



Building & Property Standards Department

Guideline 003

Version 050709

1- and 2-Family Addition Permit Submittal

This guideline outlines the process for obtaining a building permit for the following project types:

- New construction of a principal or accessory structure.
- Projects that modify the footprint or volume of a principal or accessory structure.
- Major interior renovations.

Overview

To obtain a permit for construction, remodeling or repairing of one- and two-family residential primary and accessory structures, the scope of work must be outlined within drawings, specifications, product data sheets, technical reports and structural calculations. These technical submissions are reviewed to ensure the project complies with the Village's building codes and standards. The review also provides the information needed to construct the project. All technical submissions are subject to a plan review by the Building & Property Standards Department and Zoning Division. Projects located within a historic district are subject to an additional review by the Historic Preservation Commission.

Plan Review

Generally, projects that involve more than one building trade require a plan review by Village technical staff. To begin the process a fully completed *Application for Plan Review* must be submitted along with three copies of the technical submissions described below. The application form may be obtained online at www.oak-park.us/building or at Village Hall, 123 Madison St. Incomplete applications will be returned without processing. Upon successful completion and approval of the plan review, applications for building permits may be submitted for processing.

A written list of plan review comments will be provided to the applicant and/or the design professional of record upon completion of the plan review. Once all plan review comments have been completed or corrected and incorporated into the drawings, the plan review will be approved. Please note that state law does not permit anyone other than the design professional of record to modify drawings prepared by the design professional. Even minor corrections must be made by the design professional of record if applicable.

Plan Review fees are not included in permit fees and must be paid at the time of application. Fees are as follows:

- Alterations and additions: \$100
- New construction: \$200

The initial plan review and one subsequent review, if necessary, are included within the plan review fee. When additional reviews are required beyond the second review, additional plan review fees are charged at a rate of \$85 per revision.

Submittal Requirements

Technical submissions for plan review must include at a minimum the information listed below. Please remember –incomplete submittals may be returned to the applicant without processing, which will delay the review.



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The following requirements apply to all submittal items.

- Project name and address must be identified on all sheets of drawing sets, specifications, product data sheets, technical reports, structural calculations, etc.
- The name and address of the document preparer must be identified on all sheets. In the event the preparer of the drawings is a licensed design professional, the seal(s), signature(s), registration number(s) and expiration date(s) of the respective licenses of the responsible design professional(s) and professional design firm(s) must be affixed to each sheet of the drawing set. Unless a design professional is doing business as a sole proprietor, a Professional Design Firm Registration number must be indicated.
- When drawings are prepared by a design professional, a copy of their current state license must be attached to the front of each set of drawings.
- All sheets must be numbered sequentially.
- All drawings must indicate a drawing scale and a north arrow shall be indicated on all plan views.

Drawings

The information required to be contained on the drawings will depend upon the size, nature and complexity of the project. However, the drawing types listed below are the minimum standard required for plan review submittal. Additions and remodeling projects may not require all of the drawing types for plan review and permits. Although state law exempts the need for a licensed architect on projects not more than two stories and basement in height, all projects that involve structural or life-safety changes, or the use of non-conventional building products or framing systems, may require drawings, signed and sealed by a licensed architect or structural engineer.

Drawings should be prepared to convey the following information:

- Detailed scope of work including materials and systems used
- Compliance with codes and ordinances including building and zoning
- Architectural and energy conservation components.
- Structural systems
- Electrical, mechanical and plumbing systems
- Relationship of proposed work to existing construction or other structures on site or adjacent properties.

Cover Sheet

All applicable codes must be listed. The Village of Oak Park has adopted the following codes for one- and two-family residential construction work:

- V.O.P. Building Codes & Standards, Volume 2
- 2003 International Residential Code w/ Amendments
- 2003 International Electrical Code and the
- 2002 National Electrical Code, w/ Amendments
- 2003 International Energy Conservation Code w/ Amendments
- 2003 International Fuel Gas Code w/ Amendments
- 2003 International Mechanical Code w/ Amendments
- 2003 International Fire Code w/ Amendments



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- 2004 Illinois State Plumbing Code w/Amendments

Drawing Index

An index of all drawings included within the set must be provided.

