GENERAL REQUIREMENTS FOR BUILDING PERMIT SUBMITTALS

Air Conditioning

1) Complete permit application.
2) Submit 2 copies of plat of survey and indicate location of condenser unit.
3) Submit copy of proposal from contractor.
4) Submit information on type of unit, SEER and installation instructions, etc.
5) $75.00 permit fee. Paid when permit is issued.

Deck

1) Complete permit application.
2) Submit 2 copies of a scaled (¼”= 1’) plan with information about construction of the deck, including foundation detail, size and location of all framing members, type of lumber, detail of attachment to the house, details of stairs and railing. Show pier size and spacing, beam size and spacing, and all dimensions. Provide a detail section through deck.
3) Submit a copy of proposal from contractor.
4) Submit 2 copies of plat of survey and indicate the location of the deck and distance to property lines.
5) Submit 2 copies of septic system plan and indicate on the septic plan the location of the proposed deck.
6) Refer to Deck handout for specific requirements (Contact J.U.L.I.E.)
7) .12 per sq./ft. ($80.00 min.) permit fee. Paid when permit is issued.

Fence

1) Complete permit application.
2) Submit picture of fence (6’ max. height).
3) Submit 2 copies of plat of survey and indicate the location of the proposed fence.
4) Submit 2 copies of septic system plan and indicate on the septic plan the location of the proposed fence.
5) Submit copy of proposal from contractor.
6) See Fence handout for specific requirements. (Contact J.U.L.I.E.)
7) $70.00 permit fee PLUS .10 per liner foot. Paid when permit is issued.

Driveway

1) Complete permit application.
2) Submit 2 copies of plat of survey and indicate location of driveway distance to property line and culvert.
3) Submit 2 copies of septic system plan and indicate location of driveway on plan.
4) Submit copy of proposal from contractor.
5) Submit $10,000.00 bond from contractor.
6) Refer to Driveway handout for specific requirements. (Contact J.U.L.I.E.)
7) $80.00 permit fee. Paid when permit is issued.

Lawn Sprinkler System

1) Complete permit application.
2) Submit 2 copies of plat of survey and indicate location of all sprinkler heads, piping, RPZ, etc.
3) Submit 2 copies of septic system showing location of all sprinkler heads, piping, RPZ, etc.
4) Submit RPZ cut sheet.
5) Submit a copy of plumber’s state license and IEPA cross connection license.
6) Contact J.U.L.I.E. (Utility locate service)
7) $100.00 permit fee. Paid when permit is issued.
Swimming Pool, Spa, Hot Tub

1) Complete permit application.
2) Submit two (2) copies of the plat of survey and provide equipment cut sheets. Plans drawn to scale.
3) Submit two (2) copies of the septic field plan. Indicate the location of the pool and distance to septic system.
4) Show 4’ barrier requirements.
5) Show electrical requirements.
6) Call J.U.L.I.E. (utility locate service) at 1-800-892-0123, 811 or illinois1call.com
7) Submit a copy of Homeowner’s Association approval letter, if applicable.
8) Submit $10,000.00 bond from contractor.
9) Submit copy of proposal from contractor.
10) See Swimming Pool, Spa, and Hot Tub handout for specific requirements
11) $120.00 permit fee. Paid when permit is issued.

Reroof

1) Complete permit application.
2) Submit copy of proposal from contractor.
3) Submit copy of State of Illinois roofer’s license.
4) $70.00 permit fee. Paid when permit is issued.

Remodel and Basements

1) Complete permit application.
2) Submit 2 copies of plans showing all work (dimensions, electric, HVAC, plumbing, etc.) drawn to scale.
3) Submit copy of proposal from contractor.
4) Submit copy of State of Illinois Contractor’s registration plumber’s license, State of Illinois Plumber’s License and letter of intent.
5) Permit fee is determined on a per square foot. Paid when permit is issued.

Siding, Residing and Exterior Finish

1) Complete permit application including type of siding.
2) Submit copy of proposal from contractor.
3) $70.00 permit fee. Paid when permit is issued.

Sheds

1) Complete permit application.
2) Submit 2 copies of plans for shed.
3) Submit 2 copies of plat of survey and indicate location of shed and distance to all property lines.
4) Submit 2 copies of septic system plan and indicate location of shed and distance to all property lines.
5) Submit copy of proposal from contractor.
6) See Shed handout for specific requirements. Contact J.U.L.I.E.
7) $70.00 permit fee. Paid when permit is issued.
New Home, Addition, Remodeling

1) Complete permit application.
2) Requires a plan review fee at time of submittal (new home - 2,000 sq./ft. or more = $260.00, 2,000 sq./ft. or less = $210.00, **Additions** = $85.00 plus $.05/Sq. Ft over 400 Sq. Ft.). **Alterations/Remodeling:** $70.00
3) Submit septic plan, including well location, and plat of survey indicating building and other property improvements. Including grading/drainage.
4) Submit copy of McHenry County Health Dept. permit approval of septic & well.
5) Submit approval from McHenry County. Stormwater Management permit.
6) Submit two (2) copies of building construction plans. Plans to be signed/sealed by Architect/Design professional.
8) Permit fees vary based on size of building and related improvements. The fee is paid when permit is issued.

The above is provided for general information purposes only and shall not be construed as total compliance with any or all Codes and Ordinances of the Village of Oakwood Hills.