

BASEMENT REMODEL

Building Permit Application

Application Date ____ / ____ / ____

Property & Owner Information	
Owner Name or Business Name	
Phone	
Street Address	Romeoville, Illinois 60446
Email Address	
Subdivision & Lot #	Subdivision _____ Lot # _____
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor(s)
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor
Estimated Cost of Remodel	\$ _____

Contractor Information	
If using a contractor or sub-contractor, a copy of the contract must be included with the application and the following information must be provided. All contractors and sub-contractors in Romeoville must be registered with the Village.	
Contractor Name	
Contractor Address	
Email Address	
Contractor Phone	
Village Registration No.	
Work Performed by Homeowner	
If you doing the work yourself, please also complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.	

Office Use Only		<div style="border: 1px solid black; padding: 5px; text-align: center;"> Status Sticker <small>OFFICIAL USE ONLY</small> </div>
Application Date:	Received By:	
Permit Date:	Permit #:	

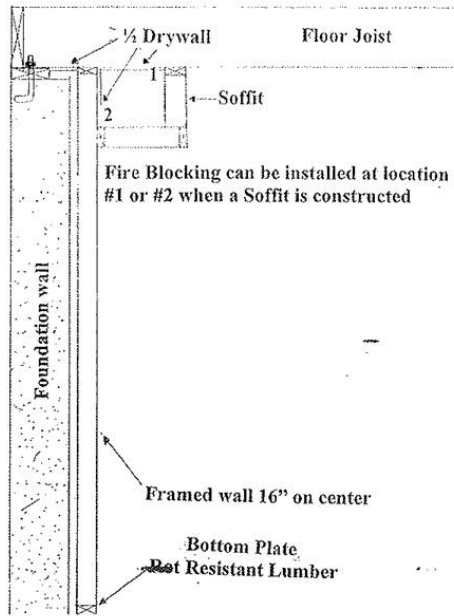
Construction Requirements

	Office Use
<u>General Requirements:</u>	
Provide a drawing, (2 copies), to indicate the following:	
❖ Room, door and closet sizes. The finished ceiling heights. The location and size of all windows, including sill height above the finished floor.	
❖ Basements with habitable space and every sleeping room shall have at least openable emergency escape and rescue opening.	
❖ Emergency escape and rescue openings, (windows) shall have a net clear opening of five (5) square feet minimum. The minimum opening height shall be 24 inches. The opening shall be operational from the inside of the room without the use of keys or tools. All window wells for escape and rescue opening with a vertical depth of 44 inches or greater shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position.	
❖ Fire blocking shall be provided to cut off all concealed draft openings, (i.e. vertical and horizontal spaces that occurs at soffits, drop and cove ceilings, openings around vents, pipes and ducts). See example sheet.	
❖ Enclosed accessible space under stairs shall have the entire enclosure protected with a minimum side of ½ inch gypsum board.	
<u>Electrical Requirements: (references: 2005 NEC, Village of Romeoville Amendments R150.04)</u>	
All electrical work to be in EMT conduit with metal boxes. (No Romex or BX)	
All wire to be Copper, no Aluminum.	
All electrical boxes to be accessible, (not buried behind walls or ceilings).	
Any pull chain light fixtures or any other appliances or fixtures shall be removed and capped in ceiling.	
Bathrooms in the basement shall meet the requirements of the 2005 NEC, Article 210.52D.	
All general wall receptacles to meet the requirements of the 2005 NEC, Article 210.52A for spacing.	
Any kitchens in the basement shall meet the requirements of the 2005 NEC Article 210.52B and 210.52C.	
Bedrooms shall be defined as being a habitable room with a door and a closet, per Village interpretation by the Building Department.	
Smoke detector 110 volt with battery back-up will be required for each bedroom inside and outside the immediate area, interconnected with the rest of the house.	
Bedroom circuits shall be protected with arc-fault breakers at panel.	
Smoke detectors will be required in the open area of the finished basement and interconnected with the rest of the house.	
Carbon Monoxide detectors are required outside of every sleeping area within 15 feet throughout the house.	
A rough electrical inspection will be required before any finished walls or finished ceilings are installed.	
A final electrical inspection will be required after the work is completed.	

