piping, radiator piping or exhaust system ductwork is installed or modified. Exception: A Mechanical Permit is not required for installation of a through-wall hood exhaust duct shorter than 12 inches in length.
- Electrical Permit: Required whenever removal, relocation, addition or extension of electrical systems or fixtures occurs.
- Plumbing Permit: Required whenever plumbing fixtures are removed, replaced or added. Plumbing permits are required in cases where existing fixtures are removed and replaced in the same location for the purpose of installing new countertops. All plumbing work is required by the Illinois Plumbing Code to be performed by a licensed plumber unless the owner qualifies for an exemption. Contact the Building Division for exemption requirements.



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## Inspections:

All work listed on the permit placard must be inspected by the Village of Oak Park for conformance with the approved submittal documents and Village codes and ordinances. Please contact the Building Division at 708-358-5430 to schedule an inspection.

Commonly missed items that will result in a failed inspection are listed below. Review these items prior to starting the work and contact the Building Division with any questions to ensure you fully understand these requirements. Doing so will greatly increase your chance of passing the required inspections.

- Extension rings on electric device boxes must be mounted flush with surrounding finished wall surfaces such as ceramic tile, marble or other solid surface materials.
- If base cabinets are removed and/or replaced, the spacing of electric service outlets must be revised such that no point along a countertop is more than 24 inches from an outlet.
- Electric service outlets serving countertops shall be GFCI protected.
- An electric service outlet must be installed at an island countertop or the end of a peninsula countertop.
- Kitchen electric service outlets shall be served by a minimum of 2 - 20amp small appliance circuits.
- Recessed lighting fixtures in contact with insulation must be IC-rated.
- Exhaust fans must discharge directly to the atmosphere.
- Thru-wall kitchen exhaust fans shall terminate a minimum of three feet from any other opening into the building.
- Thru-wall kitchen exhaust fans shall not be installed in any wall that is less than three feet from a property line of an adjoining residential or commercial property.
- Copper water lines shall not be installed in direct contact with metal electrical conduits.
- Openings in walls or floors around the drain and/or water lines must be sealed.
- Dishwasher drain line shall be secured or looped to the uppermost part of the underside of the countertop.
- Where existing exterior walls are stripped down to the existing studs, or where any exterior wall stud cavity is exposed, the stud cavities must be completely filled with insulation.
- New window openings shall not be installed in any exterior wall that is less than three feet from a property line of an adjoining residential or commercial property.
- New or replacement windows shall have a maximum U-value of 0.35.
- New or replacement skylights shall have a maximum U-value of 0.60.

Please note that the approved permit drawings must be maintained on site at all times for review by the inspector until the project passes final inspection. Inspections may be failed when drawings are not available to the inspector for review.