

ROOM ADDITION

Village of Carol Stream

500 N. Gary Avenue, Carol Stream, IL 60188
Tel: 630-871-6230 Fax: 630-665-1064

CHECKLIST

Completed by Permit Applicant and reviewed by Community Development Staff at submittal.
Additional items required will be circled by Community Development Staff.

- _____ Completed **Application For Permit**
- _____ Completed **DuPage Storm Water Management Permit Application***, if applicable
- _____ **Two (2) Sets of Signed and Sealed Architectural and Structural Plans**
- _____ **Two (2) copies of the Plat of Survey**, drawn to scale, signed and sealed, showing all existing and proposed structures on the lot with dimensions and distances to lot lines
- _____ **One (1) set of installation instructions** for each of the following, if applicable: furnace and air conditioner, whirlpool tub or spa, prefab fireplace or water heater
- _____ **Two (2) sets of the roof manufacturer's design calculations and drawings**, signed and sealed by the design professional and having the job address on them
- _____ **One (1) copy of the Electrical Contractor's License**, if applicable (unless the homeowner is doing the work)
- _____ **One (1) copy of the Plumbing Contractor's License**, if applicable (unless the homeowner is doing the work)
- _____ **One (1) copy of the Electrical Panel Schedule**

Completed by Community Development Staff upon review of submittal:

- _____ All documentation required for the permit application has been submitted.
- _____ Items circled have not been properly submitted and we are returning your submittal for completion of these items.

Building permit submittal checked by: _____

For questions regarding building permit requirements for a Room Addition, please contact the Village of Carol Stream Community Development Department at (630)871-6230.

* As determined by Engineering Services

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Room Addition Permit Requirements

1. *Permit Application:* A completed permit application must be submitted along with two (2) copies of the plat of survey showing the exact location and dimensions of the proposed construction and all existing structures on the lot. Two (2) sets of detailed legible drawings must be submitted showing all concrete, framing, electrical, and plumbing work to be done. **Plans submitted for room additions must be prepared by an architect registered by the State of Illinois.** Refer to the attached drawing for concrete and framing information required.
2. *Placement at Principal Structure:* Construction must not obstruct any required basement escape window.
3. *Placement on Lot:* All room additions must meet current zoning requirements as to location. The structure must not be erected in any drainage/utility easement area or adversely affect drainage.
4. *Lot Coverage:* Maximum ground coverage of all structures on the lot must not exceed thirty percent (30%) of the lot area, except for decks and pools, which may increase the lot coverage to a maximum of thirty-five percent (35%).
5. *Design Requirements:*
 - A. Heating duct layout. Show the sizes and locations of air supply and returns. Show sizes on all duct trunk lines. Specify the cfm's.
 - B. Provide plan view of the plumbing system, with a soil, waste, and vent riser diagram complete with all pipe sizes. Provide a domestic water distribution piping diagram complete with valve locations and pipe sizes.
 - C. Provide a complete electrical layout. Indicate panel location, circuit layout and number of circuits required.
 - D. Provide section drawings for footing, foundation, floor, wall and roof.
 - E. Provide stairway drawings, including dimensions of riser, tread, railings and guards.
6. *Code Requirements:* Construction and materials must conform to the following Carol Stream codes as amended:
 - A. International Residential Code 2003.
 - B. International Mechanical Code 2003.
 - C. International Plumbing Code 2003.
 - D. National Electric Code 2002.
 - E. The current Illinois State Plumbing Code.

- A Permit is Required Before Any Work Begins -

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Room Addition Permit Requirements, continued.....

If electrical or plumbing work is to be done by someone other than the homeowner, that person must be registered as required by State law. All roofing contractors must be licensed by the State of Illinois and must provide their State of Illinois license number on the permit application.

7. *Inspections:* Inspections required during construction are as follows:
- A. Pre-pour — after excavation once the footing and foundation is framed, and before placing concrete.
 - B. Framing — after mechanical, electrical and plumbing are roughed in, and before insulating.
 - C. Insulation — after rough inspections and before covering or concealment.
 - D. Final — when construction is completed and before occupancy or use.