<u>Mechanical Requirements:</u>		
	Provide a complete set of mechanical drawings.	
	Indicate on the drawing the location of all duct work in the area to be remodeled, size of duct, path of all duct runs supply and return. Indicate on the drawing which duct(s) are supply and which are return(s).	
	Indicate the size of the furnace/air conditioning unit.	
<u>Plumbing Requirements:</u>		
	If Plumbing is to be installed, please contact the Village of Romeoville Plumbing Inspector, (Bob Chada) for additional information.	

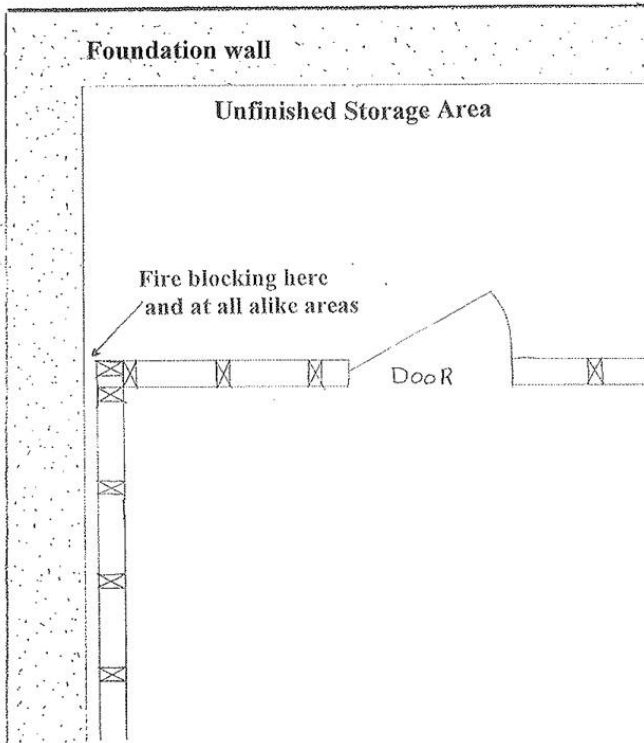
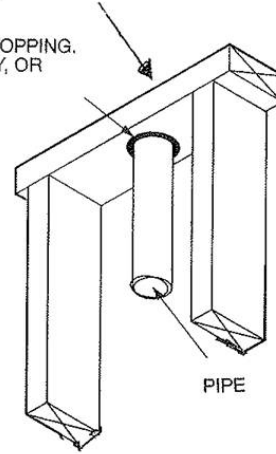
Fill in the blanks.	Office Use
What framing lumber will be used? <input type="checkbox"/> <i>Wood</i> or <input type="checkbox"/> <i>Metal Studs</i>	
What is the spacing of the studs? <input type="checkbox"/> <i>16 inch on center</i> or <input type="checkbox"/> <i>24 inch on center</i>	
What ceiling material will be used? <input type="checkbox"/> <i>Drywall</i> or <input type="checkbox"/> <i>Ceiling Tiles</i>	
What flooring materials will be used? <input type="checkbox"/> <i>VCT</i> <input type="checkbox"/> <i>Carpet</i> <input type="checkbox"/> <i>Ceramic Tile</i> <input type="checkbox"/> <i>Other</i> _____	
What wall insulation will be used? <input type="checkbox"/> <i>Fiberglass</i> or <input type="checkbox"/> <i>Other,(list type)</i> _____	
What insulation R-values will be used? <input type="checkbox"/> <i>R10, (this is the minimum required for walls)</i>	

Required Fire blocking



Top Plate

APPROVED FIRESTOPPING.
E.G., CAULK, PUTTY, OR
SEALANT



Permit & Inspection Requirements		Office Use
<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.</i>		
	The Building Permit must be posted in the building's window where it can be seen from the street.	
	<p>Each phase of construction must be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.</p> <ul style="list-style-type: none"> • Rough framing. • Rough Electric • Rough Mechanical • Rough Plumbing • Insulation • Final Building, Electric, Mechanical and Plumbing Inspections. • All inspections must be scheduled 48 hours in advance by calling (815)886-7203 or by emailing buildinginspections@romeoville.org. Your permit number must be provided when inspections are scheduled. • Failure to call for required inspections may result in a "Stop Work Order". • Should you fail an inspection, a re-inspection fee must be paid before continuing work and before scheduling another inspection. • A final inspection must be performed when the work has been completed. If the inspection is passed, a Certificate of Completion will be issued. The basement may not be used until the Certificate of Completion has been issued. 	
	Work must be started within thirty (30) days of the issuance date of the permit and must be completed within 365 days.	

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

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 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 or 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.

Signature of Applicant: _____ Date: _____