Plat of Survey

A plat of survey must be submitted for all projects that involve the construction, exterior remodeling or repairing of any structure on the site. This requirement includes any project that involves modification of openings in the structure's exterior envelope.

The plat of survey must reflect all surface features on the property including size and location of all improvements including principal and accessory structures, pavements, decks, porches, fences and swimming pools.

When the project involves the addition or alteration of an existing structure, the Building Official may at his/her discretion, accept an old plat of survey. However, this plat of survey must be updated by the applicant to reflect all current improvements to the property. The applicant must submit a written affidavit that the updated survey is reflective of all current improvements to the property.

A plat of survey is not required for interior renovation projects that do not modify the existing building envelope.

The plat of survey must include the written legal description of the property and be signed and sealed by an Illinois Professional Land Surveyor.

Site Plan

A site plan must be provided for all projects that include new construction or change in footprint or volume of an existing structure. The scale must be no less than 1 inch = 20 feet. The site plan must do the following:

- Indicate all existing and proposed structures including principal and accessory structures, pavements, decks, porches, fences and swimming pools.
- Indicate the use, construction type and height of the principal and any accessory structure.
- Indicate all property lines, setbacks and easements with dimensions.
- Dimensionally locate the principal and any accessory structures from face of structure at foundation level at right angles to the property lines in each compass direction.
- Indicate location of all temporary construction measures such as fencing, dumpsters, portable toilets and material stockpiles.
- Indicate location of all downspouts and direction of flow at grade.
- Indicate proposed re-grading of site and spot elevations at each corner of proposed construction, at property lines and in intervals as necessary to establish proposed site drainage patterns.
- Indicate existing and proposed underground and/or overhead utilities in proximity of the proposed work.
- Indicate line of all structure cantilevered beyond face of foundation wall such as bay windows, floor levels and roof overhangs.



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Foundation Plan

A foundation plan must be provided for all new construction of additions. The scale must be no less than 1 inch = 20 feet. The foundation plan must do the following:

- Indicate existing foundation system adjacent to proposed work.
- Dimensionally indicate all proposed foundations and footings with respect to existing construction and at right angles to property lines in each compass direction.
- Distinguish between existing and proposed construction. Indicate items to be removed with dashed lines.
- Indicate size, location, thickness, material, reinforcing and design strength of all footings, foundations and slabs.
- Indicate load/linear foot on all continuous footings and concentrated loads on all column pads.
- Indicate size and dimensionally locate all columns and posts.
- Indicate size and location of all window and door openings.
- Indicate size and location of any window wells
- Indicate location of all imbedded items including anchor bolts, hold-downs, post bases, etc.
- Indicate slope of slabs-on-grade as applicable.
- Indicate required design soil bearing pressure.
- Indicate size and location of crawl space vents.
- Indicate size and location of crawl space access.

Floor Plans

A floor plan must be provided for each level of new construction or interior renovation. The scale must be no less than one-eighth inch equals one foot. The plans must do the following:

- Show all floor levels including basement and attic if accessible by stairs.
- Show all rooms with uses and overall dimensions.
- Show stair location, direction of run, dimensions, riser and tread detail, guard and handrail detail and mounting height.
- Indicate all doors (size and swing) and windows (size and operability).
- Provide schedules for all new door and window work.
- Provide schedule of light and ventilation for all new or enlarged spaces.
- Indicate line of all ceiling or roof openings including skylights.
- Indicate all fire-rated assemblies for structures built within three feet of a side property line.
- Indicate location of all bearing walls.
- Indicate location of all smoke and carbon monoxide detectors.
- See separate department handout for porch and deck requirements.

Partial plans may be provided for additions, if the full area of any space adjacent to the area of renovation and each existing level directly below the area of the addition are shown.

Roof Plan

A full roof plan must be provided for all new construction of additions. The scale must be no less than one-eighth inch equals one foot. The roof plan must do the following:

- Indicate drainage pattern for all roof surfaces.



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- Indicate location of all gutters and downspouts.
- Indicate type of roofing, underlayment, and type and location of all flashings and waterproofing membranes.

