

## Romeoville Reinvestment Program

# Residential Improvement Application - Room Addition

**Goal of Program:** The Reinvestment Program is designed to provide financial incentives that encourage homeowners to reinvest in their property by making exterior improvements. Benefits include improving the appearance of the neighborhood, increasing property values and reduced costs to homeowners.

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**Application Process:** Please complete all pages of this application. This information is needed to determine your eligibility for the Romeoville Reinvestment Program. The property owner must be the applicant. Applications will be processed on a first-come, first-served basis, and budget funds available. Please see the program guidelines to ensure a complete application.

Are you a Senior Citizen? ☐ Yes ☐ No

Are you a Veteran? ☐ Yes ☐ No

What year was your home built?  (Must be prior to 1980)

*Please provide documentation of age verification, and Veteran status.*

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### Eligibility:

- Homeowners of Single family homes and Town homes built prior to 1980. Must be owner occupied.
- Improvements cannot be part of an insurance claim or funding received from other Government agencies or charities.
- All property owners must be current with any governmental fees due, as well as in compliance with all Ordinances of the Village
- A project must enhance the front facade which is any side of the home facing a public street
- The proposed project must seek to improve the physical appearance of the structure(s)
- All improvements must be consistent with HOA Covenants & Restrictions
- Proposed improvements must be compatible with the neighborhood
- Incentives will only be issued for the time the applicant occupies the home. If the applicant sells the home and has not received the full tax abatement, no further abatement will be given

### Veteran's or Seniors:

- Minimum age 62 or a person who has served in the U.S. Armed Forces and was discharged or separated under honorable conditions
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### Eligible Improvements:

- Room Additions (min. size requirement 10x10 and project cost must be a minimum of \$10,000)
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### Types of incentives offered:

- Room additions - \$1,000 will be given at certificate of occupancy. The remaining incentive will be given through a tax rebate on Village portion of tax bill, up to a total incentive not to exceed \$5,000  
**OR**
- **Veteran's or Seniors:** Room additions - \$1,000 will be given at certificate of occupancy. The remaining incentive will be given through a tax rebate on Village portion of tax bill, up to a total incentive not to exceed \$6,000
- Permit fee waivers

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### Project Summary:

Have you applied for the Romeoville Reinvestment Program funding previously? ☐ Yes ☐ No

Amount Requested:

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### Residential Guidelines:

- The property must be owner occupied and not a rental property.
- All property owners must be current with any governmental fees due, as well as in compliance with all Ordinances of the Village.
- The Property Owner must submit a completed application and complete the approval process prior to beginning the project. **Any construction started before the application and approval process is completed will not be eligible for a Grant.** Property owner must submit application with all required additional information as requested on the application, including but not limited to:
  - > Color photos
  - > A description of requested improvements, and
  - > Cost estimates
- All applications will be reviewed in the order received.
- The Village of Romeoville will review the submitted request and determine if further information is needed.
- Once the request is approved, grant recipients will receive written notification of their award in the form of a commitment letter, along with a copy of the program's Contractual Obligations.
- Upon applicant signing and returning the Contractual Obligations document, construction can begin.
- Grantee must obtain any required permits needed.
- Work must be completed within six months.
- Once work is completed, a final inspection of the completed project is required. Final disbursement of grant funds is contingent upon applicant providing receipts for completed improvements and passing the final inspection.
- Residents may apply twice during the life of the Program. Applications can include multiple incentive requests.
- Residents receiving funds from other Government agencies or charities for the same improvements will not qualify.

**NOTE: WORK THAT HAS BEEN COMPLETED PRIOR TO A ROMEOVILLE INVESTMENT PROGRAM COMMITMENT LETTER BEING EXECUTED CANNOT BE PAID FOR WITH GRANT PROCEEDS.**

*By signing my name below, I certify that I have read the above information. My signature also certifies my understanding of the program, guidelines and waiver.*

Signature of Applicant:

Date:

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**For Internal Use Only:**

Date Received:

Qualifications Met:

☐

Yes

☐

No

Incentive Amount Approved:

☐

Yes

☐

No

Amount Approved:

If Approved, Vendor Forms Provided to Resident:

If )      k      )      :

# ROOM ADDITION BUILDING PERMIT APPLICATION

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property & Owner Information		
Owner Name		
Phone		
Email Address		
Street Address		
	Romeoville, Illinois 60446	
Subdivision & Lot #	Subdivision _____ Lot # _____	
Work Performed by Homeowner		
If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.		
Contractor Information		
If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village.		
Contractor Name		
Contractor Address (P.O. Box)		
Contractor Phone		
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor	<b>\$ 50.00 Plan Review Fee when Permit Application is submitted</b>
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor	
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor	
Estimated Cost	\$ _____	