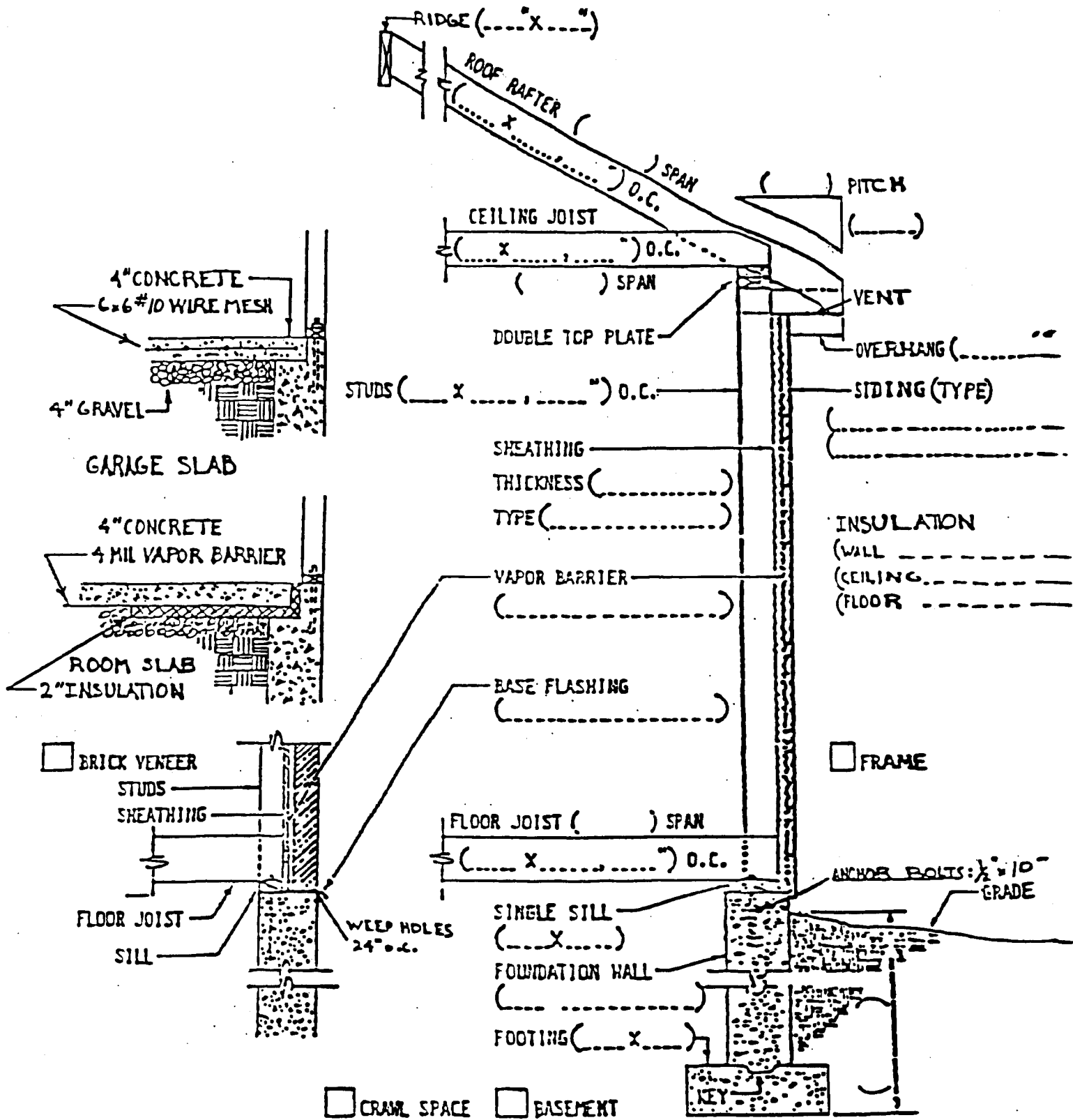
Call **871-6230** to schedule inspections at least twenty-four (24) hours in advance.

8. *Bonds:* A Parkway Preservation Bond of \$300 will be required for concrete work. When work is complete, contact the Engineering Services Department at **871-6220** to schedule an inspection of the parkway area. If no damage has occurred, the Village will refund the bond amount submitted.

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ROOM ADDITION, ATTACHED GARAGE OR SEASONAL ROOM

Illustration of framing and concrete items to be addressed when submitting plans.



** EXAMPLE ONLY **

Not to be submitted as part of plans

Revised 9010