Framing Plan

A framing plan must be provided for all floor and roof levels of new construction or additions. The scale must be no less than one-eighth inch equals one foot. The framing plan must do the following:

- Indicate all structural members, their size, direction of span, species, grade and methods of attachment.
- Describe all floor and roof framing systems.
- Indicate all existing structural members that are supported by the same walls or members designated to support proposed work
- Provide framing plan
- Consider static and wind forces.
- Indicate all design dead and live loads and allowable material stresses.
- Indicate load path for all framing members down to foundation level.
- Indicate method of lateral bracing for each level.
- Indicate size and spacing of all floor and roof-framing members including framed openings, roof ridge, hip and valley framing members.
- Indicate location of all double members.
- Indicate location of all blocking.
- Indicate manufacturer and product tag for all pre-manufactured metal connectors and hangers.
- Indicate deck plank size and material.

Exterior Elevations

All submittals must show an elevation view in each compass direction that proposed work can be seen from the exterior of the structure. Additional views should be provided as necessary to describe all proposed work. The scale must be no less than one-eighth inch equals one foot. The exterior elevations should do the following:

- Indicate type of all materials exposed to view.
- Indicate all openings in exterior walls including vent terminals.
- Indicate special conditions such as emergency escape and rescue openings, fire-rated windows and doors, etc.
- Indicate location of all gutters and downspouts.
- Provide the following minimum dimensions:
 - floor to floor heights
 - grade to first floor
 - grade to eave
 - grade to overall roof height
 - grade to mean roof height
- Indicate roof pitch (rise/run) for all roof surfaces.



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Building and Wall Sections

Applicants must provide full-height section through typical exterior wall, points of connection to existing structure and through all masonry fireplaces and chimneys. The scale must be no less than one-half inch equals one foot. The information provided must do the following:

- Show materials of construction and their assemblies for floors, walls and roofs.
- Indicate R-value at slab perimeter, floor, ceiling, roof, basement wall, crawl space wall and exterior wall.
- Indicate U-factor of all windows and doors.
- Indicate insulation baffles at roof rafters.
- Provide calculation on the drawing indicating required and proposed size of attic vents.

Mechanical Plan

A mechanical plan must be submitted. The scale must be no less than one-eighth inch equals one foot. The plan must do the following:

- Indicate the entire mechanical system including all equipment, devices, their sizes, operating weight, structural support, piping system, ductwork and sizes, register and vent sizes and locations.
- Provide schedule of all equipment including motor horsepower.
- Provide *ResCheck* energy calculation to verify compliance with the energy code.
- Prescriptive R-values (if applicable).

Plumbing Plan

A plumbing plan must be submitted. The scale must be no less than one-eighth inch equals one foot. The plan must do the following:

- Indicate all fixtures, piping, slopes, materials and sizes.
- Indicate point of connection to existing piping or utilities.
- Provide schematic diagrams of waste, water and vent systems.
- Provide fixture count and size of incoming water service and meter.

Electrical Plan

An electrical plan must be submitted. The scale must be no less than one-eighth inch equals one foot. The electrical plan must do the following:

- Indicate all power and lighting requirements on plans, including location of openings. These openings include switches, receptacles, lighting fixtures, ceiling fans, communication ports and other such items.
- Indicate location and size of existing service panel, number of unused breaker positions and location of overhead service drop and meter.
- Indicate panel schedule including existing and proposed breaker sizes.
- Indicate special items such as GFCI or ACFI protected outlets.
- List existing and proposed fixed electric appliances such as heating and cooling units, water heaters, cooking appliances, spas and other motor-driven devices. Information must include the amperage, wattage and horsepower as applicable for each appliance.
- Indicate all three-way switching.



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Structural Calculations

Structural calculations must be provided for all retaining walls, foundation underpinning, beams and other framing members that cannot be sized from code charts or as otherwise directed by the Building Official. Calculations must be prepared, signed and sealed by a licensed architect or structural engineer. At the discretion of the Building Official, the structural calculations must be prepared, signed and sealed by a licensed structural engineer.

Miscellaneous Requirements

Applicants also may be required to provide the following:

- Manufacturers' product data sheets and written installation instructions for heating/cooling systems, fireplaces, stoves, hot tub, spas, wheelchair lifts, elevators and other such items.
- Shop drawings or specification sheets for pre-engineered building components such as floor and roof trusses and structural insulated panels.
- Other submittal items as determined by the Building Official.