Office Use Only		<div style="border: 1px solid black; padding: 10px; text-align: center;">             Status Sticker OFFICIAL USE ONLY           </div>
APPLICATION #:		
Application Date:		
Received By:		
Permit #:		COST: \$

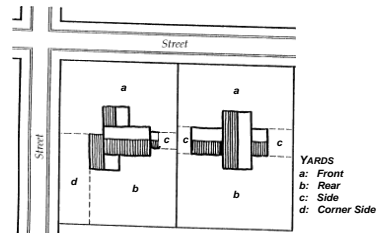
## Sub-Contractors

Type of Contractor	Business Name	Street Address, City, State and Zip	Phone Number	Registration Number
Concrete				
Electrical				
Plumbing				
Mechanical				
Carpentry				
Drywall				
Insulation				

## Site Requirements

Requirement, Room Addition	✓ to confirm that you have shown ...
You shall submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, etc. The structures should be drawn to scale, labeled, and dimensioned. <i>Please refer to Page 3 for an example.</i>	all structures
The addition shall be shown. It shall be labeled and dimensioned.	the proposed addition
The addition shall be not less than 5 feet from the side property line.	the distance to the side property line
The addition shall be not less than 10 feet from the rear property line. <i>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge &amp; Honey tree Unit 5,) the structure shall be at least 7 feet to the rear property line.</i>	the distance to the rear property line
The structure shall be not less than 10 feet from any detached structure (shed, gazebo, pool, etc.).	The distance from each structure
The addition may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement.	the addition is not located on any easement

Requirement	Fill in the blanks.
The Zoning Code regulates the height of structures. Please indicate all dimensions of the addition on the plans.	Height of the addition: _____
In total, no more that 50% of the property can be covered with building, structures, or pavement.	Size of proposed structure: _____ % of lot covered with structures: _____ %

<p>The Zoning Code identifies which accessory structures are allowed in the various yards.</p> <p>Please identify your proposed location using this diagram.</p>		<p>In which yard is the proposed structure?</p> <p>_____ Yard</p>
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## Construction Requirements

<p><i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i></p>	
<p><b>General Requirements:</b></p>	
<input type="checkbox"/>	<p>Provide two (2) sets of signed, stamped and wet sealed from an Illinois licensed architect. The drawings shall reference all applicable Mechanical (2021 IMC), Electrical (2020 NEC), Plumbing (2014 State of Illinois), Energy (2021 IECC), Building (2021 IRC) and Fuel Gas (2021 IFGS) requirements.</p>
<input type="checkbox"/>	<p>Plans shall be drawn to a scale of not less than one-quarter of an inch (1/4) to the foot, (1'-0). Size of plans shall be not less than 24H" x 30L".</p>
<input type="checkbox"/>	<p>If required, two (2) sets of grading plans shall be submitted for review by the Village of Romeoville's engineer.</p>
<input type="checkbox"/>	<p>A room addition shall follow the 2021 International Residential Code section R314 (smoke alarms), which requires the entire home to have hard-wired and interconnected smoke alarms.</p>

<p><b>Permit &amp; Inspection Requirements</b></p> <p><i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand.</i></p>	
<input type="checkbox"/>	<p>The Building Permit shall be posted in the building's window where it can be seen from the street.</p>
<input type="checkbox"/>	<p>Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.</p>
<input type="checkbox"/>	<p><b>PLEASE REFER TO YOUR BUILDING PERMIT HARD CARD FOR REQUIRED INSPECTIONS.</b></p>
<input type="checkbox"/>	<p>• All inspections shall be scheduled in advance by calling (815)886-7200 or by emailing <a href="mailto:buildinginspections@romeoville.org">buildinginspections@romeoville.org</a>. Your permit number shall be provided when inspections are scheduled.</p>
<input type="checkbox"/>	<p>• Failure to call for required inspections may result in a <b>"STOP WORK ORDER"</b>.</p>
<input type="checkbox"/>	<p>• Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. <b>INVOICED AFTER 5 DAYS.</b></p>
<input type="checkbox"/>	<p>• <b>A FINAL INSPECTION SHALL BE PERFORMED AFTER THE ROOM ADDITION HAS BEEN COMPLETED.</b> Once the inspection passes, a Certificate of Completion will be issued. The addition may not be used until the Certificate of Completion has been issued.</p>
<input type="checkbox"/>	<p>• Work shall be started within ninety (90) days of the issuance date of the permit and shall be completed within three hundred and sixty-five (365) days.</p>

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: \_\_\_\_\_

**This Page for Office Use Only**

## Approval &amp; Review Status

Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	

Notes	
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