Common Submittal Errors

The code requirements listed below are commonly missed on technical submissions. The drawing preparer should verify the applicability of any of the following items for the project being designed as needed to fully describe the proposed work.

Architectural

- Graspable handrails must be installed on at least one side of each stair that has four or more risers.

Structural

- The design snow load for the Village of Oak Park is 30 pounds per square foot.
- The design wind load for the Village of Oak Park is based on a wind speed of 90 miles per hour.
- All joists must be restrained from rotation at all points of support at a maximum of eight feet on center between supports and at cantilevered ends.

Mechanical

- Vent terminals for any mechanical equipment using a powered vent must not be discharged into any side yard.
- Minimum insulation for ducts in unconditioned attics must be R-8 for supply and R-4 for return.
- Minimum insulation for ducts in unconditioned basements, crawl spaces, garages and other unconditioned spaces must be R-8 for supply and R-2 for return.

Electrical

- All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the following locations must have ground-fault circuit-interrupter protection:
 - Bathrooms
 - Garages, and also accessory buildings that have a floor located at or below grade level and not intended as habitable rooms and limited to storage areas, work areas, and areas of similar use.



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- Outdoors (must have a weatherproof enclosure for receptacle)
- Crawl spaces
- Unfinished basements
- Kitchens where the receptacles are installed to serve the countertop surfaces
- Wet bar sinks where the receptacles are installed to serve the countertop surfaces and are located within six feet of the outside edge of the wet bar sink.
- Receptacles must be installed as follows:
 - No point measured horizontally along the floor line in any wall space can be more than six feet from a receptacle outlet.
 - No fewer than two 20-ampere small-appliance branch circuits to serve kitchen countertop surfaces. Either or both of these circuits may supply receptacle outlets in the same kitchen, pantry, breakfast room, dining room or similar area of a dwelling unit.
 - No more than 24 inches measured horizontally from a receptacle outlet for counter space in kitchens and dining rooms.
 - Installed at each wall counter space that is 12 inches or wider.
 - Installed at each island counter space, and at each peninsula counter space with a long dimension of 24 inches or greater and a short dimension of 12 inches or greater.
 - At least one wall receptacle outlet must be installed in bathrooms within three feet of the outside edge of each basin.
- Carbon monoxide alarms must be installed in the following areas regardless of the area of work included on the drawings:
 - Outside each sleeping area in the immediate vicinity of the bedrooms.
 - On each level of the dwelling, including basements and attics, but not necessarily including crawl spaces and uninhabitable attics. In areas of new construction, or where the ceiling is readily accessible, such as from an unfinished attic, the carbon monoxide alarms shall be interconnected.
- Smoke alarms must be installed in the following areas regardless of the area of work included on the drawings:
 - In each sleeping room.
 - Outside each sleeping area in the immediate vicinity of the bedrooms.
 - Where the ceiling height of a room open to the hallway serving the bedrooms exceeds that of the hallway by 24 inches or more, smoke alarms shall be installed in the hallway and in the adjacent room.
 - On each level of the dwelling, including basements and attics, but not necessarily including crawl spaces and uninhabitable attics.
 - In areas of new construction, or where the ceiling is readily accessible, such as from an unfinished attic, the smoke alarms shall be interconnected.
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Plumbing

- Heat traps shall be provided at inlets and outlets of all water heaters with vertical pipe risers.
- Piping installed within exterior walls or unheated spaces shall be protected from freezing.
- All floor drains shall be vented.

Revisions

In the event a re-submittal of the technical submission is required, the following requirements apply:

- Three copies of the revised technical submission must be submitted.
- All changes to the drawings must be *bubbled*, identified with a revision number, dated and be initialed by the drawing preparer or design professional of record.
- Revised drawings must be inserted into the originally submitted review sets by the applicant.
- Outdated drawings must remain in the set, have corners turned up and stapled in place, marked void, signed and dated by the drawing preparer or design professional of record.

Permit Application

Upon approval of the plan review, applications for building permits may be made. Permit fees are calculated separately from plan review fees.

**Information contained in this guideline is subject to change without notice.
Check with the Building Division of the Building & Property Standards Department for updates.**

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